**PeriOp staff will interact with Capacity Management when patients enter the department and again when patients leave. This interaction will provide better visualization of which bays are in use, as well as alert custodians where their services are needed.**

## Incoming Patients

When a patient arrives into a bay, staff will manually block the location in Capacity Management.

STEP 1: Locate the bay on Capacity Management Bed Board

STEP 2: Click the dropdown and select **Blocked**.

STEP 3: Enter "**Incoming Patient**" as the reason and **OK**.
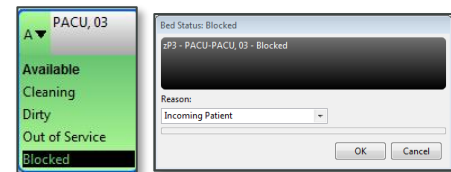
## Outgoing Patients

When the patient has left the department, staff will manually change the bed status to Dirty. This will alert EVS of a task.

STEP 1: Locate the bay on Capacity Management Bed Board

STEP 2: Click the dropdown and select **Dirty**.

- This will create a task for custodial services. They will use a mobile device to complete the task. The task will alert the staff member assigned to the zone. If that custodian is not available, the task will automatically route to the next closest custodian.

| Location | Statu... | Priority | Type | Status | Comment | Custodian | Request T... | Scheduled... | Start Time |
|---|---|---|---|---|---|---|---|---|---|
| zP3 - PACU-PACU, 03 | Dirty | Routi... | Disch... | Requ... | Standard Discharge Clean | | 12/28/18 ... | 12/28/18 ... | |
| zP3 - PACU-PACU, 02 | Dirty | Routi... | Disch... | Requ... | Standard Discharge Clean | | 12/13/18 ... | 12/13/18 ... | |

**NOTE:** If the custodian is manually assigned by PeriOp staff, the metrics for the EVS manager will be skewed.

## Canceling a Clean Request

In the event department staff cleans the bay, the request will need to be canceled and the room flipped back to available.

STEP 1: Locate the clean request on the Custodial Services List.

STEP 2: Click in the first box on the far left to activate a dropdown.

STEP 3: Select **Clean→Cancel Clean**.

STEP 4: Enter **Room has Already Been Cleaned** as the reason.

- This will remove the job from the custodial list. The bed will no longer show a broom icon on the Bed Board.

STEP 5: Staff will change the bed status back to **Available**.