



 Please ensure that surfaces remain free from clutter and floors remain free of storage to promote ease of effective cleaning.

 Please ensure that hand wash sink is free from clutter. Sink must only be used for hand washing.

	“Multi-surface” Detergent wipes 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, Wipes come in a variety of presentations from NHS Supply Chain catalogue.
	Hard Surface Disinfectant Wipes (70% Alcohol) can be used on visibly clean hard surfaces . 70% alcohol hard surface wipes are available from NHS Supply Chain catalogue.

ITEM TO BE CLEANED	PRODUCT	FREQUENCY	RESPON-SIBILITY	COMMENTS
CLINIC ROOMS				
Telephone; Computer Keyboard and Mouse;	Multi Surface Detergent Wipes	Daily as a minimum and when noted to be soiled.	Healthcare Staff	Care must be taken to ensure that hands are clean when equipment is touched.
Scales/Height Measure Examination Light Toys within Clinic Room	Multi Surface Detergent Wipes	Following use and if visibly soiled.	Healthcare Staff	Must be cleaned at least weekly. Ensure calibration of scales as necessary.
Patient Chair	Multi Surface Detergent Wipes	Between patients/activities and when visibly soiled.	Healthcare Staff	Regular cleaning from housekeeping staff, check underside of chairs and contact points.
Couch (Surface)	Multi Surface Detergent Wipes	Following each patient use and when noted to be visibly soiled.	Healthcare Staff	Housekeeping staff will decontaminate frame on a regular basis, remember to check contact points.
Pillow	Multi Surface Detergent Wipes	Following each use and when noted to be visibly soiled.	Healthcare Staff	All pillows must be contained in a wipe clean cover.
Drug Fridge	Multi Surface Detergent Wipes	Monthly and when visibly soiled	Healthcare Staff	Daily check and check clean when accessing.
Dressing Trolley	Multi Surface Detergent Wipes	Following use or prior to using 70% alcohol wipe if soiled.	Healthcare Staff	Start from cleanest area and include wheels. Trolleys must always be visibly clean. Trolleys must only be used for dressings.
	Hard Surface Disinfectant Wipe (70% Alcohol)	Prior to use. Must only use on visibly clean and dry trolley.		
Diagnostic/Monitoring/ Near Patient Equipment e.g. BP Cuffs/Monitors; Auriscopes; Blood Glucose Monitors; thermometer; Sharps Bins and 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. Undertake quality checks as indicated and ensure appropriate maintenance checks occur.
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.
AREAS TO REFER TO OTHERS FOR ACTION (ESTATES OR HOUSEKEEPING TEAMS) e.g.				
Curtains	Fans	Lighting	Vent and Radiator grilles	