

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 30,2010
Topic: 6. Vehicles, Equipment & Facilities	Replaces: July 1, 2004
Subject: 7. Housekeeping	
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### PURPOSE

To ensure that the Ambulance Base is maintained in a clean, sanitary, safe and orderly condition at all times.

### APPLICATION

Paramedics, EMAs, Management

### PROCEDURE

- 1) Paramedics/EMAs shall ensure ambulance stations are clean and hygienic for the safety of themselves and others.
- 2) The following standards must be maintained. Inability to comply with the standards shall be documented by Paramedics/EMAs prior to completion of the work period.
- 3) Daily:
  - a) The route to and from the ambulance shall be free of obstacles or hazards.
  - b) The route to and from the all station entrances/exits shall be free of obstacles or hazards.
  - c) Hazardous materials shall be stored in accordance with legislation, policy and procedure.
  - d) Equipment, fixtures and appliances shall be maintained.
  - e) Adequate lighting shall be clean and free from hazards daily.
  - f) Floor surfaces shall be clean and free from hazards daily.
  - g) General cleanliness of crew quarter area, washrooms and garage area.
  - h) Mopping and vacuuming are to be done when required and not just at the end of the shift.
  - i) Prior to the end of each shift, the crew assigned to a base will make sure that the base and garage are left in a clean and sanitary condition.
- 4) Deep Cleaning (Weekly as per station schedule):
  - a) Move furniture and sweep/vacuum/wash floors.
  - b) Clean doors.
  - c) Vacuum furniture.
  - d) Clean all interior/exterior windows.
  - e) Clean and disinfect bathroom (sink, toilet, etc.).
  - f) Clean shower.

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- g) Clean kitchen area (microwave, coffee maker, etc.)
  - h) Defrost and clean fridge.
  - i) Clean and organize supply cupboards.
- 5) Staff is to ensure that these duties are completed before the end of the shift. If these duties cannot be completed due to ambulance calls, notation is to be made on the Daily Activity Log and word is to be left for the next on site crew that they are to complete any outstanding tasks.

<b>REFERENCE</b>
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