Web Syllabus

Course Number:  HS 103    Credits:  1

Course Title:  Environmental Services

Catalog Description:
Participants will learn to maintain a clean environment by completing housekeeping, laundering, and simple maintenance tasks within the guidelines of facility policies and procedures in addition to knowledge of State and Federal regulations through a ten hour online OSHA approved training course.

Required Textbooks for This Course:  None

Method of Evaluation/Grades for the Program:

1. There will be a variety of assessments during this course which will determine your final grade. The various components are as follows:
   2 Homework Assignments – 200 points
   2 Quizzes/Crossword Puzzles – 500 points
   2 Class Participation Assignments – 200 points
   Total – 900 points
   The instructor reserves the right to add assignments as needed.
2. The grading scale is:
   A = 90 - 100%
   B = 80 – 89%
   C = 70 – 79%
   D = 60 – 69%
   F = 59% - Below

Due Dates for Assignments and Tests:  Homework assignments are due on the specified dates. The course is broken up into units. The units are due weekly.

Late Assignment Policy for the Program:  Assignments turned in after the due date will receive an automatic 20% point deduction. Late assignments will only be accepted up to 3 days past the due date. Assignments turned in after will not be accepted.

Services For Students With Disabilities: Students, with either a permanent or temporary disability, who require accommodation for more than one week should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a
statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Instructional Services at (785) 738-2276 to make requests for accommodations.

**Policy Regarding Academic Dishonesty:** Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.

**Course Objectives:**

The student will:

1. Be introduced to a Facility/Department environmental services policy and will be familiar with a standard facility layout and organizational structure.
2. Learn body mechanics and how to move objects and equipment in a safe manner.
3. Receive basic safety training and will ensure his/her compliance with safety standards.
4. Understand the concept of central supply and know how to read and use the information on the MSDS.
5. Understand how infection is transmitted and control measures for reducing and controlling the risk of infection transmission.
6. Familiarize him/herself with Central Supply, the housekeeping carts, janitor’s closet and supply closet at their facility.
7. Familiarize him/herself with the facility vacuums, general carpet care and maintenance, and buffing/waxing/striping uses and purposes.
8. Perform basic housekeeping and operate housekeeping appliances to keep apartments, public areas and clothing clean.
9. Understand the regulations governing the delivery of housekeeping and laundry services.
10. Understand how universal precautions relate to laundry and housekeeping.
11. Understand and utilize time management.
12. Learn basic communication skills.
13. Complete the 10 hour online OSHA training course.

**Content Outline:**

I. Unit 1 - Introduction to Environmental Services
   a. Sample Environmental Services Policy
   b. Learn their own facility’s Environmental Services Policy
   c. Familiarization
      i. Organizational Structure
      ii. Department Names
      iii. Facility Layout
iv. Dress Code

d. Types of Health Care Facilities
   i. Hospitals
   ii. Long Term Care Facilities (LTC)
   iii. Home Health Care
   iv. Hospice
   v. Mental Health
   vi. Rehabilitation
   vii. Industrial Health Care Centers
   viii. School Health Services
   ix. Assisted Living Models
      1. Typical Resident
      2. Special Needs

II. Unit 1 - Body Mechanics
   a. Learn the proper methods for safe movement of furniture and equipment
   b. Golfers Pick Up Trick

III. Unit 2 – Safety Procedures
   a. Emergency Procedures
   b. Accident Reporting
   c. Fire Safety and Prevention
      i. Good Housekeeping
      ii. Causes of Fire
      iii. Fire Prevention
   d. Types of Fire
   e. Extinguishing Fire
   f. Electrical Hazards
   g. Chemical Hazards
   h. Lockout/Tagout

IV. Unit 2 – Infection Control Procedures
   a. Glove Usage
   b. PPE
   c. Chain of Infection
   d. Hand Washing
      i. Proper Hand Washing Procedure
   e. Bloodborne Diseases
      i. Major Bloodborne Diseases
         1. Hepatitis
         2. HIV
         3. TB
         4. MRSA
         5. VRE

V. Unit 3 – Central Supply
   a. Storeroom usage and access
   b. “Right to Know Law”
   c. Checkout procedures for supplies and equipment
   d. Material Safety Data Sheets (MSDS)
   e. Stocking of supplies
   f. Minor repairs of equipment

VI. Unit 3 – Housekeeping Carts, Janitor’s Closet and Supply Closet
a. Organization of the closet  
b. Labeled and capped containers  
c. Cleaning procedures for the closet  
d. Stocking of closets  
e. Security of the carts and closets  

VII. Unit 4 – Vacuums  
a. Knowledge of varied types of vacuums  
b. Removal of soil in form of sand/grit  
c. High traffic areas  
d. Minor repair  
e. Safety rules for operation  

VIII. Unit 4 – general Carpet Care and Maintenance  
a. Spot and stain removal]  
b. Chemicals, Products, and Supplies  
c. Carpet cleaning procedure  
d. Blood removal  
e. Gum removal  
f. Hazardous chemicals  
g. Buffer and bonnet method  
h. Hot water extraction method  

IX. Unit 5 – Basic Housekeeping Skills  
a. Floor care  
   i. Vinyl  
   ii. Quarry tile  
   iii. Terrazzo  
b. Fiberglass and Porcelain Care  
c. Fixtures  
d. Furniture Care  
e. General Outdoor Furniture Care Tips  
f. Upholstery Cleaning Codes  
g. Care of Leather Furniture  
h. Ceiling and Walls – Painted and Textured  
i. Windows  
j. Draperies, Blinds and Shades  
k. Work Plan  

X. Unit 5 – Laundry  
a. Universal Care Label Guide  
   i. Wash  
   ii. Bleach  
   iii. Dry  
   iv. Iron  
   v. Dry Clean  
b. Fabric Care  
   i. Acrylic  
   ii. Acetate  
   iii. Cotton  
   iv. Linen  
   v. Lyocell  
   vi. Microfibers
vii. Nylon
viii. Polyester
ix. Polyolefin
x. Rayon
xi. Silk
xii. Spandex
xiii. Trizcetate
xiv. Wool
c. Sorting Principles
d. Ironing Tips

XI. Unit 5 – Pest Control
a. Tips
b. Using Pesticides Safely
c. Storing Pesticides

XII. Unit 6 – Time Management
a. Key Principles and Tips to Better Time Management (Online Forum)

XIII. Unit 6 – Communication Skills
a. Why are Communication Skills So Important?
b. Removing Barriers
c. Making a Great First Impression
d. Non-Verbal Communication
e. Relating to co-workers and supervisors

XIV. Unit 7 - Online OSHA Training

Adopted 01.10