POLICY:
Site environment will be maintained in a clean and sanitary condition. Environmental safety includes the hygienic condition of the site.

PROCEDURE:
I. GENERAL APPEARANCE
   A. Patient areas, restrooms, furniture, walls, floors and carpets will be unsoiled, neat, tidy, uncluttered and in good repair.
      1. Cleaning will be performed regularly, as scheduled, by staff or contracted service.
      2. Staff are responsible to keep work areas neat and clean.
      3. Staff are responsible for reporting to the office manager/provider if any equipment, furniture, carpet, etc. is in need of repair. Office manager/provider will arrange for repair or replacement as needed.
      4. Staff are responsible to report to the office manager/provider any soiled carpet, walls, etc. that would require professional cleaning, repair or replacement. Office manager/provider will arrange for services.

II. SANITARY SUPPLIES
   A. Appropriate sanitary supplies will be available for restroom use, including toilet tissue, hand washing soap, cloth/paper towels or antiseptic towelettes.
   B. Staff will check restrooms frequently for presence of supplies and replenish supplies as necessary.