Name: _____   **Housekeeper in Health Care Facilities**

<table>
<tr><td>Directions:
Evaluate the student by entering the appropriate number to indicate the degree of competency.

Rating Scale (0-6):
  0 No Exposure – no experience/knowledge in this area; program/course did not provide instruction in this area
  1 Unsuccessful Attempt – unable to meet knowledge or performance criteria and/or required significant assistance
  2 Partial Demonstration – met some of the knowledge or performance criteria with or without minor assistance
  3 Knowledge Demonstrated – met knowledge criteria without assistance at least once
  4 Performance Demonstrated – met performance criteria without assistance at least once
  5 Repetitive Demonstration – met performance and/or knowledge criteria without assistance on multiple occasions
  6 Mastered – successfully applied knowledge or skills in this area to solve related problems independently</td></tr>
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NOTE: The code in parentheses is the competency identification number used in computerized management systems.

☐   The student has successfully completed the Health Care Assistant Core Competencies.

0	1	2	3	4	5	6	A. Introduction to Housekeeping	Notes:
							1. Practice within the job description of your employer. (A001)	
							2. Follow the chain of command. (A002)	
							3. Dress appropriately. (A003)	
							4. Use proper hygiene. (A004)	
							5. Work as a member of the housekeeping team. (A005)	
							Other:	

0	1	2	3	4	5	6	B. Interpersonal Relations	Notes:
							1. Maintain client confidentiality. (B001)	
							2. Respect clients' rights. (B002)	
							3. Provide effective customer service. (B003)	
							4. Practice common courtesy to enhance customer relations. (B004)	
							5. Report client situations appropriately. (B005)	
							6. Report building and equipment maintenance needs. (B006)	
							Other:	

0	1	2	3	4	5	6	C. Infection Control and Safety	Notes:
							1. Maintain a safe work environment. (C001)	
							2. Locate MSDS in your facility. (C002)	
							3. Use safe work habits when operating electrical equipment. (C003)	
							4. Use a ladder appropriately. (C004)	
							5. Use cleaning chemicals according to label directions. (C005)	

								Notes:
							6. Store chemicals appropriately. (C006)	
							7. Label secondary cleaning container. (C007)	
							8. Select appropriate Personal Protective Equipment when using cleaning chemicals. (C008)	
							9. Use standard and transmission-based precautions appropriately. (C009)	
							10. Select appropriate Personal Protective Equipment to prevent the spread of infection. (C010)	
							11. Transport and dispose of infectious hazardous waste appropriately. (C011)	
							12. Report client situations appropriately. (C012)	
							Other:	

0	1	2	3	4	5	6	D. General Cleaning Procedures	Notes:
							1. Operate equipment appropriately. (D001)	
							2. Empty trash safely. (D002)	
							3. Damp dust surfaces. (D003)	
							4. Clean glass surfaces and mirrors. (D004)	
							5. Clean sink. (D005)	
							6. Clean toilet. (D006)	
							7. Complete detailed wall cleaning. (D007)	
							8. Clean ceilings, overhead lights, and vents. (D008)	
							9. Clean shower. (D009)	
							10. Clean tub. (D010)	
							11. Clean client bed. (D011)	
							12. Dust mop floor. (D012)	
							13. Damp mop floor. (D013)	
							14. Clean blinds. (D014)	
							15. Vacuum carpeted floors. (D015)	
							16. Clean overbed and bedside table. (D016)	
							17. Clean furniture. (D017)	
							18. Use proper body mechanics while cleaning. (D018)	
							19. Check for repair and replacement needs. (D019)	
							20. Top scrub and recoat floors. (D020)	
							21. Strip and recoat floors. (D021)	

							22. Spray buff floors. (D022)	
							23. Use safety precautions when cleaning floors. (D023)	
							24. Clean carpet by using wet extraction. (D024)	
							25. Clean carpet by using the dry extraction method. (D025)	
							26. Clean carpet by using bonnet extraction. (D026)	
							27. Clean blood or body substance from carpeted area. (D027)	
							28. Clean blood or body substance from hard floor surface. (D028)	
							29. Clean spot from carpet. (D029)	
							Other:	

0	1	2	3	4	5	6	E. Cleaning Areas Within a Facility	Notes:
							1. Treat clients' personal items with respect. (E001)	
							2. Complete daily cleaning in client rooms. (E002)	
							3. Complete deep cleaning of client rooms. (E003)	
							4. Clean client room upon discharge. (E004)	
							5. Make unoccupied bed. (E005)	
							6. Clean isolation rooms. (E006)	
							7. Clean public restrooms. (E007)	
							8. Clean soiled and clean utility rooms. (E008)	
							9. Clean report room, breakrooms, and nurses station. (E009)	
							10. Clean lobby. (E010)	
							11. Clean dining room. (E011)	
							12. Clean office or conference room. (E012)	
							13. Clean shower or tub room. (E013)	
							14. Clean elevators. (E014)	
							15. Clean drinking water fountains. (E015)	
							Other:	

0	1	2	3	4	5	6	F. Laundry	Notes:
							1. Wear Personal Protective Equipment in the laundry. (F001)	
							2. Use proper body mechanics when lifting laundry. (F002)	
							3. Handle chemicals in the laundry carefully. (F003)	

						4. Use laundry chemicals according to directions. (F004)	
						5. Collect personal clothing for laundering. (F005)	
						6. Collect soiled linens from the nursing units. (F006)	
						7. Sort laundry. (F007)	
						8. Remove stains from laundry items. (F008)	
						9. Wash laundry. (F009)	
						10. Dry laundry. (F010)	
						11. Fold or hang laundry. (F011)	
						12. Launder items from an isolation room. (F012)	
						13. Restock clean linen closet/cart. (F013)	
						14. Return personal clothing to client room. (F014)	
						15. Clean laundry room. (F015)	
						Other:	