**Chapter C1 – Housekeeping Service**

1. **Person-in-charge**

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| Name in English |  |
| Name in Chinese |  |
| Post Title |  |
| Qualifications |  |

1. **Policies and Procedures**

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| 1. Work routines which include schedules of cleansing of the premises and the air-conditioning system are established | Choose an item. |
| 1. Patients’ rooms including floors, toilets and bathrooms are cleaned daily and whenever necessary | Choose an item. |
| 1. Common areas such as lobbies, waiting areas, activity rooms are kept clean | Choose an item. |
| 1. Call bells are kept in order and tested on a regular basis | Choose an item. |
| 1. All cleaning and disinfecting agents are correctly labelled with the product names and different purposes of use as specified by the manufacturer | Choose an item. |
| 1. Pest control is carried out on a regular interval and where necessary | Choose an item. |
| 1. The hospital buildings and compound are kept under proper security control for the safety of patients, visitors and staff and their property. Policies and procedures are put in place for handling all incidents and other unexpected happening | Choose an item. |
| 1. When there are renovations or new construction works to be carried out in the hospital, appropriate measures are taken to contain noise and dust | Choose an item. |