



# Mayne Island Improvement District

520 Felix Jack Road, Mayne Island BC V0N 2J2

Phone/Fax: 250-539-5116

Email: MIID@shaw.ca

Web: miidonline.com

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## HEALTH CENTRE CLEANING CONTRACT

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THIS CONTRACT (the "Agreement"), dated for reference this 26<sup>th</sup> day of April, 20XX is

made BETWEEN

**MAYNE ISLAND IMPROVEMENT DISTRICT**, incorporated by Letters Patent of the Lieutenant Governor in Council of the Province of British Columbia issued on April 21<sup>st</sup>, 1964 and amended by Letters Patent issued on September 15<sup>th</sup>, 1983.

(the "MIID");

AND

████████████████████, of Mayne Island, B.C.

(the "Contractor").

WHEREAS The MIID, by virtue of its Letters Patent as amended in 1983, has as one of its objects "*... the operation of the Mayne Island Health Centre and the acquisition, maintenance and operation of works, buildings and equipment for these purposes and all matters incidental thereto.*"

AND WHEREAS the Contractor warrants and represents that they have knowledge, experience, and related skills necessary to perform those duties and responsibilities;

AND WHEREAS the MIID agrees to engage the services of the Contractor and the Contractor agrees to provide those services as required by the MIID upon the terms and condition hereinafter contained;

NOW THIS AGREEMENT WITNESSES that in consideration of the mutual covenants, agreements and provisos herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the parties hereby covenant and agree each with the other as follows:

The following schedules form part of this Agreement:

Schedule A – Position Description

Schedule B – Cleaning Schedule

Schedule C – Tasks not the responsibility of the Contractor

Schedule D – Island Health Requirements

Schedule E – GSS Standard Cleaning Procedures

1. The Contract will be for a period of 3 years, beginning April 26<sup>th</sup>, 2025 and expiring April 25<sup>th</sup>, 2028. The contract may be renewed upon acceptance of the renewal contract by the Contractor and the Mayne Island Improvement District (MIID).
2. The Contractor will be compensated at the agreed upon fee of XX per month, to perform the duties and responsibilities as detailed in Schedule A, attached to and forming part of this agreement for the “Mayne Island Health Centre” at 526 Felix Jack Road.
3. The Contractor shall clean the Health Centre for scheduled cleaning as detailed in Schedule B and shall attend when called to clean the ER following Emergency Treatment at the rate of XX per instance.
4. Every effort will be made to perform cleaning outside of regular office hours.
5. Cleaning of rooms 207 and 208 will only be performed Sundays at 10 am, under the supervision of a designate of Mayne Island Health Centre Association’s (MIHCA) choosing. Any costs incurred for the Supervisor are not the responsibility of MIID and will not be reimbursed by MIID.
6. If additional time is required for cleaning, over the time specified herein, or for Emergency cleaning, any such additional time must be authorized by the Corporate Administrative Officer or a designated representative in advance of any additional services to be performed, and will be paid at the hourly rate of XX.
7. The Contractor will maintain during the term of this agreement the insurance as may be required by the MIID.
8. The MIID shall carry liability insurance and shall provide for WorkSafe BC Coverage. The Contractor shall comply with and shall ensure all its employees and sub-contractors comply with all obligations under the *Workers Compensation Act* (British Columbia). The Contractor will provide WorkSafe BC coverage to any sub-contractors working under this Contract at the Health Centre.
9. Except as otherwise provided in this Agreement, the Contractor may, at the MIID’s absolute discretion, engage a third-party sub-contractor to perform some or all of the obligations of the Contractor under this Contract. In the event that the Contractor hires a sub-contractor the Contractor will pay the sub-contractor for its services and the compensation will remain payable by the MIID to the Contractor.
10. The Contractor shall comply with and cause its employees and sub-contractors to comply with all applicable federal, provincial and local government laws, bylaws, rules and regulations in the performance of the Services.
11. The Contractor or the MIID shall give 30 days written notice of intention to terminate or not to renew this contract.

12. The Contractor acknowledges that, during this Contract, the Contractor may have access to confidential information concerning the MIID. The Contractor shall not, during the term of this Contract or at any time thereafter, disclose the private affairs of the MIID.

The Contractor is aware that personal information of both patients and employees which may come to the Contractors attention as a result of the performance of duties related to this Contract must be kept confidential and secure as per *the BC Personal Information Protection Act (PIPA)*.

During this Contract, the Contractor shall use its best efforts and exercise utmost diligence to protect and maintain the confidentiality of the confidential information. The Contractor shall not, during the term of this Contract or at any time thereafter, disclose the private affairs of the Mayne Island Health Centre and the medical practices' within.

13. Notwithstanding section 12, the Contractor shall not be liable for the disclosure or use of any of the confidential information to the extent that the confidential information is or becomes available to the public from a source other than the Contractor and through no fault of the Contractor.

IN WITNESS WHEREOF

the parties hereto have executed this Agreement as of the [redacted] day of [redacted], 2025.

**Mayne Island Improvement District**

[redacted] )  
[redacted] ) *Signature*

Per: Katherine Somerville  
Corporate Administrative Officer

Signed by [redacted] )  
[redacted] )  
[redacted] )

In the presence of: [redacted] )  
[redacted] ) *Signature*

Witness: [redacted] )  
[redacted] ) *Print Name*

[redacted] )  
[redacted] )

Witness Address: [redacted] )  
[redacted] )

[redacted] )  
[redacted] )  
Witness Occupation: [redacted] )

Contractor Address: [redacted]

Contractor Phone: [redacted]



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## POSITION DESCRIPTION – HEALTH CENTRE CLEANING CONTRACTOR

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### Schedule - A

#### Position Summary

Reporting directly to the CAO, the Health Centre Cleaning Contractor uses a variety of specialized equipment, tools and machines, performs light and heavy cleaning duties, such as dusting, vacuuming, shampooing, washing, mopping, stripping, polishing and wiping; and empties garbage in accordance with established policies and procedures.

#### A. Education, Training and Experience

WHMIS course

Acceptable training in Island Health facility

#### B. Skills and Abilities

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physically carry out the duties of the position.
- Organize work.
- Operate related equipment.

#### C. Summary of Job Tasks includes but is not necessarily limited to:

- Service, clean, and supply restrooms.
- Gather and empty trash and recycling.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Follow procedures for the use of cleaners and equipment, to meet VIHA cleaning Standards.
- Mix water and detergents or other cleaning products in containers to prepare cleaning solutions, according to specifications and to satisfy the requirements of Workplace Hazardous Materials
- Notify the MIID CAO concerning the need for repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, and mirrors, using appropriate materials and equipment.
- Clean and polish furniture and fixtures.
- Wipe down furniture, walls, machines, and equipment.
- Maintain building security by checking, closing and locking windows and doors on completion of tasks.



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## HEALTH CENTRE CLEANING CONTRACT

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### Schedule B – Cleaning Schedule

#### Three Times a Week

- Waiting Area Floors □ carpets
- ER floors OR AS NEEDED
- Main Washroom
- Garbage □ Recycling

#### Weekly - see specific task list

- All floors □ carpets
- All sinks □ shower(s)
- Outside of all cupboards
- Clean:
  - 1) Glass doors at HC Entrance
  - 2) Washrooms (5)
  - 3) Kitchens (2)
  - 4) Doctors Office
  - 5) Dr's Exam room, Room #203
  - 6) Pharmacy, Room #208
  - 7) Treatment Rooms (2)
  - 8) Emergency Room incl: shelves, walls, freestanding equipment
  - 9) Waiting rooms (2)
  - 10) Nurse Practitioner's Office, Room #202
  - 11) Lab □ Nurses Office, Room # 201
  - 12) Receptionist Area
  - 13) Fax Room, Room #207
  - 14) Stairs
  - 15) Homecare Nurses Office, Room #105
  - 16) Lower floor Meeting Room
  - 17) Counselors Office, Room #109

#### Monthly

- Clean all blinds

#### Semi-Annually

- Clean all windows (NOTE Cleaner pays sub-contractor to clean outside windows)
- Defrost Fridges

#### As Required

- Purchase sundry supplies not supplied by VIHA (PO issued for Home Hardware)

#### Billed Separately

- Cleaning of ER as requested by authorized person(s) following ER treatment



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## HEALTH CENTRE CLEANING CONTRACT

### Schedule B – Cleaning Schedule – Specific Areas

**ALL AREAS:**

Blinds  
 Window Sills  
 Doors, Doorways  
 Computers  
 Garbage/Recycle

**Washrooms (5)**

Sink  
 Baby Change Table  
 Shower  
 Toilets  
 Floors  
 Walls  
 Garbage/Recycling  
 Refill toilet paper, paper towels, soap

**Doctors' Office & Exam Room**

Desks  
 Equipment  
 Carpet  
 Chairs  
 Garbage/Recycling  
 Bed  
 Sinks  
 Cupboard doors  
 Shelves  
 Window Sills

**Nurse Practitioners Office**

Sq. Ft. 213.75  
 Garbage/Recycling  
 Sink  
 Cupboard doors  
 Desk  
 Equipment  
 Bed  
 Telephone  
 Floors

**Kitchen(s) (2)**

Sink  
 Cupboard doors  
 Floors  
 Walls  
 Garbage/Recycling  
 Fridge □ Appliances

**Fax Room**

Fridge  
 Sink  
 Cupboard doors  
 Floors  
 Walls  
 Chair  
 Equipment

**Receptionist's Area**

Plastic Carpet Protector  
 Carpet  
 Desk (wash)  
 Garbage/Recycling  
 Telephone

**Pharmacy**

Sink  
 Walls  
 Cupboard doors  
 Desk  
 Floors  
 Blanket Warmer

□ **There is no Garbage** □  
**Recycling service**  
**provided within the Fax**  
**Room or Pharmacy** □

**Lab; Nurses Office**

**Sq Ft 128.25**  
 Fridge  
 Garbage/Recycling  
 Sink  
 Cupboard doors  
 Lab Chair  
 Floors  
 Equipment  
 Phone  
 Computer  
 Window sill  
 Blinds

**Emergency Room**

Sink/Counters  
 Cupboard Doors  
 Garbage/Recycling  
 Walls  
 Floors Stretcher  
 Shelves  
 Equipment  
 Telephone

**Exam/Treatment Room**

**Sq Ft 192**  
 Sink/Counters  
 Cupboard Doors  
 Garbage/Recycling  
 Walls  
 Floors  
 Stretcher  
 Shelves  
 Equipment  
 Telephone

**LOWER FLOOR**

**Stairs –**  
 Wash floors  
 Clean Handrails

**HomeCare Nurses**

Desks  
 Chairs  
 Cabinets

**Meeting Room**

Floor  
 Table Tops  
 Dust edging  
 Cupboard doors  
 Sink  
 Garbage/Recycling  
 Telephone  
 Tidy  
 see Kitchen

**Counselors Office**

Floor  
 Desk  
 Chair  
 Garbage/Recycling

**Red Cross Room**

Floors, Sink  
 Open shelves

**Waiting Room**

Carpets  
 Walls  
 Shelves  
 Cabinets

**Treatment Room**

Sink/counter  
 Cupboard doors  
 Carpet  
 Bed  
 Garbage/Recycling  
 Desk  
 Equipment



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### Schedule C – Tasks Not the Responsibility of the Contractor

- Autoclave Cleaning
- Instruments in the ER
- Washing the ambulance laundry (kept in the pharmacy)
- Biomed garbage (eg: blood stained paper products, dressings, etc.)
- Cleaning the returned equipment from the Red Cross loans cupboard.



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## HEALTH CENTRE CLEANING CONTRACT

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### Schedule D – ISLAND HEALTH REQUIREMENTS – Guidelines for Cleaning Treatment Rooms

#### Treatment rooms used episodically Sunday through Saturday:

Cleaning Schedule – Daily

#### Treatment Room ER:

- Percept disinfectant to be used each time the Treatment room is used.
- Disposable wipes to be used at all times. Place in waste bin when work is completed. They are not to be used in other areas of the building
- All parts of the stretcher should be cleaned. Including under the mattress, side rails, crank handles.
- Contact surfaces should be wiped with the Percept between uses.
- Recycling bins should be emptied and disinfected when full.





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## HEALTH CENTRE CLEANING CONTRACT

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### Schedule E – GSS Standard Cleaning Procedures

Attached Hereto

## GSS STANDARD CLEANING PROCEDURES

VIHA is currently moving towards the use of microfiber and neutral cleaner for routine cleaning and away from the use of disinfectants and/or bleach or peroxide based cleaners as they may encourage the growth of 'superbugs'.

Microfiber textiles designed for cleaning clean on a microscopic scale. According to tests using microfiber materials to clean a surface leads to reducing the number of bacteria by 99%, whereas a conventional cleaning material reduces this number only by 33%.

In OR's or areas with a high incidence of blood, using a disinfectant such as A-456 is required.

In areas that are under precautions/isolation, peroxide based cleaners are recommended.

Microfiber cleaning cloths are available from ACME supplies:

- Pink (for use in OR/ENDO) Item # 078-9151-001
- Green (for use in non-patient areas; offices etc) Item # 078-9151-002
- Blue (for use in patient areas) Item# 078-9151-003
- Yellow (for washrooms) Item # 078-9151-004
- Red (for toilets ONLY) Item #078-9151-004

If you have the EcoLab Quick Click dispensing unit (ACME should be able to supply you with this), the recommended products are:

- QC 31 Neutral Cleaner; 1.31. Item # 031-6808
- A-456 Disinfectant; 1.3L Item # 031-6928
- QC-98 Non-Acid Toilet Cleaner; 1.31, Item #031-6905
- Command Centre Percept 60; 2x1.5 Gallon

If there is not access to a dispenser the products are available in jugs and can be diluted following the label instructions:

- Neutral pH Cleaner; 4L Item #043-48013
- A-456 Disinfectant; 4L Item # 038-5359
- Comet Powder Cleanser (for toilet); case of 24
- Percept Wipes are available from **STORES** Item # 35292

If microfiber products are not available, the use of a disinfectant/detergent such as A-456 is recommended for routine cleaning and the use of a peroxide based cleaner (Percept Wipes) for any precaution cleans.

## GSS STANDARD CLEANING PROCEDURES

### INFECTION PREVENTION & CONTROL

#### CLEANING TERMINOLOGY/DEFINITIONS

##### Routine:

- Cleaning which occurs routinely using the cleaning or disinfection (A-456)solutions as directed
- Using neutral detergent

##### Precaution Cleaning:

- One step cleaning using AHP(Percept) for all cleaning when a patient is on precautions.
- The 2 step cleaning sticker will no longer be required when precautions are in place for diarrhea

##### Terminal Cleaning:

- Thorough clean including the laundering of the curtains
- The cleaning that occurs when a patient is on precautions **and**
  1. Precautions are discontinued or
  2. The patient is discharged
- Eliminate the 2-step clean (second clean directly after the first clean).

##### Operating Rooms, Endoscopy and L.D.R.:

- Routine cleaning is to be performed using Germicidal Solution (A456)

##### Please note:

Discharge cleaning refers to Routine cleaning upon the discharge of the patient. (Using appropriate routine cleaning chemical).

Terminal Cleaning refers to Precaution cleaning, when patient is : discharged; or precautions are ended; or at IPCP request.(Using AHP).

**GSS STANDARD CLEANING PROCEDURES**

Based on IPCA Pocket Card, Providence Health Care

<b>Organism Based Precautions (not complete list)</b>	<b>CONTACT</b>  MRSA, <i>Clostridium difficile</i> , lice, scabies	<i>N. meningitidis</i> , Mumps, Pertussis, Norovirus, vomiting, Influenza, invasive Group A <i>streptococcus</i>	Pulmonary Tuberculosis. Measles, Chickenpox, disseminated Zoster
<b>Syndromic Precautions</b>	Draining wound, diarrhea NYD, infestation	Toxic Shock, 2 or more of the following: Stiff neck Fever Headache Malaise Acute cough	Fever, weight loss+ cough, high TB risk, disseminated rash + fever
<b>Private Room</b>	Preferred	Preferred. If in multi-bed room draw curtains	YES
<b>Negative Pressure Room</b>	NO	NO	YES
<b>Staff Personal Protective Equipment</b>	Gown + Gloves	Gown + Gloves + Surgical grade (120 mmHg) fluid resistant mask with face shield	Gown + Gloves + N95 maski
<b>Visitor Personal Protective Equipment</b>	Gown + Gloves if providing direct care <sup>2</sup>	Surgical grade (120 mmHg) fluid resistant mask with attached face shield (gown + gloves if providing direct care <sup>2</sup> )	Surgical grade (120 mmHg) fluid resistant mask (gown + gloves if providing direct care <sup>2</sup> )
<b>Transporting patient (need for Surgical grade 120 mmHg fluid resistant mask)</b>	Patient- NO Staff- NO	Patient- YES (if condition allows) Staff- YES (with attached face shield)	Patient- YES (if condition allows) Staff- NO (must wear N95i)
<b>Cleaning</b>	Routine Plus3 '2 Step for <i>C. Difficile</i> and Diarrhea NYD4	Routine Plus:i	Routine Plus3
	<b>CDH, NRGH and FCC at RJH only:</b> Precaution Clean	<b>CDH, NRCH and FCC at RJH only:</b> Precaution Clean	<b>CDH, NRGH and FCC at RJH only:</b> Precaution Clean

## **GSS STANDARD CLEANING PROCEDURES**

### **HOUSEKEEPING CLEANING PROCEDURES**

1. Bathroom Cleaning
2. Cleaning Waiting Area
3. Daily Cleaning of Treatment Room
4. Between Patient Cleaning of Treatment Room
5. Cleaning Stretchers
6. Cleaning Body Fluids & Substances

## GSS STANDARD CLEANING PROCEDURES

### 1. Bathroom Cleaning

*Standard Precautions should always be followed; treat all cleaning tasks as though they involve infectious material. When performing any cleaning tasks where your hands could come into contact with soiled surfaces and when handling soiled linen &/or waste products, always wear gloves.*

*If disposable gloves are chosen, always wash your hands thoroughly after removing and do not wear from room to room.*

With a yellow microfiber cloth and Neutral Cleaner (A-456 and clean rag if not using microfiber), wipe both sides of the door handle and light switch.

Empty waste container; wipe inside and out.

Clean mirror with damp yellow microfiber cloth. Dry with paper towel or a clean dry cloth.

Damp wipe all shelving and ledges, dispensers, hand rail and chrome fixtures with yellow microfiber cloth.

Damp wipe all surfaces of sink with a yellow cloth; dry with a clean dry cloth.

Damp wipe all chrome bath fixtures, shower walls and seat (if applicable).

Spot wash walls.

Check and re-stock all dispensers.

Using a damp RED microfiber cloth, clean the toilet; starting at the top where the handle is, work the cloth down the tank to the toilet, wipe the top of the seat, then the outside of the bowl working your way down to the base. Lift the toilet seat and wipe the underside. Use the toilet brush and non-acid cleaner on the inside of the bowl only.

Thoroughly damp mop the entire bathroom floor.

Place "Wet Floor" at entrance.

## GSS STANDARD CLEANING PROCEDURES

### 2. Waiting Area

***Standard Precautions should always be followed; treat all cleaning tasks as though they involve infectious material. When performing any cleaning tasks where your hands could come into contact with soiled surfaces and when handling soiled linen &/or waste products, always wear gloves. If disposable gloves are chosen, always wash your hands thoroughly after removing and do not wear from room to room.***

Damp wipe all horizontal surfaces:

Fold blue microfiber cloth (A456 and clean rag if not using microfiber) into a series of squares. This will provide a number of individual cleaning surfaces and reduce the frequency of cloth changing.

Start on one side of the door and move around the room in one direction, damp dusting all horizontal surfaces. Start at the highest point and work your way down.

Lift movable items and damp dust under them.

As the surface of the cloth becomes soiled, turn the cloth and use one of the remaining clean surfaces.

Telephone handsets should be damp dusted.

Thoroughly clean any smudges or oily spots and streaks.

Remove all waste from the room; wiping the waste container inside and out.

Dust mop entire floor.

Damp mop entire floor.

Place wet floor sign at any entrance points.

## GSS STANDARD CLEANING PROCEDURES

### 3. Daily Cleaning of Treatment Room

*Standard Precautions should always be followed; treat all cleaning tasks as though they involve infectious material. When performing any cleaning tasks where your hands could come into contact with soiled surfaces and when handling soiled linen &/or waste products, always wear gloves.*

*If disposable gloves are chosen, always wash your hands thoroughly after removing and do not wear from room to room.*

Using damp blue microfiber cloth (A-456 and clean rag if not using microfiber) clean all surfaces; inside, outside and underneath, of the closet, bedside table, and over bed table, including wheels.

Clean any I.V. poles, blood pressure cuffs, etc.

Spot clean walls, windows and sills.

Wet wipe all contact surfaces- to include light switches, door handles, etc.

Wet wipe counters and sinks.

Clean stretcher.

Check cubicle curtains, change if soiled.

Remove all waste from the room; wiping the waste container inside and out.

Dust mop entire floor.

Damp mop entire floor.

Place wet floor sign at any entrance points.



## GSS STANDARD CLEANING PROCEDURES

### 4. Between Patient Cleaning of Treatment Rooms

*Standard Precautions should always be followed; treat all cleaning tasks as though they involve infectious material. When performing any cleaning tasks where your hands could come into contact with soiled surfaces and when handling soiled linen &/or waste products, always wear gloves.*

*If disposable gloves are chosen, always wash your hands thoroughly after removing and do not wear from room to room.*

Damp wipe the following frequently touched areas:

- Bed rails/adjustment buttons
- Bedside table
- Call bells
- BP cuff
- Telephone
- Chairs
- Over bed table
- Paper towel/soap dispensers
- Light switch
- Door Handle

Change stretcher sheet/pillow case.

Check waste containers; empty if more than 2/3 full.

Spot mop any visible spills.

## GSS STANDARD CLEANING PROCEDURES

### S. Cleaning a Stretcher

*Standard Precautions should always be followed; treat all cleaning tasks as though they involve infectious material. When performing any cleaning tasks where your hands could come into contact with soiled surfaces and when handling soiled linen &/ or waste products, always wear gloves.*

*If disposable gloves are chosen, always wash your hands thoroughly after removing and do not wear from room to room.*

Daily Cleaning:

Strip linens.

Thoroughly wash the mattress (on all sides) and platform with a pre-soaked blue microfiber cloth.

Wipe rails and frame.

Dry with a dry cloth.

Wash the rails, base, legs/wheels and I.V. pole.

Make the stretcher with fresh linen.

## GSS STANDARD CLEANING PROCEDURES

### 6.Cleaning Body Fluids & Substances

*Standard Precautions should always be followed; treat all cleaning tasks as though they involve infectious material, When performing any cleaning tasks where your hands could come into contact with soiled surfaces and when handling soiled linen &/or waste products, always wear gloves.*

*If disposable gloves are chosen, always wash your hands thoroughly after removing and do not wear from room to room.*

Determine whether you will require protective clothing before proceeding with clean Lip.

If the spill is liquid blood, <sup>absorbent\*</sup> is required and the following process should be followed:

- Lightly sprinkle absorbent around the perimeter of the spill
- Sprinkle absorbent over the entire surface of the spill
- Allow the absorbent to stand until it has solidified (30-60 seconds)
- Pick up the solidified absorbent with a dust pan and counter brush and place in any waste container

Damp mop or damp wipe the surface with a clean cloth. Do not re-use the cloth

If the spill is a body fluid other than blood:

- Absorb the fluid with paper towel and dispose of toweling in a waste container
- Damp wipe the area with cloth or mop(do not re-use)
- Place contaminated cloths or mop in the soiled laundry

\*Absorbent is available through Acme Supplies:

- Emergency Super Spill Shaker Pack- 340 gr. Item# is 046-39196