

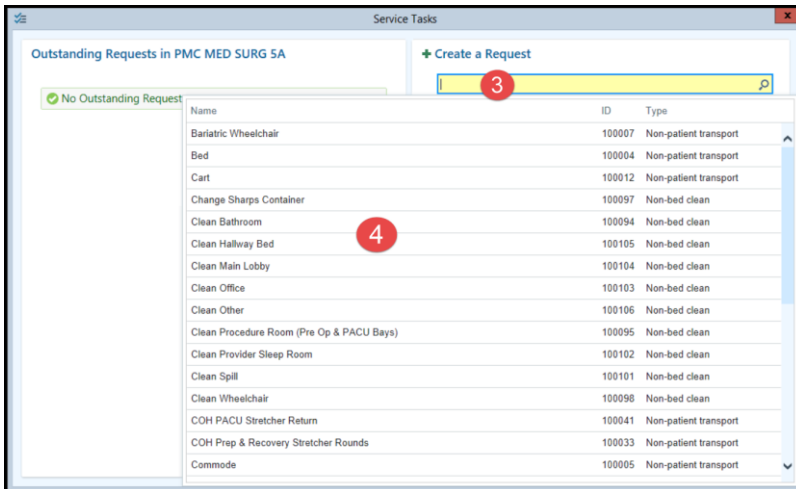
Non-Bed Cleaning Requests Are Now Available

Effective August 11, non-bed cleaning requests will become available for nursing team members. This tip sheet is designed to outline how to place a non-bed cleaning request.

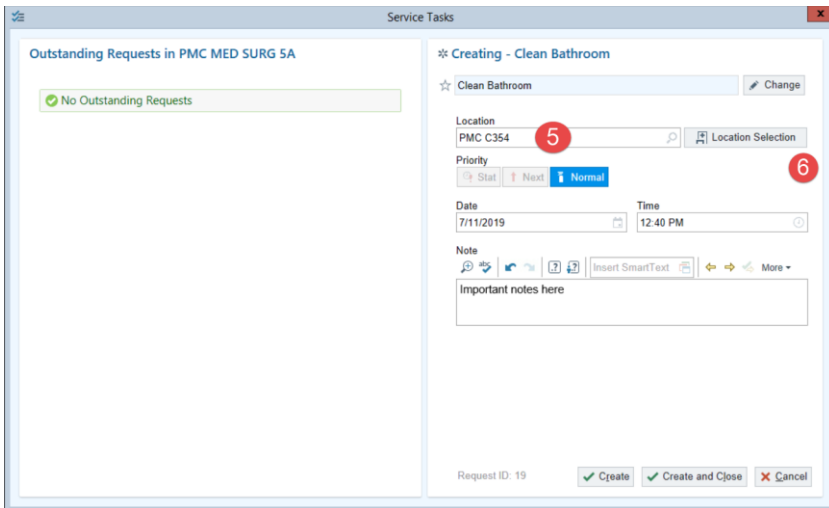
Nursing:

1. Open the Unit Manager

2. Click  on the Activity tool bar.



3. Click on the drop-down list under “Create a Request”
4. Select the room or area that you would like to request to be cleaned (Clean Bathroom, Clean Office, etc.)
5. Enter the location in the “Location” field



6. Click “Location Selection” to drill down more to the specific unit/room

A dialog box titled "Location Selection" with a close button (X) in the top right corner. It contains two text input fields: "Unit" with the value "PMC MED SURG" and "Room" with the value "PMC C354". Both fields have a magnifying glass icon on the right. Below the fields are two buttons: "Accept" and "Cancel". Red circles with numbers 7 and 8 are placed over the "Unit" field and the "Accept" button, respectively.

- 7. Enter the Unit and Room
- 8. Click "Accept"

A screenshot of the "Service Tasks" window. On the left, a panel titled "Outstanding Requests in PMC MED SURG 5A" shows a green bar with a checkmark and the text "No Outstanding Requests". The main area is titled "Creating - Clean Bathroom" and contains a form for a "Clean Bathroom" request. The form includes a "Location" field with "PMC C354" and a "Location Selection" button. Below it is a "Priority" dropdown set to "Normal". There are "Start" and "Next" buttons. The "Date" field is set to "7/11/2019" (marked with a red circle 9) and the "Time" field is set to "12:40 PM" (marked with a red circle 10). A "Note" section has a text area with "Important notes here" (marked with a red circle 11) and a "More" dropdown. At the bottom, there are buttons for "Create", "Create and Close" (marked with a red circle 12), and "Cancel". The "Request ID" is 19.

- 9. Enter the date you wish the room to be cleaned
- 10. Enter the time you wish the room to be cleaned
- 11. Enter any important notes
- 12. Click "Create and Close" to complete the request
- 13. To add the room as a favorite, click the star beside of the room you wish to add as favorite

A close-up of a button labeled "Clean Bathroom" with a star icon on the left and a "Change" button on the right. A red square highlights the star icon.