


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Personnel	Procedure Number:	PE-01
Subject:	Promotion of Infection Control Procedures	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Facilities maintenance procedures will be performed in a manner that promotes infection control.

Purpose

To prevent infection in patients and staff.

Procedure

General Maintenance

1. Maintenance services are available on a 24 hour basis. When the offices are closed, personnel are available on-call and can be reached through Central Control at extension 4298.
2. Critical air conditioning and refrigeration units are monitored through the building automation system. Air filters are changed every three (3) months, as the manufacturer requires, and/or department policies require, or as necessary.
 - A. Contaminated filters are placed in a polyethylene bag at the point of pickup, to prevent dissemination of dust particles and placed in infectious waste receptacle.
 - B. Drip pans are inspected quarterly and cleaned of any debris.
 - C. Contaminated debris and cleaning materials are discarded into a polyethylene bag and placed in infectious waste receptacle.
3. Ice machines:
 - A. Drains cleaned/sanitized quarterly or as needed.
 - B. Water lines cleaned/sanitized quarterly or as needed.
 - C. Motor and coils cleaned and vacuumed semiannually.
4. All sewage lines are checked on a preventive maintenance schedule or as necessary. Repairs are made on a demand basis by work order request as necessary.
5. Environmental Services personnel are responsible for inspection and care of floors, walls, and ceilings. If repairs are indicated, a maintenance work order request is initiated.

6. Outside inspection is on-going. Broken windows, cracked walls, etc., are repaired by outside contract or Maintenance personnel as job demand requires.
7. Rodent, pigeon, and insect control is the responsibility of Environmental Services via outside contract.
8. The plumbers drain cleaning machine is cleaned after each use with the recommended detergent, then oiled prior to storage.

Patient Areas

1. Wall suction outlets are inspected annually by outside contractor on a preventive maintenance schedule.
2. Maintenance personnel required to enter isolation areas shall follow the procedure indicated by the type of isolation. If possible, maintenance will be postponed until isolation is discontinued and the room thoroughly disinfected.
3. Maintenance personnel working in patient areas are to be aware that hand washing is the single most important means in preventing the spread of infection and are expected to wash their hands after contact with contaminated equipment.
4. A copy of the Infection Control manual is available in the Facilities Maintenance Office with the Maintenance Procedure Manuals.

Operating Room and Laboratories

1. Blood bank refrigerators, storage refrigerators, lab incubators and refrigerators are monitored by the building automation system. These units are attached to the emergency power system and switch over automatically if normal AC current is interrupted. Air Quality personnel are to be notified immediately if local audio or visual alarm goes off.
2. Maintenance in the surgical suite will be coordinated with the Operating Room Nursing Director. If possible, maintenance is scheduled after surgery is completed for the day. The Operating Room dress code must be strictly followed by persons required to enter the area.
3. If preventive maintenance and infection control schedules are required, then they should be kept and maintained in the respective departments responsible for such equipment.

Dietary Department

1. Refrigeration and heating units are cleaned by Air Quality personnel.
2. All cooking and associated equipment is cleaned by Dietary personnel.

Employee Health

1. Maintenance personnel are responsible for following Employee Health policies.
2. Maintenance personnel are responsible for maintaining the cleanliness of their work carts. Food, beverages, etc., should not be placed on work cart.