
	<b>Department of Health</b> <b>SAN LAZARO HOSPITAL</b>		DOCUMENT CODE:
			CC – GSD-MU – 002
			REVISION NO.
			0
			DATE EFFECTIVE
			June 1, 2019

**DEPARTMENT: GENERAL SERVICES DEPARTMENT-MOTORPOOL UNIT**

**PROCESS 1: DISINFECTION AND CLEANING OF AMBULANCES**

**Schedule of Services:**

Monday to Sunday: 24 Hours

**Services Provided to:**

Hospital patient's

**Requirements Needed:**

Housekeeping and Grounds Job Request Form (FM-HOPSS-GSD-004)

CSAT Form

**Duration:**

30mins-1.5 Hours

Step (no.)	Activities (procedure, start with verb, present tense, with direct contact with clients)	Forms (reference link, docs)	Fees	Response Time	Person Responsible
1	Prepare Job Order Request to Housekeeping Unit	Housekeeping and Grounds Job Request Form (FM-HOPSS-GSD-004)	None	5-10 mins.	Motorpool Unit Staff
2	Prepare manpower, supplies and materials and		None	30mins-1Hour	Motorpool/Housekeeping/Janitorial Staff



Department of Health  
**SAN LAZARO HOSPITAL**



# CITIZEN'S CHARTER MANUAL

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	proceed to disinfecting and cleaning of ambulance vacated by the patient				
3	Monitore and Evaluate the procedures	CSAT	none	5-10mins	Motorpool/Hous ekeeping Staff
4	Correctable measures		none	5-10 mins	Motorpool Unit Head/Housekee ping Staff
END OF TRANSACTION					