

In scope services – Bellingen

The following services are in scope for the transition:

☑ Cleaning

- Wards and departments including clinical, non-clinical and public areas/spaces, Pharmacy, including unoccupied spaces.
- Staff and public toilets.
- Cleaning of infectious rooms (excluding clinical equipment, IV pumps, blood pressure machines), discharge cleaning while on site.
- Emergency Department cleaning (ad hoc afterhours by HSA).
- X-ray department and public toilets after hours - (HSA afterhours when required).
- Cleaning Entrance, external entry points, using leaf blower.
- Executive / admin Office spaces + toilets (excluding desks and vacuuming).
- Changing of bed screens / curtains / shower curtains (cleaning duty).
- Bed Cleaning is undertaken by Cleaners following terminal room clean – bed making function is performed by clinical staff.
- Purchase and replenishment of all associated cleaning supplies and area consumables as current practice through WINC.
- Duress alarms used as allocated by LHD –
 - Utilised as per specified areas
 - Duress alarms are signed in /out at commencement and completion of shift
 - HealthShare will be responsible for the replacement of broken and damaged units that HealthShare utilise.
- Coordination of external contractor providing carpet cleaning services (managed and invoiced will be paid by LHD).
- HealthShare will maintain the use of AFM (engineering repair requests).
- Coordination of External Cleaning Contractors – General Services will continue to oversee the coordination of external cleaning contractors. The Local Health District (LHD) will maintain responsibility for coordinating and managing and processing payments.
- Cleaning of external Auxiliary Café (floors and toilets only).
- Cleaning audits are completed by paper and results are entered into QARS.
- Doctors' accommodation unit (located within the facility).
- Coordination and scheduling of pest services and waste services by Cleaning Manager purchase orders and invoicing processed by LHD.
- Cleaning internal high level using extendable equipment.
- Cleaning of Community Health.
- Clean outside courtyards/ balconies.
- Cleaning of internal windows.

In scope services - Bellingen

The following services are in scope for the transition:

☑ Waste Management

- Operational interface with external waste providers (including general and clinical waste, sharps etc).
- Cleaning staff assist when completing room cleans.
- Co-ordinate external sanitary bin contractor, invoices forwarded to LHD for payment.
- Microfibre and spaghetti mops ordered through HealthShare linen.

☑ Stores and Distribution

- No stores person allocated to the store's role.
- Service is provided by cleaning staff from back dock.
- Ordering, receiving and delivery of cleaning consumables to wards and departments.

☑ Linen

- Receiving, distribution and collection to/from wards and departments as per current processes.
- Reviewing and updating ward and department linen impress as required.
- Maintaining facility contingency linen stock.
- Stand on tug for transporting linen.
- HSA completes after hours linen duties (ad hoc as required)
- Microfibre and spaghetti mops currently ordered through HealthShare Tamworth Linen service. laundering and replacement through HealthShare linen service.

☑ General

- Replacement of bed curtains - cleaning staff (ad hoc HSA support).
- QARS currently holds the Environmental Cleaning Audits – this will be maintained until a review after transition.
- Waste collection for transporting to waste skips is completed by cleaning staff.
- Redevelopment commissioning project cleans to be coordinated by Cleaning services – in consultation with LHD due to this function not being BAU.
- Co-ordination of pest control services and maintain the pest register, 'External Pest control contractor – LHD admin place order/ process purchase requisition and pay invoice costed to LHD cost centre.
- Cleaning manager to organise local laundry items.

Out of scope services - Bellingen

The following services are out of scope for the transition:

Cleaning

- ⊗ Bed making and bed cleaning undertaken by clinical staff - cleaning staff to perform this task in routine terminal room clean.
- ⊗ External and internal high windows cleaned by external contractor.
- ⊗ Staff and public carparks, Garden and grounds functions.
- ⊗ Plant rooms and Engineering workshops.
- ⊗ Operating Theatres – cleaned by HSA, including managing theatre linen and waste.
- ⊗ Sharps bin collection and delivery to be maintained by HSA.
- ⊗ Clinical supplies ordered/ received and delivered to ward level.
- ⊗ Mopping administration staff room, window cleaning and reception screens completed by HSAs.
- ⊗ Vacuuming of lower ground office floors, education room, meeting room and administration offices and reception area completed by HSAs.
- ⊗ Redevelopment commissioning project cleans; post redevelopment cleans will require consultation between Cleaning General Service and customer service regarding scope of cleaning. Small maintenance and refurbishments may be accommodated within current staffing following consultation with General Manager.
- ⊗ Laundering of Patient's Clothing, Static mops, Bedspreads doctors' accommodation bedding, rehabilitation tablecloths and tea towels are done by Bellingen Laundry Mat – PO provided for service (PO 52651910 approved by LHD FYE June 2026).
- ⊗ External cleaning (outside hospital entrances, courtyards, loading docks, windows, gardens, external graffiti removal, tree leaf, cleaning of seated areas to remove bird droppings). LHD will co-ordinate quotes and servicing of the above by external contractor – invoices will be processed by the LHD.
- ⊗ Clinical Gas and Oxygen management.
- ⊗ CSSD - general cleaning by cleaning staff (CSSD equipment cleaning by CSSD staff).
- ⊗ Mop lifts and complete general cleaning of lift completed by HSAs.
- ⊗ Cleaning of stair wells steps and clean rails completed by HSAs.
- ⊗ Carpet cleaning by external contractor co-ordinated by Cleaning Staff. Obtain quotes, process purchase requisition and pay invoice.
- ⊗ Cleaning of base of clinical equipment in infectious rooms (excluding IV poles, trolleys etc).

Out of scope services - Bellingen

The following services are out of scope for the transition:

Cleaning

- ❌ Site flagpole duties, management & processes are the responsibility of the LHD.
- ❌ Wheelchair cleaning.
- ❌ Carpet cleaning by external contractor co-ordinated by Cleaning Staff. Obtain quotes, process purchase requisition and pay invoice.
- ❌ Cleaning of air mattresses following clinician stripping beds and transport of air mattresses.
- ❌ Mortuary cleaning – general cleaning and holding room cleaning.
- ❌ Cleaning Internal High Level.
- ❌ External Gurney (pressure spray) works on outside paths and areas (in scope for Macksville).
- ❌ Sharps bin delivery and collection (in scope for Macksville).
- ❌ After hours linen duties (BRDH – HSA) ad hoc as required.
- ❌ Air Mattress transport from storeroom or to storeroom following cleaning – to be confirmed.

Waste Management

- ❌ Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces (HSA ad hoc/after hours).
- ❌ Waste collection and empty bins outside hospital buildings will continue as HSA duty – spot check of outdoor spaces and common public areas to be a shared responsibility.
- ❌ Waste collection for transporting to waste skips (HSA ad hoc after hours).
- ❌ Cleaning and removal of clinical bins are collected and distributed by HSA staff.