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	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

### **PURPOSE:**

To provide the necessary guidelines in the preventive maintenance and terminal cleaning of the ICU and all protocols and practices related thereto.

### **LEVEL:**

Applies to all Adult Intensive Care Unit Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)


### **DEFINITION OF TERMS:**

1. **Intensive Care Unit.** A specialized section in the hospital, catering adult medical, surgical and obstetric cases requiring intensive and critical care.
2. **Terminal Cleaning.** A thorough, extensive cleaning and disinfection of the room or areas like ICU, NICU, NEONATAL ROOM, PICU, Operating Room Theaters, Delivery Room and rooms in the wards occupied by suspected and diagnosed infectious diseases.
3. **Preventive Maintenance.** A maintenance that is regularly performed on a piece of equipment or a facility to lessen incidents of mechanical failure before they become actual or major failures.
4. **Multidisciplinary Team.** Composed of the Nursing Service Department (NSD), Engineering, Infection Prevention and Control Unit (IPCU), Respiratory Therapy Services, Department of Internal Medicine, Department of Surgery, Department of Obstetrics – Gynecology, Information Technology, Admitting, and Housekeeping.

### **POLICY:**

1. The Intensive Care Unit (ICU) shall undergo a temporary scheduled closure every March and September (semi annual) for preventive maintenance and terminal cleaning.
2. The approved schedule is accomplished at least 10 working days before the scheduled temporary closure.



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	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	2 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

3. During the ICU temporary closure, eight rooms of Station 1 shall be reserved for ICU admission.
4. Maximum of 8 ICU patients shall be placed in Station 1.
5. The ICU Staffing will be 1:1 nurse patient ratio and shall be arranged by the ICU Head Nurse a week before the temporary closure.
6. In case of low census, ICU Nurses maybe pulled out to other stations but shall only be assigned as general help so that in case there will be ICU admission they can be easily transferred back to ICU or Station 1.
7. All ICU patients at Station 1 remain as ICU case until discharge or remain in Station 1 as Non – ICU status or transferred to other station. No patients in Station 1 from ICU shall be transferred back to ICU.
8. ICU will only cater new admissions after the preventive maintenance and terminal cleaning.


#### **DOCUMENTATION:**

Revised Policy

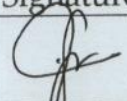

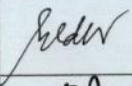


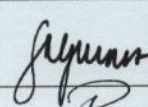
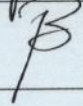
#### **DISSEMINATION:**


1. ICU Manual
2. Hospital Communicator
3. Orientation and Unit Meeting



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	Effective Date:	07-31-2022
	Document Type:	Policy
	Page Number:	3 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>CYRENE EXAMEN, RN</b> ICU Head Nurse		7/7/2022
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development		7/7/22
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/8/2022
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/8/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		7/08/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		7/8/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President, Chief Medical Officer		
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		

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	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

**PURPOSE:**

To provide a guideline on the proper implementation of preventive maintenance and terminal cleaning in ICU.

**SCOPE:**

Applies to all Intensive Care Unit Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)


**PERSON RESPONSIBLE:**

Hospital Personnel, Doctor, Nurse, ICU Head Nurse, Engineering Department Head, IPCU Personnel, Admitting Personnel, Housekeeping Personnel, BIOMED Personnel, ITD Personnel, Nursing Supervisor, Chief Nurse

**PROCEDURE:**


1. The ICU Head Nurse proposes a schedule for temporary closure of ICU.
2. The ICU Head Nurse calls for a meeting together with the multidisciplinary team to discuss the activities for the preventive maintenance and terminal cleaning of the ICU.
3. The ICU Head Nurse makes a letter for ICU closure, noted by the Chief Nurse and approved by the Medical Director.
4. The approved letter is reproduced and a copy is distributed to the different departments: Nursing Service Office: Sta. 1, Infection Prevention and Control Unit, Respiratory Therapy Services, Engineering Department, Housekeeping Department, Admitting Section, Billing Section, Department of Internal Medicine, Department of Surgery, Department of Obstetrics – Gynecology and Information Technology Department.
5. The Engineering Department does an ocular inspection in the area and gives the allotted number of days for the repair, repainting, and maintenance.
6. The Housekeeping Department gives the allotted number of days for terminal cleaning.
7. The Admitting Personnel reserves 8 rooms at Station 1 for the ICU patients.



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-22-P03-S01
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	2 of 4
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

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Bacolod City,  
Negros Occidental,  
6100

8. One day before the scheduled closure, ICU patients are transferred to Station 1.
9. IT department is then notified for computer pull out and cleaning. The computer units are stored in the ICU Student's Conference Room.
10. The BioMed Personnel pulls out the medical equipment and stores them in the ICU Student's Conference Room.
11. RTS Personnel pulls out the ventilators and stores them in the ICU Student's Conference Room.
12. Vacated ICU Complex is endorsed to the Engineering and Housekeeping Department.
13. Infection Prevention and Control Unit (IPCU) is notified for infection control measures once ICU complex is vacated.
14. Engineering Department undertakes the preventive maintenance and repairs of the ICU complex which includes the following: air-conditioning unit, physical set up, electrical repairs, plumbing works, re-painting, etc.
15. After the preventive maintenance, the Engineering Department endorses the ICU Complex to the Head Nurse and IPCU through a written report.
16. The ICU Personnel and the IPCU representative conduct an ocular inspection to validate the report.
17. Housekeeping Personnel conducts manual cleaning of the ICU Complex.
18. The IPCU evaluates the manual cleaning conducted by the Housekeeping Personnel before all cleaned medical equipment and computer circuit, keyboard and mouse shall be brought back to the ICU prior to misting.
19. The non – transferable medical equipment are wrapped and sealed with a plastic by the Housekeeping Personnel in preparation for misting.
20. The ICU Personnel and the IPCU shall endorse the ICU Complex to the housekeeping for terminal cleaning.
21. The IPCU representative oversees the housekeeping personnel during the process of terminal cleaning of the ICU Complex.
22. After terminal cleaning, the Housekeeping Personnel makes an endorsement of the ICU Complex to the IPCU for checking and approval.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p> <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p>	Document Code:	DPOTMH-I-22-P03-S01
	Effective Date:	07-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	3 of 4
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

23. The IPCU Personnel endorses the ICU Complex to the Head Nurse through a written report.
24. The IT Personnel assembles the cleaned computer units and circuits in the ICU wearing Personal Protective Equipment.
25. The ICU Head Nurse notifies the Nurse Supervisor, Chief Nurse, and Medical Director that the ICU is ready to resume operation.
26. ICU Head Nurse informs the Admitting Section and IT Department that it is ready for occupancy.
27. ICU Complex resumes normal operation.



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MEMORIAL HOSPITAL


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Bacolod City,  
Negros Occidental,  
6100

Document Code:	DPOTMH-I-22-P03-S01
Effective Date:	07-31-2022
Document Type:	Standard Operating Procedure
Page Number:	4 of 4
Department/Section:	Intensive Care Unit
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**APPROVAL:**

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	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/8/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		7/8/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Service Division Officer		7/8/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/2022
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President, Chief Medical Officer		
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	Effective Date:	07-31-2022
	Document Type:	Work Instruction
	Page Number:	1 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>


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KEY TASKS	PERSON RESPONSIBLE
1. Proposes a schedule for temporary closure of ICU.	ICU Head Nurse
2. Calls for a meeting together with Multidisciplinary team to discuss activities for preventive maintenance and terminal cleaning of ICU.	
3. Makes a letter for ICU closure noted by Chief Nurse and approved by Medical Director.	
4. Notifies the Nurse Supervisor, Chief Nurse, and Medical Director that the ICU is ready to resume operation.	
5. Informs the Admitting Section and IT Department that it is ready for occupancy.	
6. Does ocular inspection in the area and gives the allotted number of days for terminal cleaning. X	Engineering Department
7. Undertakes the preventive maintenance and repairs of the ICU complex.	
8. Undertakes the preventive maintenance and repairs of the ICU complex.	
9. Reserves rooms for ICU patients.	Admitting Personnel
10. Pulls out medical equipment and stores them.	Biomed Personnel
11. Pulls out ventilators and stores them.	RTS Personnel
12. Conduct ocular inspection to validate report and evaluates the manual cleaning done by	IPCU


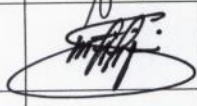
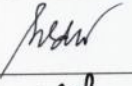


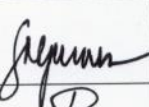
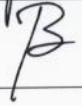


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	Effective Date:	07-31-2022
	Document Type:	Work Instruction
	Page Number:	2 of 3
	Department/Section:	Intensive Care Unit
	Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

housekeeping.	IPCU
13. Endorses the ICU complex to housekeeping for terminal cleaning.	
14. Conducts manual cleaning of the ICU complex.	
15. Wraps the non-transferable medical equipments sealed with a plastic.	Housekeeping
16. Makes an endorsement of the ICU Complex to the IPCU for checking.	
17. Endorses the ICU complex to housekeeping for terminal cleaning.	ICU Personnel
18. Oversees the housekeeping personnel during the process of terminal cleaning.	
19. Assembles the cleaned computer units and circuits in the ICU.	IT Department

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		Effective Date:	07-31-2022
		Document Type:	Work Instruction
		Page Number:	3 of 3
		Department/Section:	Intensive Care Unit
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**APPROVAL:**

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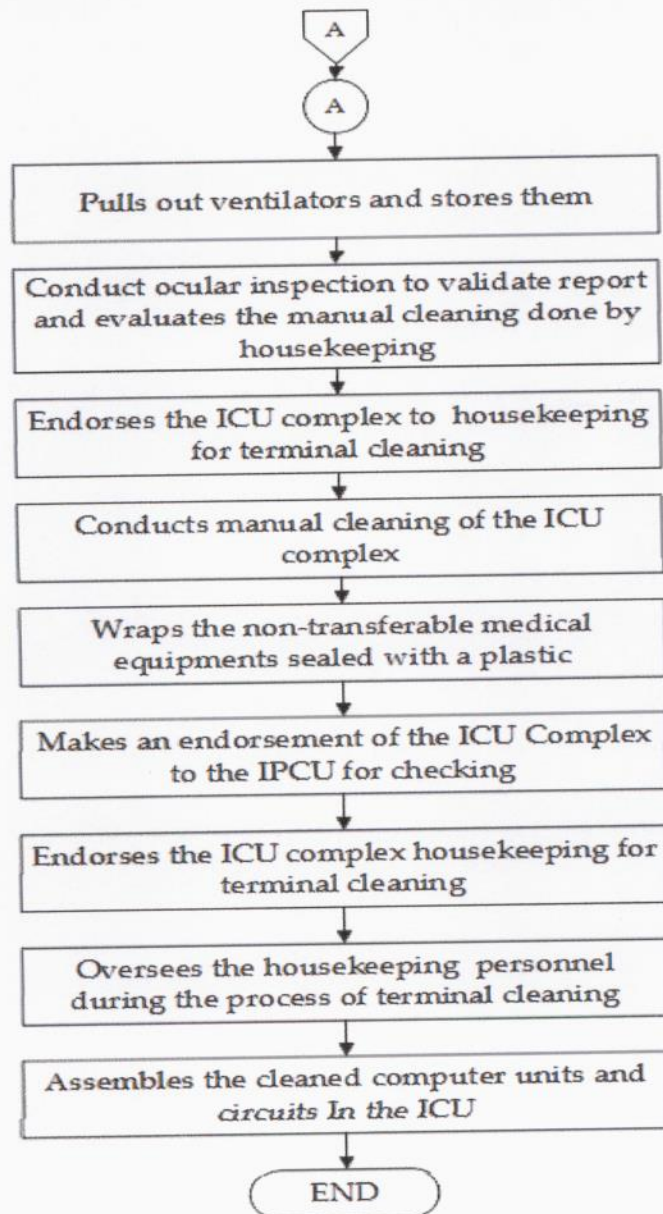



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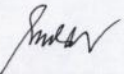


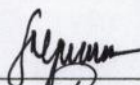

Document Code:	DPOTMH-I-22-P03-FC01
Effective Date:	07-31-2022
Document Type:	Flowchart
Page Number:	2 of 3
Department/Section:	Adult Intensive Care Unit
Document Title:	<b>PREVENTIVE MAINTENANCE AND TERMINAL CLEANING</b>

## FLOWCHART



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	Effective Date:	07-31-2022
	Document Type:	Flowchart
	Page Number:	3 of 3
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**APPROVAL:**

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Prepared by:	<b>CYRENE EXAMEN, RN</b> ICU Head Nurse		7/8/2022
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