

Policy and Procedures

Title: Cleanliness / Cleaning Schedule

Date issued / last revised: December 26, 2003

Date effective: Immediately

Cleanliness / Cleaning Schedule

Statement:

Our vehicles, as well as our employees, are a reflection of Cooperstown Medical Transport, Inc (CMT). We take pride in our vehicles and insist that they be as neat and clean as possible at all times, with reasonable allowances for weather conditions.

Purpose:

This policy is to establish a vehicle-cleaning schedule.

Scope:

This policy applies to all employees of CMT, full time, part time and interns.

Policy:

1. Our ambulances and fly cars are subject to daily and weekly cleaning, with cosmetic repair when practical.
2. **Daily cleaning** is the responsibility of the crew assigned to the ambulance, or fly car, on each shift. Every attempt should be made at the beginning of each shift to clean the vehicle prior to departing the station. Ambulance interior cleaning and disinfecting of the patient compartment includes floors, seats, cabinet surfaces and portable equipment as necessary. When practical, the exterior of the vehicle is washed.
 - a. The previous crew should have left all vehicles in a clean manner. However, there may be times where this may not have been done.
3. **During the shift**, crew members will place all trash in the receptacle provided and maintain the vehicle as neat and clean as weather and patient care conditions permit.
 - a. The patient compartment must be disinfected at the ending / receiving facility if the patient has:
 - i. Fever and/or rash of unknown origin
 - ii. Known or suspected infectious disease.
 - iii. There are obvious contaminated surfaces with blood, bodily fluids, or other potentially infectious materials.
4. **At the end of the shift**, the crew will remove all personal belongings, clean out the trash receptacle and thoroughly clean the interior and exterior of the vehicle, leaving the vehicle ready for the next shift. This includes disinfecting of the patient compartment (if an ambulance) and cleaning the driver's compartment. The ambulance Cleaning and Disinfection Log should be filled out.
5. **Weekly** cleaning includes the interiors, windows, cabinets and exterior wax.

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6. **Mechanical or structural problems** found during the cleaning process shall be immediately reported to the Dispatcher and a Vehicle Failure/Problem Report filled out and sent to Maintenance.
7. The Field Supervisor, whose responsibility it is to ensure that every vehicle meets our standards prior to departing the station, will oversee, and check on the cleaning of vehicles.