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<b>SECTION: Access/Safety</b>	
<b>POLICY AND PROCEDURE: Clean and Sanitary Environment</b>	Approved date: _____ Approved by: _____ Effective date: _____ Revised date: _____ Revised date: _____

**POLICY:**

Site environment will be maintained in a clean and sanitary condition. Environmental safety includes the hygienic condition of the site.

**PROCEDURE:**

I. GENERAL APPEARANCE

- A. Patient areas, restrooms, furniture, walls, floors and carpets will be unsoiled, neat, tidy, uncluttered and in good repair.
  - 1. Cleaning will be performed regularly, as scheduled, by staff or contracted service. Office cleaning schedule is maintained a evidence of completion (see attachment sample).
  - 2. Staff are responsible to keep work areas neat and clean.
  - 3. Staff are responsible for reporting to the office manager/provider if any equipment, furniture, carpet, etc. is in need of repair. Office manager or provider will arrange for repair or replacement as needed.
  - 4. Staff are responsible to report to the office manager/provider any soiled carpet, walls, etc. that would require professional cleaning, repair or replacement. Office manager/provider will arrange for services.

II. SANITARY SUPPLIES

- A. Appropriate sanitary supplies will be available for restroom use, including toilet tissue, hand washing soap, cloth/paper towels or antiseptic towelettes.
- B. Staff will check restrooms frequently for presence of supplies and replenish supplies as necessary.