



## CLEANING SCHEDULE

Please ensure that floors remain free of storage to promote ease of effective cleaning.

**Wipes promoted by the Trust are:**

	<p><u>“Multi-surface” Detergent Wipes</u> for quick and easy cleaning of items that require cleaning. This may be as a pre clean, prior to using a 70% alcohol hard surface disinfectant wipe, or for items that are required to be cleansed prior to re use but cannot withstand disinfection. Wipes come in small self sealing packs or larger buckets so it should be possible to purchase containers of an appropriate size. They are available from NHS Supply Chain.</p>
	<p><u>Hard Surface Disinfectant Wipes (70% Alcohol)</u> can be used on visibly clean hard surfaces. 70% alcohol hard surface wipes are available from NHS Supply Chain catalogue, in a variety of presentations. <u>The use of alcohol hand gel as a means of decontaminating equipment is not appropriate as this item is designed for hands only.</u></p>

ITEM TO BE CLEANED	PRODUCT	FREQUENCY	RESPON-SIBILITY	COMMENTS
<b>OFFICE</b>				
Telephone; Computer Keyboard and Mouse; Interactive White Board	Multi Surface Detergent Wipes	Daily as a minimum and when noted to be soiled.	Healthcare Staff	Care should be taken to ensure that hands are clean when office equipment is touched.
Patient Notes Trolley	Multi Surface Detergent Wipes	Weekly and when noted to be visibly soiled.	Healthcare Staff	Care should be taken to ensure that notes trolley does not get contaminated during routine use.
<b>GENERAL AREAS</b>				
Patient Tables/Surfaces	Multi Surface Detergent Wipes	Between patients/activities and when visibly soiled.	Healthcare Staff	Housekeeping staff will decontaminate on a regular basis, remember to check underside of tables and contact points.
Foot Stool	Multi Surface Detergent Wipes	Following each use and when visibly soiled. Daily Check clean if stored in a general patient area. Always store clean.	Healthcare Staff	If stored as not in use, wipe before use and ensure stored so as protected from contamination.
Pressure Reducing Cushions	Multi Surface Detergent Wipes		Healthcare Staff	Check inner and cover integrity between each patient.
Wheel Chairs	Multi Surface Detergent Wipes		Healthcare Staff	If stored as not in use, ensure clean and protected from contamination. Wipe before use.
Hoists and PAT Slide	Multi Surface Detergent Wipes		Healthcare Staff	
Sara Steady	Multi Surface Detergent Wipes		Healthcare Staff	
Slings and Glide Sheets	Single Patient Use – either require laundering or are disposable.		Healthcare Staff	Follow manufacturers’ guidance, must always appear visibly clean.
Contact Points e.g. door handles, light pulls, grab rails etc.	Multi Surface Detergent Wipes	Constant check cleans and prompt cleaning of soiling.	Healthcare Staff	Housekeeping staff will decontaminate on a regular basis.

ITEM TO BE CLEANED	PRODUCT	FREQUENCY	RESPONSIBILITY	COMMENTS
Storage Containers	Multi Surface Detergent Wipes	Check clean before each use.	All staff	Frequencies will vary based on area, content and style.
Standing Belts/Slings	Require Laundering	If visibly soiled, following use on someone with a known infection.	Healthcare Staff	If in contact with skin should be allocated for a single patient.
<b>CLINICAL AREA/CLEAN UTILITY</b>				
Drug Trolley	Multi Surface Detergent Wipes	Check clean following each use.	Healthcare Staff	Check stock is replenished. De-clutter. Always clean up spills.
Resus. Trolley	Multi Surface Detergent Wipes	Following use and if noted to be soiled.	Healthcare Staff	Always monitor cleanliness when checking the trolley.
Dressing Trolley	Multi Surface Detergent Wipes	Following each use or prior to using 70% alcohol wipe if visibly soiled.	Healthcare Staff	Start from cleanest area and include wheels. Trolleys must always be visibly clean. Trolleys must only be used for dressings/clinical procedures.
	70% Alcohol Hard Surface Disinfectant Wipe	Prior to each use. Must only be used on visibly clean and dry trolley.		
Oxygen Cylinder and Medical Gas Equipment	Multi Surface Detergent Wipes	Weekly, following each patient use and when visibly soiled.	Healthcare Staff	Check expiry dates.
Drugs Fridge	Multi Surface Detergent Wipes	Monthly and when visibly soiled.	Healthcare Staff	Daily check clean when accessing. Refer to Pharmacy guidance.
Scales	Multi Surface Detergent Wipes	Following use and if visibly soiled.	Healthcare Staff	Must be cleaned at least weekly.
Blood Glucose Monitor and Box	Multi Surface Detergent Wipes	On each day and immediately if noted to be visibly soiled.	Healthcare Staff	Also after each patient use.
Diagnostic/Monitoring and Near Patient Equipment e.g. IVAC, thermometer, BP monitor, auriscope, sharps bin trays etc.	Multi Surface Detergent Wipes	Following each use, must be stored clean, dry and protected from contamination.	Healthcare Staff	After each patient use. Ensure use of disposable covers/mouthpieces where necessary.
<b>SLUICE/DIRTY UTILITY</b>				
Bed Pan/Slipper Pan and/or Holders	Multi Surface Detergent Wipes	Weekly, following each patient use and when noted to be visibly soiled.	Healthcare Staff	Pulp products must be used, holders must be intact and free from stains.
Catheter Stands	Multi Surface Detergent Wipes	Single Patient Use, must always be kept visibly clean.	Healthcare Staff	Single patient use promoted, dispose of on discharge.
Commodes	Multi Surface Detergent Wipes	Separate schedule.	Healthcare Staff	Include wheels.
Dirty utility mop and bucket	Rinse thoroughly Launder or dispose of Mop heads	Ensure disposal/laundrying of mop heads occurs.	Healthcare Staff	The bucket/mop must be left clean. Follow spillage guidance when dealing with blood/body fluids.

ITEM TO BE CLEANED	PRODUCT	FREQUENCY	RESPONSIBILITY	COMMENTS
Macerator	Multi Surface Detergent Wipes/Cream Cleanser	Must always be free from soil and staining. Check on each use.	Healthcare Staff	Pay particular attention to the rim. Do not store items adjacent to macerator.
<b>BED SPACE</b>				
Bed side locker (inside and out); Contents, Bed Frame; Bedside Chair	Multi Surface Detergent Wipes	When noted to be visibly soiled and after patient discharge.	Healthcare Staff	Must be kept visibly clean throughout patient stay. Housekeeping to clean outer locker and bed frame on a regular basis.
Bed – Mattress Couch	Multi Surface Detergent Wipes	Weekly, following each patient use and when noted to be visibly soiled.	Healthcare Staff	For foam mattress, unzip, check inner weekly and on patient discharge.
Pillow	Multi Surface Detergent Wipes	Following each patient use and when noted to be visibly soiled.	Healthcare Staff	All pillows must be contained in a wipe clean cover.
<b>BATHROOMS/SHOWER ROOMS</b>				
Shower Chair/Perching Stool	Multi Surface Detergent Wipes	Weekly, following each patient use and when noted to be visibly soiled.	Healthcare Staff	Check underside of seats, ensure surfaces are intact.
Raised Toilet Seats	Multi Surface Detergent Wipes	Between each patient use and when noted to be visibly soiled.	Healthcare Staff	Check underside of seats, ensure surfaces are intact.
Bath	Multi Surface Detergent Wipes	Between each patient use and when noted to be visibly soiled.	Healthcare Staff	Housekeeping staff will decontaminate on a regular basis.
Shower area	Rinse area with shower	Check Clean following use.	Healthcare Staff	
<b>LAUNDRY/LINEN ROOM</b>				
Washing Machine/Tumble Dryer	Multi-Surface Detergent Wipes	Check clean following each use.	Users of the equipment	Empty the filters and ensure surfaces are clean.
Dirty Linen Skips/Basket	Multi-Surface Detergent Wipes	When visibly soiled/contaminated.	Healthcare Staff	Check clean when using and always leave clean.
Clean Linen Trolley	Multi-Surface Detergent Wipes	Check clean when in use.	Healthcare Staff	Only use for clean laundry/linen.
<b>AREAS TO REFER TO OTHERS FOR ACTION</b>				
Vent/Radiator Grilles	One check clean weekly.	Housekeeping	Report to Facilities if soiling noted.	
Lighting – Internal				
Fan Blades	Check clean prior to each use.	Estates	Must always be visibly clean. Report to Facilities for cleaning.	
Curtains (bed)	(Bed) Check clean daily, planned clean annually. (Privacy) check clean daily.	All staff at each use. Contact housekeeping.	Additional cleans will be required following outbreaks or as part of terminal cleans. Discuss with housekeeping.	