





HOW TO REQUEST EVS (HOUSEKEEPING) SERVICE FOR ACUTE SITES

ADT Systems SCM-Sunrise Care Manager, Cerner, Meditech, McKesson, CMS/Teletracking	Enter <i>all discharges and transfers</i> at time of patient departure.
Talk to your EVS Housekeeper	For all <i>routine EVS Housekeeping tasks</i> , such as spills, supply replenishment, garbage can emptying, etc.
Call Centre 1-844-372-1959	 In emergency situations If you can't locate your EVS Housekeeper For scheduled work requests, such as set ups/furniture moves/floor work For large and unscheduled tasks, such as a flood

Communicating through the appropriate channels speeds up service response.

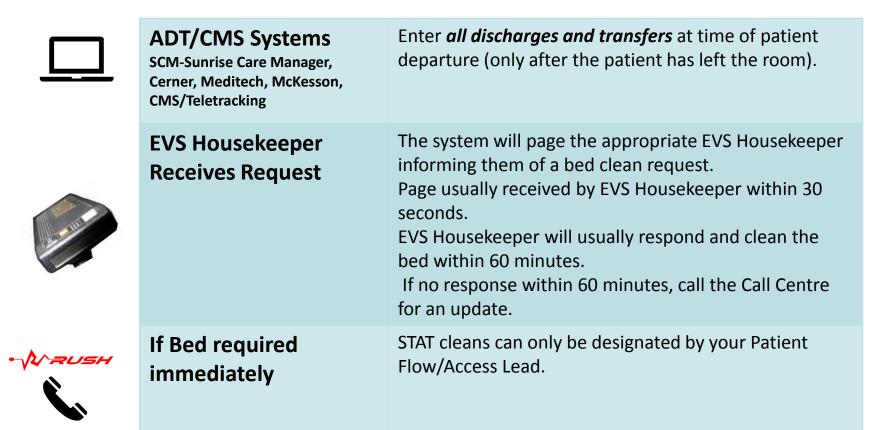
Our Shared Vision:

HOW TO REQUEST A BED CLEAN FOR ACUTE SITES









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Our Shared Vision:

ROUTINES (What to expect from EVS Housekeeping)









In Patient & Resident Rooms

All High Touch Points are cleaned and disinfected daily. Linen and garbage are disposed and supplies restocked. High traffic areas are dust/damp mopped daily. Complete cleans are done once a week per room.



Out-Patient Rooms (clinic spaces, labs, medical imaging etc.)

Complete clean all rooms outside of core business hours when the area is closed. Linen and garbage are disposed and supplies restocked.



Offices (meeting rooms, reception areas)

Offices – cleaned weekly or bi-weekly as agreed. On a daily basis users to dispose of garbage/recycling from individual offices to central pick-up points which are collected on a daily basis.

Meeting Rooms/Reception areas are serviced daily.



Public Washrooms

Monitored, cleaned, and supplies restocked throughout the day as needed. Complete clean daily.

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Our Shared Vision:

HELP US HELP YOU.











Patient Discharge

Enter patient discharge into the system only when the patient has left the room.

Please ensure that necessary Isolation information is entered

into the system to keep everyone safe.



Cooperation:

Everyone has a

responsibility to

clean environment.

Peer to Peer communication for all tasks except

discharges/transfers.

Remove all medical equipment, IV bags, commodes upon

discharges.

contribute to a Seal and move all cytotoxic bins to soiled utility room.

De clutter and keep area clean as required.

Tidy up after yourself.

Please dispose of paper towels in the waste bins, sharps in the

sharps containers, diapers in the diaper pails. Do not overfill the

linen hampers, remove bag when ¾ full.



Communication

Invite EVS Housekeeper to your daily huddles.

Inform EVS Housekeeper of all potential discharges for the day so

that they do not double clean the room.

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