



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. <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
TREATMENT/NURSES ROOMS				
Telephone; Computer Keyboard and Mouse;	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.
Scales/height measure	Multi Surface Detergent Wipes	Following use and if visibly soiled.	Healthcare Staff	Must be cleaned at least weekly.
Patient chair	Multi Surface Detergent Wipes	Between patients/activities and when visibly soiled.	Healthcare Staff	Household staff will decontaminate on a regular basis, remember to check underside of chairs and contact points.
Foot Stool	Multi Surface Detergent Wipes	Following use, should be included in daily check clean. Always store clean.	Healthcare Staff	If stored as not in use, wipe before use and ensure stored so as protected from contamination.
Couch surface	Multi Surface Detergent Wipes	Following each patient use and when noted to be visibly soiled.	Healthcare Staff	Household staff will decontaminate frame on a regular basis, remember to check underside of surface and contact points.
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.
Oxygen Cylinder and Medical Gas Equipment	Multi Surface Detergent Wipes	Weekly, following each patient use and when visibly soiled	Healthcare Staff	Check expiry dates.
Resus trolley/drug box	Multi Surface Detergent Wipes	Following use and if noted to be soiled.	Healthcare Staff	Always monitor cleanliness when checking the trolley.
Drug fridge	Multi Surface Detergent Wipes	Monthly and when visibly soiled	Healthcare Staff	Daily check, clean when accessing.

ITEM TO BE CLEANED	PRODUCT	FREQUENCY	RESPON-SIBILITY	COMMENTS
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.
	70% Alcohol Hard Surface Disinfectant Wipe	Prior to each use. Must only be used on visibly clean and dry trolley.		
Diagnostic/Monitoring and Near Patient Equipment e.g. BP cuffs & monitors, auriscope, thermometer, sharps bins & 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.
BM/CoaguChek xs plus machines	Multi Surface Detergent Wipes	On each day and immediately if noted to be visibly soiled.	Healthcare Staff	Also after each patient use.
Propulse ear syringe	As per manufacturer's instructions	As per manufacturer's instructions	Healthcare Staff	See attachment
Nebulisers/spirometer	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 tubing/mouthpieces where necessary.
ECG machine	Multi Surface Detergent Wipes	Weekly, following each patient use and when visibly soiled	Healthcare Staff	Trolley must be cleaned at least weekly or if noted to be visibly soiled. Start from cleanest area and include wheels.
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.
Wheel Chairs	Multi Surface Detergent Wipes	Following each use and when visibly soiled. Daily Check clean if stored in a general area.	Healthcare Staff	If stored as not in use, ensure clean and protected from contamination. Wipe before use.
AREAS TO REFER TO OTHERS FOR ACTION				
Vent/Radiator Grilles	One check clean weekly	Housekeeping	Report to Facilities if soiling noted.	
Lighting – internal	One full clean monthly	Housekeeping		
Fan Blades	Check clean prior to each use.	Housekeeping	Must always be visibly clean.	
Curtains	Check clean daily, planned change annually in consulting rooms.	All staff at each use. Housekeeping.	Additional change will be required if visibly soiled and possible frequency increase to 6 monthly in minor surgery room.	