4100	ID: Form - 0546376174	Doc No: HS00-3-187
NSW HealthShare	Email: HSNSW-FoodSafety@health.nsw.go	v.au
Date Published: 30-Mar-14	Applies to: All Environmental Services	Approver: QA
Author: Fifi Spechler	Modified: 27-Nov-24	Version: 4.0

Goulburn Base Hospital

Environmental Services Schedule of Duties

POSITION: # (14) Renal/Pathology/Doctor's Offices/ **Ambulatory Care**

HOURS: Monday to Friday – 5 days a week

15:30 to 00:00 (12PM)

BREAK: 17:30 to 17:50 Afternoon tea break

21:00 to 21:30 Meal break

NOTE: "COLLECT WET FLOOR SIGNS AS FLOORS DRY"

Infection Control Precautions

Correct cleaning procedures are a major contributing factor in preventing the spread of infection. Cleaning staff are required to always follow Infection Control Guidelines.

Time	Duty				
Purpose of this role	This shift is responsible for cleaning the Renal Department, Pathology (plus the specimen/blood taking area) Monday to Friday & the Direct of Medical Services office area, tartan room, offices, old lift & stairs – off the dining room are only cleaned twice weekly (Tuesdays & Thursdays) Pathology is the collection rooms and the lab off the Museum. Renal you don't clean patients' chairs, bed or bedside tables – nursing staff clean these after each patient. Also required to assist position #3 in X-Ray. Ambulatory Care comprises all the department, including patient areas and office spaces.				
Beginning of shift	 Perform hand hygiene on entry to the hospital Don appropriate PPE – where applicable Sign on at the Environmental Services offices area Collect & sign for keys in Level One Waste Room Procced to work area to start duties for the day Staff must report to the site Supervisors office area/Adon's office at the beginning/end of shift to let them know you have finished & leaving the facility				
Chemicals	 Neutral cleaner (Yellow) – Floors, walls/handrails, furniture, doors hand basins, sinks Bathroom cleaner (Pink) – floors, all hand basins, toilets, baths, showers, plumbing fixtures, walls & door Glass cleaner (Blue) – windows, glass doors & petitions, mirrors (all glass surfaces) Buddy crème cleanser – hand basins, baths, sinks, taps/spouts, toilets Viva detergent – for kitchen areas for washing up only Ozana Air freshener spray - varied scents Stainless Steel Polish – all stainless to surfaces Actichlor tablets – infectious cleaning only Clinell Wipes – for washing discharge beds & infectious cleaning only Spill kit – (where applicable) 3M hand treatments - Avagard General moisturising Barrier Lotion (white) Avagard Antiseptic CHG Hand Rub (pink) Avagard General Hand & Body Wash (purple) 				
	SAFETY DATA SHEETS (SDS) LOCATED IN EVERY CLEANING ROOMS				

Equipment	Cleaners trolley & garbage trolley
41.16	Blue mop handle, red handle & yellow handles
	Dry mop
	Blue mops, red mops & yellow mops
	Blue bucket, red bucket & yellow bucket
	Colour coded chemical bottles
	Wet floor signs
	• Scrubber
	Vacuum cleaner
	Dustpan & brush
	Dusting wands & handheld trowel (doodlebug)
	Platform ladders/step ladder (where applicable)
	Waste bin Shelving unit
Consumables	Shelving unit Toilet rolls
Consumables	Toilet rollsHand towel & blue tea towel
	 Hand towel & blue tea towel Tissues
	 Disposal blue, red, green & yellow cleaning cloths
	Vacuum bags
	 Garbage Bags - Bin liners, swing top, garbage, yellow (clinical waste) & sanitary bags
	Disposal gloves
	Masking tape
	Disposal 3M Easy trap roll
Touch points –	Damp wipe and clean all touch points – door call bell/intercom, door handles, push
twice daily or as	pads on doors, door keypads/locks, hand sanitiser brackets & pumps, buttons on the
required	lifts etc
Rubbish removal in	Empty all general rubbish bins & replace bags
all the ward area -	Empty all clinical waste bins & replace bags
daily	Remove sharp containers & recycling as required
	Take all rubbish to the designated disposal rooms on each floor level and put in the
	correct bin for pick up
Floors - daily	Electrostatic/sweep all vinyl floor surfaces
,	Damp mop all vinyl floor – Make sure to place out "Wet Floor Signs" (using the
	correct chemicals & colour coded mop & bucket)
	Ensure wet floor signs are visible & not obstructing the flow of ward
	IMPORTANT - Pack away all wet floor signs once floors are dry
	Use scrubbers as per the manufacturer's instructions
	Vacuum all carpet areas – (you can also vacuum hard floors)
Hand basins	Damp wipe & clean hand basin thoroughly paying attention to taps, plug hole &
- daily	underneath
	Damp wipe splash back/wall behind hand basin
	· ·
	Damp wipe over hand towel dispenser Damp wipe over hand wash dispensers.
	Damp wipe over playe dispensers
	Damp wipe over glove dispensers Parlace hand toward as required.
	Replace hand towel as required Parless hand soon as required Output Description Output Description Description
	Replace hand soap as required & recycle
B. I.P	Empty general rubbish bins & replace bags
Public, patient, &	Clean shower recess thoroughly working from top to bottom paying attention to all
staff toilets – clean	taps, handrail & hand held shower nozzle
twice daily	Clean hand basin thoroughly paying attention to taps, plug hole & underneath
Enquitos 9	Clean splash/wall behind hand basin
Ensuites &	Damp wipe vinyl walls
bathrooms – daily	 Clean all toilets thoroughly working from top to bottom flushing before adding
	chemical to clean
	Damp wipe over hand towel dispenser
	Damp wipe over hand wash dispensers
	Replace hand towel as required

	Replace toilet rolls as required
	Replace hand soap as required & recycle
	Damp wipe over all touch points
B 1 1 2	Clean floors as per cleaning instructions
Renal – daily	Damp wipe over (water) cupboards
Start 21.30 to 22.30hrs -	Empty all bins and replace bags
Proceed to X-ray	Damp wipe over all touch points
with Position 3	Clean hand basins as per cleaning instructions
	Clean floors as per cleaning instructions
	 If there is any infectious rooms clean as per infectious cleaning instructions & clean bathroom as per cleaning instructions
Pathology &	Empty all bins and replace bags
Blood/Specimen	Damp wipe over all touch points
taking area	Damp wipe over all chairs, benches & desks
- daily	Damp wipe over all surfaces & windowsills
	 Clean toilet across the hallway – as per toilet cleaning instructions
	Clean floors as per cleaning instructions
Office areas- twice	Empty all bins and replace bags
weekly	Damp wipe over all touch points
	Clean office spaces as per cleaning instructions
(Tuesday &	Damp wipe over all surfaces & windowsills
Thursday)	Clean bathroom/toilet as per instructions
	Clean floors as per cleaning instructions
	 Check RMO's bed – remove linen & leave fresh linen on the end of bed
Reception areas,	Empty bins & remove waste
staff workstations –	Empty recycling bins & remove the waste
daily	Damp wipe over hand sanitiser brackets & pumps
	Damp wipe & dry the glass doors
	Damp wipe all touch points
Interview, consult	Damp wipe over all monitors & mounted monitors
rooms, write up	Damp wipe phones, computers & chair Page wipe all deals are faces & chair
rooms, meeting rooms & offices	Damp wipe all desk surfaces & shelvesDamp wipe & dry glass petition/window & sills
- daily	 Damp wipe & dry glass petition/window & sills Clean hand basins as per hand basin instructions
dany	Clean ensuites as per ensuites instructions
	Clean floors as per cleaning instruction
Staff tearoom,	Damp wipe & dry the glass doors
waiting room,	Damp wipe the window sills
Beverage areas	Damp wipe over all touch points
- daily	Empty all general rubbish bins & replace bags
	Empty all clinical waste bins & replace bags
	Remove sharp containers & recycling as required
	Damp wipe over benches & sink
	Damp wipe over urn, microwave, toaster (ensuring they are unplugged) etc
	Damp wipe over chairs including the legs & arm rests
	Damp wipe over all furniture, television & staff lockers
	Replace hand towel as required
	Clean floors as per cleaning instruction
Clean & dirty utility	Damp wipe over all touch points
rooms	Damp wipe benches/shelves – Scrub any stains off
– daily	Damp wipe over windowsills Clean hand basin theroughly paying attention to tank plug help? underneath
equipment rooms	Clean hand basin thoroughly paying attention to taps, plug hole & underneath Clean splach back/wall behind hand basin.
equipment rooms – daily	Clean splash back/wall behind hand basinDamp wipe over sink
uany	 Damp wipe over snitk Damp wipe over sanitizer
	Damp wipe over sanitizer Damp wipe over pan rack
	Clean splash back/wall behind hand basin
	Replace hand towel as required
	1 2 2

Patients' rooms, ward tidy & clean floors as per dealning instructions Patients' rooms, ward tidy & Empty and remove all rubbish florm room on the property of		
Patients' rooms, ward tidy & ensults = daily (Ambulatory Care) - Remove rubbish bag from bedside table & replace with a fresh bag Empty and remove all rubbish from room ensults = daily (Ambulatory Care) - Damp wipe over patient bedside table & replace with a fresh bag empty and remove all trubbish from room and pamp wipe over all touch points are patient bedside table and pamp wipe over day beds & draws if applicable and pamp wipe over the wardrobe & medication cupboard and pamp wipe over phone, nurse call control & above bed light and pamp wipe over the wardrobe & medication cupboard and pamp wipe with ownsils and pamp wipe over the wardrobe & medication cupboard and pamp wipe with ownsils and pamp wipe over all touch points are part cleaning and clean floors as per cleaning instructions - Clean ensuite as per ensuite cleaning and touch points and pamp wipe over all touch points and pamp wipe shelves - weekly and pamp wipe over the cleaning instructions and pamp wipe and pamp wipe over the ward and pamp wipe wipe shelves - weekly and pamp wipe and pamp wipe over bedside to all bads within the hospital between 11:00am to 11:00 daily. - We dont strip the beds on any ward as per ward conditions. Beds should be strip		Replace hand soap as required & recycle
Patients' rooms, ward tidy & Empty and remove all rubbish from room ward tidy & Empty and remove all rubbish from room on Damp wipe over patient bedside table Damp wipe over all touch points Damp wipe over all touch points Damp wipe over all touch points Damp wipe over day beds & draws if applicable Damp wipe over the wardrobe & medication cupboard Damp wipe over the wardrobe & medication cupboard Damp wipe with own wipe over thouse, nurse call control & above bed light Damp wipe with own wipe windowsilis Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & equipment Oamp wipe over all touch points equipment Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per cleaning instructions Infectious/ terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning danding danding of PPE Staff follow the cleaning instructions for patient rooms (for cleaning danding structions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions on Staff working in the insalent words are required to make beds - from 06:00 to 11:00 daily. Bed making - daily The dan beds as per deaning instructions Clean floors as per cleaning instructions Clean floors as per deaning		Empty general rubbish bins & replace bags
Patients' rooms, ward tidy & Empty and remove all rubbish from room ward tidy & Empty and remove all rubbish from room on Damp wipe over patient bedside table Damp wipe over all touch points Damp wipe over all touch points Damp wipe over all touch points Damp wipe over day beds & draws if applicable Damp wipe over the wardrobe & medication cupboard Damp wipe over the wardrobe & medication cupboard Damp wipe with own wipe over thouse, nurse call control & above bed light Damp wipe with own wipe windowsilis Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & equipment Oamp wipe over all touch points equipment Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per cleaning instructions Infectious/ terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning danding danding of PPE Staff follow the cleaning instructions for patient rooms (for cleaning danding structions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions on Staff working in the insalent words are required to make beds - from 06:00 to 11:00 daily. Bed making - daily The dan beds as per deaning instructions Clean floors as per cleaning instructions Clean floors as per deaning		Clean floors as per cleaning instructions
Empty and remove all rubbish from room ensultes—daily (Ambulatory Care)	Patients' rooms,	
ensuites — daily (Ambulatory Care) Damp wipe over all touch points Damp wipe over day beds & draws if applicable	•	
Damp wipe over all touch points		
Damp wipe over day beds & draws if applicable Damp wipe over day beds & draws if applicable Damp wipe over day beds & draws if applicable Damp wipe over phone, nurse call control & above bed light Damp wipe with dy glass in doors Damp wipe windowsills Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & equipment Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per deaning instructions Damp wipe over all touch points Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per deaning instructions Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per deaning instructions Damp wipe over all touch points Damp wipe all over all touch points Damp wipe over all touch points Damp wipe all over all the correct equipment prior to entering rooms Discharge/terminal cleaning of infectious rooms — follow the cleaning ally infectious rooms & anter rooms Discharge/terminal cleaning of infectious rooms — follow the cleaning instructions or Clean bathrooms/follets areas as per instructions Clean floors as per deaning instructions Clean floors as per deaning instructions Clean bathrooms/follets areas as per instructions Clean bat		
Damp wipe over the wardrobe & medication cupboard Damp wipe over phone, nurse call control & above bed light Damp wipe windowsils Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & Damp wipe windowsils Clean floors as per cleaning instructions Sterile stock & Damp wipe over all touch points Disposal room	(Firmbulacory Carcy	
Damp wipe over the wardrobe & medication cupboard Damp wipe over phone, nurse call control & above bed light Damp wipe windowsills Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & equipment - daily - daily Disposal room - daily - Clean floors as per dealing instructions Sterile stock & equipment - daily - Clean floors as per cleaning instructions Damp wipe over all touch points - Damp wipe over all touch points - Damp wipe over all touch points - Damp wipe shelves - weekly - Clean floors as per cleaning instructions Damp wipe shelves - weekly - Clean floors as per cleaning instructions Damp wipe over all touch points - Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas - Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE - Staff are required to use "ante rooms" where available for infectious/terminal cleaning of infectious rooms — follow the cleaning instructions for patient rooms when cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) - Wash beds as per bed instructions - Clean bathrooms/forlets areas as per instructions - Clean bathrooms/forlets areas as aper instructions - Clean bathrooms/forlets areas a		
Damp wipe & dry glass in doors Damp wipe windowsills Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & Damp wipe over all touch points Disposal room Disposal room Disposal room Disposal room Disposal room Staff working in areast that required infectious/terminal cleaning Cleaning of theses rooms while on duty in these areas Staff working in areast that required infectious/terminal cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning of the cleaning instructions Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms — follow the cleaning instructions for patient rooms (for cleaning acord rooms you must also wash all walls/s/boors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/folleks areas as per instructions Clean bathrooms/folleks areas as per instructions Clean bathrooms/folleks areas as per instructions Damp wipe over the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe over the medical panel Da		
Damp wipe & dry glass in doors Damp wipe windowsills Clean hand basin as per hand basin cleaning Clean ensulte as per ensulte cleaning Clean floors as per cleaning instructions Sterile stock & equipment Clean floors as per cleaning instructions Disposal room Clean floors as per cleaning instructions Disposal room Disposal room Disposal room Clean floors as per cleaning instructions Disposal room Disposal room Disposal room Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning of these rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning instructions for patient rooms when cleaning daily infectious rooms & after rooms Staff rooms Staff rooms Staff rooms Staff rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean bathrooms/follets areas as per instructions Clean bathrooms/follets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over the misse call control Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove faulty equipment to Suprevisor straight away Report any faulty equipment to Suprevisor straight away Report any faulty equipment to Suprevisor straight away Report any faulty equipment to Suprevisor straight away Remove faulty equipment to Suprevisor straight away Remove faulty equipment to Suprevisor straight away Remove faulty equipment to Suprevisor straig		
Damp wipe windowsills Clean hand basin as per hand basin cleaning Clean nesuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & equipment Damp wipe over all touch points cleaning Clean floors as per cleaning instructions Damp wipe the shelves, benches as required Clean floors as per cleaning instructions Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per cleaning instructions Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean fl		
Clean hand basin as per hand basin cleaning Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Damp wipe over all touch points cleaning instructions Damp wipe over all touch points Clean floors as per cleaning instructions Damp wipe over all touch points Clean floors as per cleaning instructions Damp wipe over all touch points Disposal room - daily Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per cleaning instructions Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions for patient rooms (Incelanina covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Clean bathrooms/boilets areas as per instructions Clean bathrooms/boilets areas as per instructions Edd makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE		
Clean ensuite as per ensuite cleaning Clean floors as per cleaning instructions Sterile stock & equipment - daily Damp wipe over all touch points - daily Clean floors as per cleaning instructions Damp wipe the shelves, benches as required - Clean floors as per cleaning instructions Infectious/ terminal cleaning - as required Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas - Staff are required to use "anter rooms" where available for infectious/terminal cleaning donning & doffing off PPE - Staff are to ensure they have all the correct equipment prior to entering rooms - Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & anter rooms - Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) - Wash beds as per bed instructions - Clean bathrooms/follets areas as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward - Damp wipe over the medical panel - Damp wip		
Clean floors as per cleaning instructions Damp wipe over all touch points claily Clean floors as per cleaning instructions Damp wipe shelves, benches as required Clean floors as per cleaning instructions Damp wipe shelves - weekly Clean floors as per cleaning instructions Damp wipe shelves - weekly Clean floors as per cleaning instructions Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "anter rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Staff working in the in-patient wards are required to make beds - from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over the medical panel Damp wipe over the murse call control Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NO		
Sterile stock & equipment - daily		
equipment - daily - daily - Clean floors as per cleaning instructions - Damp wipe shelves - weekly - Clean floors as per cleaning instructions Infectious/ terminal cleaning - as required - Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas - Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning donning & doffing off PPE - Staff are to ensure they have all the correct equipment prior to entering rooms - Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms - Discharge/terminal cleaning of infectious rooms — follow the cleaning instructions for patient rooms (ftor cleaning instructions - Clean floors as per cleaning instructions - Clean bathrooms/toilets areas as per instructions - Clean floors are redefined by a person of the variation of the verson of		Clean floors as per cleaning instructions
equipment - daily - daily - Clean floors as per cleaning instructions - Damp wipe shelves - weekly - Clean floors as per cleaning instructions Infectious/ terminal cleaning - as required - Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas - Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning donning & doffing off PPE - Staff are to ensure they have all the correct equipment prior to entering rooms - Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms - Discharge/terminal cleaning of infectious rooms — follow the cleaning instructions for patient rooms (ftor cleaning instructions - Clean floors as per cleaning instructions - Clean bathrooms/toilets areas as per instructions - Clean floors are redefined by a person of the variation of the verson of		
- daily Disposal room - daily Disposal room - daily Damp wipe over all touch points - daily Ciclan floors as per cleaning instructions - daily Damp wipe shelves - weekly Ciclan floors as per cleaning instructions - Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas - Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PP - Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms - Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms - Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) - Wash beds as per bed instructions - Clean floors as per cleaning instructions - Clean bathrooms/toilets areas as per instructions Bed making – daily or as required - We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward - Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc - Damp wipe over bedside locker & medication cupboard inside & outside - Damp wipe over the nurse call control - Damp wipe over the nurse call control - Damp wipe over the make beds as per ward requirements - Remove bedside table rubbish bag & replace linen as required - Damp wipe over all touch points - Staff are required to make beds as per ward requirements - Remove bedside table rubbish bag & replace with a fresh bag - Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room - Do NOT use any faulty equipment - Tag any faulty equipment to Supervisor straight away - Report any faulty equipment from service until repaired if safe to	Sterile stock &	Damp wipe over all touch points
Disposal room - daily Damp wipe shelves - weekly Clean floors as per cleaning instructions As required Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of these rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are required to staff are easily a cleaning of PPE Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment traight away Remove faulty equipment from service until repaired if safe to do	equipment	Damp wipe the shelves, benches as required
Disposal room - daily Damp wipe over all touch points Damp wipe shelves - weekly Clean floors as per cleaning instructions Staff are required to use "ante required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment to Supervisor s	- daily	Clean floors as per cleaning instructions
- daily Damp wipe shelves - weekly Clean floors as per cleaning instructions Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms - follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds - from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT Use any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do	Disposal room	
Clean floors as per cleaning instructions Infectious/ terminal cleaning - as required Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "anter rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & anter rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean bathrooms/toilets areas as per instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 dally, Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm – dally We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment to Supervisor straight away Remove faulty equipment to Supervisor straight in avay		
Staff working in areas that required infectious/terminal cleaning are responsible for the cleaning of theses rooms while on duty in these areas Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/follets areas as per instructions Eadf working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed making – daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over day bed & replace linen as required Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are required to make beds as per ward requirements Remove faulty equipment straight away Report any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment to Supervisor straight if safe to do	,	
the cleaning of theses rooms while on duty in these areas • Staff are required to use "anter cooms" where available for infectious/terminal cleaning donning & doffing off PPE • Staff are to ensure they have all the correct equipment prior to entering rooms • Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & anter rooms • Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) • Wash beds as per bed instructions • Clean bathrooms/toilets areas as per instructions • Clean bathrooms/toilets areas as per instructions • Clean bathrooms/toilets areas as per instructions Bed making – daily or as required • Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm – daily • We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward • Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc • Damp wipe bed side table & chairs thoroughly • Damp wipe over bedside locker & medication cupboard inside & outside • Damp wipe over the nurse call control • Damp wipe over day bed & replace linen as required • Damp wipe over all touch points • Staff are required to make beds as per ward requirements • Remove bedside table rubbish bag & replace with a fresh bag • Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room • DO NOT use any faulty equipment • Tag any faulty equipment tor Supervisor straight away • Report any faulty equipment tor Supervisor straight away • Remove faulty equipment from service until repaired if safe to do	Infectious/ terminal	·
Staff are required to use "ante rooms" where available for infectious/terminal cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over the nurse call control Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DONOT use any faulty equipment traight away Report any faulty equipment straight away Report any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do	-	
cleaning donning & doffing off PPE Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Wash beds are responsible for all beds within the hospital between 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels etc Damp wipe over the nurse call control Damp wipe over the nurse call control Damp wipe over day bed & replace linen as required Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away		·
Staff are to ensure they have all the correct equipment prior to entering rooms Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm – daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the nurse call control Damp wipe over day bed & replace linen as required Damp wipe over day bed & replace linen as required Damp wipe over day bed sa sper ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment straight away Report any faulty equipment from service until repaired if safe to do	- as required	
Staff follow the cleaning instructions for patient rooms when cleaning daily infectious rooms & ante rooms Discharge/terminal cleaning of infectious rooms — follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Bed making — daily or as required Staff working in the in-patient wards are required to make beds — from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm — daily. We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels—etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		
rooms & ante rooms Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Bed making – daily or as required We don't strip the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		· · · · · · · · · · · · · · · · · · ·
Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm-daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room PO NOT use any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do		 Staff follow the cleaning instructions for patient rooms when cleaning daily infectious
patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed making – daily or as required We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		rooms & ante rooms
patient rooms (for cleaning covid rooms you must also wash all walls/doors) Wash beds as per bed instructions Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed making – daily or as required We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		 Discharge/terminal cleaning of infectious rooms – follow the cleaning instructions for
Wash beds as per bed instructions Clean floors as per cleaning instructions Clean floors as per cleaning instructions Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room PO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment torom service until repaired if safe to do		
Clean floors as per cleaning instructions Clean bathrooms/toilets areas as per instructions Bed making – daily or as required Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over the medical panel Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Report any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		
Clean bathrooms/toilets areas as per instructions Bed making – daily or as required Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm – daily • We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward • Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc • Damp wipe bed side table & chairs thoroughly • Damp wipe over bedside locker & medication cupboard inside & outside • Damp wipe over the nurse call control • Damp wipe over day bed & replace linen as required • Damp wipe over all touch points • Staff are required to make beds as per ward requirements • Remove bedside table rubbish bag & replace with a fresh bag • Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily • DO NOT use any faulty equipment • Tag any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do		·
Staff working in the in-patient wards are required to make beds – from 06:00 to 11:00 daily. Bed makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily • We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward • Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc • Damp wipe over bedside locker & medication cupboard inside & outside • Damp wipe over the nurse call control • Damp wipe over the medical panel • Damp wipe over day bed & replace linen as required • Damp wipe over all touch points • Staff are required to make beds as per ward requirements • Remove bedside table rubbish bag & replace with a fresh bag • Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room • DO NOT use any faulty equipment checks - daily • Report any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do		
Ped makers are responsible for all beds within the hospital between 11:00am to 19:30pm - daily • We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward • Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc • Damp wipe bed side table & chairs thoroughly • Damp wipe over bedside locker & medication cupboard inside & outside • Damp wipe over the medical panel • Damp wipe over day bed & replace linen as required • Damp wipe over all touch points • Staff are required to make beds as per ward requirements • Remove bedside table rubbish bag & replace with a fresh bag • Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily • Report any faulty equipment to Supervisor straight away • Report any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do	5 1 11 11	
We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily PO NOT use any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		
We don't strip the beds on any ward as per ward conditions. Beds should be stripped and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily PONOT use any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do	or as required	· · · · · · · · · · · · · · · · · · ·
 and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT - we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		<u>daily</u>
 and ready for cleaning when you arrive on the ward Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT - we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		
Damp wipe all bed surfaces with wipes including side rails, under the mattress, wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily DO NOT use any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do		• We don't strip the beds on any ward as per ward conditions. Beds should be stripped
wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		and ready for cleaning when you arrive on the ward
wheels- etc Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		 Damp wipe all bed surfaces with wipes including side rails, under the mattress,
 Damp wipe bed side table & chairs thoroughly Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		
 Damp wipe over bedside locker & medication cupboard inside & outside Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily DO NOT use any faulty equipment to Supervisor straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		
Damp wipe over the nurse call control Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT — we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily DO NOT use any faulty equipment Tag any faulty equipment to Supervisor straight away Report any faulty equipment from service until repaired if safe to do		* *
 Damp wipe over the medical panel Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		
 Damp wipe over day bed & replace linen as required Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		· ·
 Damp wipe over all touch points Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		Damp wipe over the medical panel
 Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		Damp wipe over day bed & replace linen as required
 Staff are required to make beds as per ward requirements Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		Damp wipe over all touch points
 Remove bedside table rubbish bag & replace with a fresh bag Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		
Staff are to ensure they have all the correct PPE & wipes at all times WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily DO NOT use any faulty equipment Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do		
WE DO NOT WASH AND MAKE BEDS IN THE EMERGENCY DEPARTMENT – we only wash beds in a terminal clean if it is required and in the room Faulty equipment checks - daily • DO NOT use any faulty equipment • Tag any faulty equipment straight away • Report any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do		
Faulty equipment checks - daily • DO NOT use any faulty equipment • Tag any faulty equipment straight away • Report any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do		• Stall are to ensure they have all the correct PPE & wipes at all times
Faulty equipment checks - daily • DO NOT use any faulty equipment • Tag any faulty equipment straight away • Report any faulty equipment to Supervisor straight away • Remove faulty equipment from service until repaired if safe to do		INC. DO NOT WACH AND MAKE BEDG IN THE EMEDOFNOY DEDARTMENT
 Faulty equipment Checks - daily Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		·
 Tag any faulty equipment straight away Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 		
 Report any faulty equipment to Supervisor straight away Remove faulty equipment from service until repaired if safe to do 	Faulty equipment	• • • • • • • • • • • • • • • • • • • •
 Remove faulty equipment from service until repaired if safe to do 	checks - daily	Tag any faulty equipment straight away
 Remove faulty equipment from service until repaired if safe to do 		Report any faulty equipment to Supervisor straight away
 Leave a note in cleaning room on white board about the faulty equipment been 		Leave a note in cleaning room on white board about the faulty equipment been

	removed from service
Extra duties End of shift duties -	 Damp wipe televisions - weekly Defrost refrigerators - weekly Damp wipe/high dust curtain tracks - weekly Damp wipe all high surfaces eg: notice boards - weekly Damp wipe over the shelves/cupboards - weekly Clean all petition glass - weekly or as required Spot clean walls - weekly or as required Dust ceiling vents - monthly or as required Scrub vinyl floors - monthly or as required Polish vinyl floors - monthly or as required (if applicable) Clean windows - monthly or as required keeping a record Clean maxi bin baskets - quarterly or as required Change privacy screens & shower curtains - annually or as required All staff on duty are required to complete all the end of shift tasks leaving the
<u>daily</u>	 cleaning rooms safe, clean & tidy at all times Bag up dirty mops ready for collection (by roster 6) Damp wipe over the cleaning trolley thoroughly Re-stock cleaning trolley ready for next shift – toilet paper, hand towels, bags, chemicals, cloths, gloves etc Clean the sink & hand basin Damp wipe over all touch points Clean hand basin as per hand basin cleaning Clean floors as per cleaning instructions Damp wipe over all cleaning equipment & put it back ready for use for the next shift Empty and clean scrubbers thoroughly for next shift Plug in & charge scrubbers ready for next shift Re- stock shelves as & put in stores orders as weekly or as required (if applicable)
End of shift	 Perform hand hygiene on entry to the hospital Sign off at the Environmental Services offices area Sign out and return keys to Level One Waste Room Fill out all relevant forms/paperwork as required Staff must report to the site Supervisors office area/Adon's office at the beginning/end of shift to let them know you have finished & leaving the facility
	Carry out any other duties as directed by your Supervisor in accordance with your award — this includes the cleaning of Covid areas as per instructed by Supervisor/Adon's (after hours) — if required to complete a covid clean on shift you may leave a task to be picked up by the next shift.

Managers Signature:	Deborah Ferguson	Date:	27.11.2024	
---------------------	------------------	-------	------------	--

Operations Manager
Signature:

Date:

27.11.2024