

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
CLINICAL EQUIPMENT					
Commodes, weighing scales, manual handling equipment	Clean contact points between patient uses			1 full clean daily	
Drip stands	Contact points between patients			1 full clean daily	
Other Medical equipment e.g. intravenous infusion pumps, pulse oximeters, nebulisers, pressure relieving aids etc	Clean contact points between patient uses			1 full clean daily	
Medical equipment connected to the patient	1 full clean daily & between patients				
Sharps bins	Sealed and disposed of by last person filling				
Medical gas equipment				Full clean daily	
PATIENT BED AREA					
All bed including safety rails				Frame daily Under daily Whole on discharge	
Patient washbowls	After each use (kept with patient)			Decontamination on discharge	
Bedside TV			Patient line Full clean daily		

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
Earpiece for bedside entertainment system	Replace earpieces as necessary. Notify Patient line to change between patients		Patient line - change between patients		
Bedside oxygen & humidifiers, suction connectors, empty suction liners				1 full clean daily & between patient use	
Bedside hand wash container, clipboards & notice boards				1 full clean daily & between patient use	
Patient personal items eg cards, suitcases toys & games	<i>Patients' responsibility</i>				
Chairs				1 full clean daily & 1 check clean daily & on discharge	
Patient lockers				1 full clean daily & 1 check clean daily & on discharge to include underside	
Over bed and bay tables				1 full clean daily & 2 check cleans daily & on discharge	
Patient fans				Case only - 1 full clean daily & between patient use Whole Unit - 1 full clean monthly & when visibly dirty	
WORK STATIONS					
Note trolleys	Interior 1 full clean weekly			Exterior 1 full clean weekly	
Drug trolleys	Interior 1 full clean weekly			Exterior 1 full clean weekly	
Data points		1 full clean daily			

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
DRUG STORAGE					
Drugs fridge	Monitor temp daily. Defrost and clean interior monthly			External clean weekly External check clean daily	
Drugs cupboard	Clean interior monthly			External clean weekly External check clean daily	
Resus Trolley	RNs when do daily resus trolley check				
FABRIC OF BUILDING					
Entrances/exits		Damp dust daily + 2 check cleans daily vacuum or dry mop daily, damp mop daily plus check clean floor 2x daily Machine clean weekly depending on floor covering			
Stairs		2 x daily damp dust 2 x daily wet mop floor machine clean weekly			
Walls		Check clean daily Dust weekly, including vents & external casing of extractor fans	Deep Cleaning Team to wall wash as per schedule for High Risk Areas plus Post Infection Clean as required		

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
Switches, sockets, data points, desk equipment, computers		1 full clean daily			
Ceilings		Routine dusting monthly, including vents & external casing of extractor fans	Wash annually (including ventilating vents - problem areas)		
Doors		Full clean daily			
Internal glazing including partitions Inside of external glass Carillion Contract		Check clean daily Full clean weekly			
Mirrors		Full clean daily + check clean			
Radiators - external surfaces		Full clean daily			
Floors - polished		Control mop/vacuum daily + 1 check cleans daily Damp mop daily +2 check cleans daily Machine clean weekly depending on floor covering		Clean spillages	
Floors – treated		Control mop/vacuum daily + 1 check cleans daily Damp mop daily +2 check cleans daily Machine scrub weekly or as required		Clean spillages	

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
Carpets		Vacuum daily + 1 check clean daily Shampoo 6 monthly, as necessary in-between, spot clean daily			
Curtains & blinds		Cleaned & changed twice yearly Bed curtains changed 3-monthly And change when visibly soiled			
Electrical equipment - outer casings		Dust daily Full clean monthly			
Low surfaces		1 full clean daily +1 check cleans daily		Clean spillages	
High surfaces		1 full clean weekly &1 check cleans weekly			
OTHER NON-CLINICAL EQUIPMENT					
Cleaning equipment	Full clean after each use	Full clean after each use		Full clean after each use	
Cleaning cupboard and cleaning trolleys	Clean after use	Full clean after each shift including trolley		Clean after use	
Ward linen trolleys				Clean contact points daily. 1 full clean weekly	

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
Waste receptacles at Ward level		1 full clean daily & 1 check clean Deep clean weekly			
Dispensers & holders		Daily inside & out			
WARD KITCHEN					
Dishwasher					1 full clean & 2 check cleans daily
Fridges & freezers					3 check cleans daily, discard relevant food daily 1 full clean weekly (remove all content to clean) Defrost monthly
Food ice machine & hot water boiler				Ice treatment machines	1 check clean daily 1 full clean weekly
Kitchen cupboards					1 full clean weekly
Microwaves Not for patient use	Individual user check clean after each use				1 full clean daily.
Horizontal surfaces	After each beverage service				5 times daily after each food/beverage service
Kitchen floor					3 times daily after meal service
Beverage trolley	Before/after each beverage round				Before/after each beverage round

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
TREATMENT ROOMS					
Treatment Room		Floors - 1 full clean daily & 1 check cleans daily		Clean as per checklist & following treatment of an infected patient	
BATHROOMS/WASH AREAS					
Showers		2 full clean daily including door handles		Legionella check & check clean between patients including door handles	
Toilets & bidets		3 full cleans daily including door handles		Check clean as necessary including door handles	
Supplies (soap, handtowels etc)		Replenish 3 times daily including door handles		Check	
Sinks		2 full cleans daily & 1 check cleans		Check clean between patients	
Baths		2 full cleans daily including door handles		Check clean between patients	
Bathroom hoists				Clean contact points after use	
Sluices		Floors – daily & 1 check clean daily		As per Cleaning checklist	

ITEM TO BE CLEANED	STAFF GROUP RESPONSIBILITIES AND FREQUENCY				
	Nursing/HCA Housekeeper	Domestic	Facilities	Ward Support Worker	Ward Catering Asst
MEALS & BEVERAGES					
Water jugs & glasses				Between patients remove dirty water jugs & glasses. Replace with full jugs & glasses	Remove dirty water jugs & glasses. Replace with full jugs & glasses three times daily and where necessary
Water fountains			Yearly maintenance and change filters as necessary		Clean daily & replace paper cups
Food service, crockery, cutlery and trays					Serve meals to patients. Remove dirty pots after meal and beverage services 3 meals per day 5 beverages per day
Monitor fridge temperatures					Twice daily
INFECTION CONTROL OUTBREAK CLEANING					
Cleaning during outbreak		Routine cleaning as per responsibility or as instructed by Infection Control		Routine cleaning as per responsibility or as instructed by Infection Control	
Post Infection Clean	Full clean isolation areas out of hours or in absence of WSW	Clean equipment and floors as Instructed by Infection Control or in liaison with Deep Clean Team	Full clean patient areas as instructed by Infection Control	Clean all equipment as instructed by Infection Control or in liaison with Deep Clean Team	