



## Module 3: Setting Up a Cleaning Cart

### Instructor Checklist

**Instructions for facility educators:** Use this instructor checklist to provide hands-on training and reinforce learned concepts in the slide presentation. Select one or more topics to review with your EVS staff and use the check boxes to indicate if the topic was reviewed with staff. Elements of this guide may be adapted for use in a huddle, in-service, just-in-time training, or formal presentation to accommodate schedules or training needs. You may also use this tool to orient new EVS Managers or Infection Preventionists on your team.

*All training topic discussions are meant to be opportunities for collaboration where everyone is able to learn. As the instructor, it is essential to create a safe and supportive teaching environment. Use this time to improve processes and offer support to staff so that they will feel comfortable coming to leadership when needed. There are prompts throughout this resource to help you engage staff in discussion. Happy training!*

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## Hand Hygiene and Personal Protective Equipment

Demonstration Prompts	Rationale
Walk through the facility with your staff when applicable.	
<input type="checkbox"/> Check for all required hand hygiene supplies and personal protective equipment (PPE). <input type="checkbox"/> Ask staff: <i>Before we start, what is the first thing you do before going into a room?</i> (Answer: Hand Hygiene) <input type="checkbox"/> Ask Staff: <i>What if it is an isolation room?</i> Prompt with: <i>What do we do after hand hygiene?</i> (Answer: Put on PPE)	<ul style="list-style-type: none"> <li>EVS hand hygiene supplies and PPE include soap, alcohol-based hand rub (ABHR), gloves, gowns, eye protection/goggles, etc. Proper and accessible storage of supplies ensures easy utilization of supplies by staff when needed.</li> </ul>

## Cleaning Supplies on the EVS Cart

Demonstration Prompts	Rationale
Walk through the facility with your staff when applicable.	
<input type="checkbox"/> Check for all cleaning supplies on the various sections of the EVS cart. This setup is an example. The setup can vary by facility. <input type="checkbox"/> Ask Staff: <i>How many microfiber cloths will you need to clean a room?</i> (Answer: Refer to facility's policy and procedure, e.g., at least one cleaning cloth for each resident area, the bath, and when soiled).	<ul style="list-style-type: none"> <li>When you are setting up your cart, think about safety, convenience, and efficiency.</li> <li>Do not store bleach next to ammonium product. This is a safety concern.</li> <li>Do not use spray bottles for cleaning. Spray bottles can cause aerosolization of the product which can get into people's eyes or lead to breathing issues.</li> <li>Do not keep items on your cart that you won't use or need for your cleaning session.</li> <li>Do not store personal belongings in the cart, including food items, water bottles, or clothes (note for EVS Managers: Ensure staff have appropriate/convenient place for storage of personal belongings, e.g., locker).</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure staff replenish supplies as needed before beginning to clean to room.</li> <li>• Ensure the clean and dirty supplies are separated in the cart.</li> </ul>
<input type="checkbox"/> Room cleaning supplies on top of the EVS cart may include: <ul style="list-style-type: none"> <li>• ABHR and soap refills</li> <li>• Required PPE</li> <li>• Resident room supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Top of the cart: <ul style="list-style-type: none"> <li>• Easy access promotes use of hand hygiene and PPE.</li> <li>• Convenient access for efficient restocking of resident room supplies.</li> <li>• Note: Some facilities may prefer not to store items on the top of the cart. Refer to your facility policy.</li> </ul> </li> </ul>
<input type="checkbox"/> Room cleaning supplies on the front deck of EVS cart may include: <ul style="list-style-type: none"> <li>• Mops with removable mopheads</li> <li>• Broom/dry mop</li> <li>• Duster</li> <li>• Buckets</li> <li>• Wet floor caution signs</li> <li>• Soiled linen bag</li> <li>• Trash bag</li> </ul>	<ul style="list-style-type: none"> <li>• Front deck of cart: <ul style="list-style-type: none"> <li>• Gross soiling of any of these items should be cleaned and disinfected first before putting these items back on the cart.</li> <li>• Change duster covers between rooms.</li> <li>• Do not place a used disinfectant cloth back into buckets; use a new cloth.</li> <li>• Be consistent with the use of wet floor caution signs.</li> <li>• Do not overfill soiled linen or trash bags; this can cause injuries.</li> </ul> </li> </ul>
<input type="checkbox"/> Room cleaning supplies inside the EVS cart may include: <ul style="list-style-type: none"> <li>• Solution containers</li> <li>• Cleaning solutions or disinfectants including bleach</li> <li>• Microfiber cleaning cloths</li> <li>• Bags or bins for soiled materials</li> <li>• Supplies to clean the bathroom (toilet bowl cleaner and toilet brush)</li> </ul>	<ul style="list-style-type: none"> <li>• Inside the cart: <ul style="list-style-type: none"> <li>• Keeping clean supplies inside cart.</li> <li>• Having set places for everything helps with management and organization of supplies. <ul style="list-style-type: none"> <li>• Note: if toilet brushes that are reused for resident are stored inside the cart, they should be on the bottom shelf, away from disinfectants or other supplies.</li> </ul> </li> <li>• Controls resident access to cleaning supplies.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Locking away cleaning and disinfectant solutions is especially a concern, for example, a memory care unit.</li> <li>• Carts may be equipped with a lockable compartment or secured in a locked space.</li> </ul>
<input type="checkbox"/> Ensure supplies that are regularly replenished are available on the cart. Supplies to replenish include: <ul style="list-style-type: none"> <li>• Soap</li> <li>• ABHR</li> <li>• Paper towels</li> <li>• Toilet paper</li> </ul>	<ul style="list-style-type: none"> <li>• When you are replenishing, think about safety, convenience, and efficiency.</li> </ul>

## List of High-Touch Surfaces

Demonstration Prompts	Rationale
Walk through the facility with your staff when applicable.	
<input type="checkbox"/> Check if the list of high-touch surfaces is available for reference on the EVS cart. Ensure that facility-specific high-touch surfaces are included in the list.	<ul style="list-style-type: none"> <li>• We recommend using a plastic-covered copy that can be cleaned.</li> </ul>
<input type="checkbox"/> Ask Staff: What are your high-touch surfaces? Encourage staff to reference the high-touch surfaces list to answer if needed.	<ul style="list-style-type: none"> <li>• Facilities may have special equipment that is frequently used and should be included on the list (i.e., a generic list may not work for every facility).</li> </ul>

## Cleaning Reusable Equipment After Use

Demonstration Prompts	Rationale
Walk through the facility with your staff when applicable.	
<input type="checkbox"/> Thoroughly clean and disinfect any grossly soiled reusable cleaning equipment before going to the next resident room to clean.	<ul style="list-style-type: none"> <li>• Environmental cleaning supplies and equipment quickly become contaminated during their use.</li> <li>• Regularly clean all reusable items after use. This helps reduce bioburden and helps avoid germ transmission.</li> </ul>

<input type="checkbox"/> Remove any soiled microfiber cloths, mop heads, dust covers, etc., after cleaning a room.	<ul style="list-style-type: none"> <li>• Removing dirty mop heads and soiled microfiber cleaning cloths.</li> <li>• Making sure that you clean all items according to the manufacturer's instructions and following your facility's policy for cleaning the EVS cart and closet.</li> </ul>
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## Cleaning Reusable Equipment at the End of the Shift

<b>Demonstration Prompts</b> Walk through the facility with your staff when applicable.	<b>Rationale</b>
<input type="checkbox"/> Ensure there are no soiled mop heads, microfiber cleaning cloths, or dust covers on reusable cleaning equipment.	<ul style="list-style-type: none"> <li>• Do not leave soiled equipment overnight; this encourages germ growth.</li> </ul>
<input type="checkbox"/> Discard any disinfectant solution per manufacturer's instructions and facility's policy and procedures.	<ul style="list-style-type: none"> <li>• Expired disinfectant solution will not effectively clean the environment.</li> </ul>
<input type="checkbox"/> Clean and disinfect the cart and reusable equipment such as buckets or bins.	<ul style="list-style-type: none"> <li>• Thoroughly clean, disinfect, and rinse equipment such as buckets and solution containers and store them upside down to allow for complete drying. This helps to prevent germ growth.</li> </ul>

## Cart Storage

<b>Demonstration Prompts</b> Walk through the facility with your staff when applicable.	<b>Rationale</b>
<input type="checkbox"/> Ensure cleaning cart is stored in the designated EVS storage area after use.  <input type="checkbox"/> Ask Staff: <i>How and where do you store your cart after use?</i>	<ul style="list-style-type: none"> <li>• Follow your facility's policy for cleaning the EVS cart after use. Storing your cart in a locked area or designated EVS storage area after use limits access to cart and supplies.</li> </ul>