

Environmental Services Cleaning MRO - Night

MANDATORY REQUIREMENTS

- Hand Hygiene must be performed prior to commencement of duty and maintained as a priority for the full rostered shift.
- Environmental Cleaning Staff must ensure a clean uniform is worn daily
- Photo identification badges to be displayed on person at all times
- Appropriate footwear must be worn
- All hair is to be up and where applicable under hair net (including fringes)
- Where applicable facial hair is to be short when required to wear a mask
- Fingernails must be kept clean & short and jewelry to a minimum
- Participating in yearly mandatory training

PERSONAL PROTECTIVE EQUIPMENT TO BE WORN WHERE APPLICABLE WHEN WORKING ON THE WARD IN ACCORDANCE TO SAFE WORK PRACTICE:

Apron / Gown
Face Shield / Glasses
Mask
Gloves
Respirator
Hearing Protection

Start Time:	22:00
Morning Tea Break:	20 (minutes)
Lunch Break:	30 (minutes)
Shift Completion:	06:30

Upon daily commencement of shift, Environmental Cleaning Staff are required to sign-on and require signing out at completion of shift. Collect phone ext: 7094.

DAILY ROUTINE

22:00 START

- **CONTACT EVENING MRO CLEANER**- Check in with current status of cleans and assist if needed. Take phone when evening MRO finishes at 22:30.
- **CLEAN PINK LADIES AND HALLWAY**- Mop hallway from front of house to old main foyer and around the tables and chairs in the foyer. Cleaning ledges and dusting rails. Clean windows as required.
- **CLEAN ENTRANCE A FOYER AND PUBLIC TOILETS** - Remove rubbish, vacuum carpet, and mop floors. Wipe surfaces and clean glass as required. Clean the public toilets/parent rooms in the foyer, restocking toilet paper and hand paper towel, mop floors.
- **CHECK MRO TROLLEY**- Check the trolley is stocked and cleaned, ready for and calls.
- **PERFORM MRO CLEANS**- Commence MRO cleans as required
- **MAKE BEDS**- Make beds on the wards as required
- **BIRTHING UNITS**- Clean birthing units as required

AFTER 1:00

- **RUBBISH IN EMERGENCY AND ICU** - After 1AM you will be required to check on the rubbish and perform rubbish runs through Emergency and ICU.
- **LINEN IN EMERGENCY AND ICU** - After 1AM you will be required to check on the linen and perform linen runs to Emergency and ICU.
- **EMERGENCY CLEANER** - respond to calls from emergency for cleans, spills or resus cleans when required.

WHEN THERE ARE NO OUTSTANDING JOBS, THE FOCUS IS TO BE PLACED ON MAINTAINING THE CLEANING STANDARD IN THE EMERGENCY DEPARTMENT.

- **COMPLETION OF SHIFT** – Restock MRO Trolley (This is a requirement by all MRO cleaning staff)
- Remove equipment off the trolley and clean all surfaces top to bottom including wheels using neutral detergent.
- Discard any rubbish, clean buckets and wipe down equipment
- Replenish trolley with adequate stock & PPE
- Put the phone on the charger and completed sheet in the folder
- If any full cleans remain outstanding inform the Leading Hand

EQUIPMENT REQUIRED ON MRO TROLLEY

Neutral detergent (as per dilution rate)

Disinfectant - Antichlor tablets (*Dilution ration for Antichlor Plus Tablets: 1 tablet to 1 lt cold water.*)

Dual purpose cleaner/disinfectant

Clean Mop heads and handle - (as per colour coding guidelines)

Bucket (as per colour coding guidelines)

Plastic buckets (as per colour coding guidelines)

Disposable cloths (as per colour coding guidelines)

Personal protective equipment (PPE) gloves, gown/apron, protective eyewear, mask and head cover as required

Scourer / doodlebug

High dust wand

Wet floor sign

Paper products

ABHR or liquid soap

Waste bags

Discharge clean room sign off

Hazard(s):	Control(s):
Infection	Always use a clean mop head and clean clothes for each room (colour coded reusable cloths may be used for this cleaning) Read sign, clarify with nursing/midwifery staff if necessary Perform HH, apply PPE Request nursing/midwifery staff assistance for removal of clutter Use clean mop and enough disposable cloths to clean each Isolation room and disinfect isolation bathroom Remove PPE and perform HH
Body Stress Injury	Ensure correct manual handling techniques and guidelines are followed

WHS - Key Safety Rules:

- Always first consult clinical or nursing staff before disconnecting any medical equipment
- Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so

- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean, and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure that electrical equipment is switched off whenever inserting or removing from a power point
- Electrical equipment must be tagged to indicate it has been tested and is safe
- Always ensure hand hygiene is performed after each clean and after removing gloves

Damaged Equipment / Furnishings:

- Where equipment is identified as being damaged or broken it is the staff member who is responsible to tag the item for repair and inform the Nurse Unit / Department Manager
- It is the service managers responsibility to ensure that the damaged equipment / furnishing is reported in AFM
- All Support Services equipment that is damaged is to be tagged out for repair and the Support Services Manager / Support Supervisor

Step 1	Check the door sign to determine level of precaution required - if the sign is not present consult with the nurse or team leader
Step 2	Check that the bed has been stripped and that all medical equipment has been removed
Step 3	Wear personal protective equipment appropriate to the procedure before commencing clean
Step 3	Fix a detachable mop head to the mop handle and a mini mop head to the handle
Step 4	Place a wet floor sign outside the room before commencing cleaning and take care not to create a trip hazard
Step 5	Take the trolley to the room entry and work from there, ensuring that any item used is thoroughly cleaned before it leaves the room. Prepare chemicals and clean water
Step 6	Remove shower curtains and only if not disposable remove bed screens and place in a bag for laundering.
Step 8	Remove gloves then perform hand hygiene then put on new gloves
Step 9	Commencing at the farthest point from the door and from top to bottom, damp dust all surfaces, furniture and fittings (one cloth one surface and then discard - do not double dip used cloth into clean water). <i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i>
Step 10	Clean Bed - Use the detergent solution to wipe over the side rails, bed head, both sides of the mattress, bed frame down to the wheels & frame on underside of bed. Also wipe down patient call bell or bed remote as relevant. Dispose of cloth when required (one cloth one surface and then discard - do not double dip used cloth into clean water) <i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i>

<p>Step 11</p>	<p>Damp dust the underneath the bed with mop - or unlock breaks and move bed to one side to clean underneath and around the bed if this is easier,</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>
<p>Step 12</p>	<p>Wipe over patient locker – ensure inside & outside areas are clean. Patient bed table to be cleaned all over and underneath down to wheels. Clean non-clinical medical equipment e.g. walkers, commodes, frames, linen skip that are inside the room</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>
<p>Step 13</p>	<p>In the ensuite wet all surfaces in the shower recess with minimal amount of water; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; rinse using minimum amount of water from shower hose. Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>
<p>Step 14</p>	<p>Clean the inside of the hand basin (if present) with bathroom cleaner; use the dish brush to clean around taps and plug hole; and use the disposable cloth to clean the outside of the basin and any exposed pipes.</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>
<p>Step 15</p>	<p>Use a cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.</p> <p>Apply a small amount of bathroom cleaner to the inside of the toilet bowl; use the toilet brush to scour the inside of the bowl ensuring you reach up under the rim.</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>
<p>Step 16</p>	<p>Spot clean the mirror with plain water and paper towel (ensure streak marks are removed) – wipe high surfaces. Check and clean vents if visibly dirt Using the mop and bucket, mop the floor of the ensuite</p> <p>y. Wipe the waste receptacle/s inside and out and reline with a new bag.</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>

Step 17	Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen
Step 18	<p>Clean all equipment that has been used with a neutral solution before it leaves the room; and return cleaned equipment to the trolley</p> <p>Discard the utility pad/doodle bug and disposable cloths into waste bag</p> <p><i>When undertaking a 2 step clean & disinfect the surface will need to be wiped again with disinfectant</i></p>
Step 19	<p>Remove personal protective equipment, dispose into the waste bag and tie off bag; and perform hand hygiene before leaving the room</p> <p>Glove and remove the bag of soiled linen to the linen disposal area take the general waste bag to the disposal area, remove gloves and perform hand hygiene before leaving the Dirty utility room</p>
Step 20	<p>Ensure wet floor sign remains until the floor is dry.</p> <p>Inform nursing NUM/ team leader that room has been serviced and is ready for new admission</p>

Varicella-Zoster Virus.	Standard+Contact+Airborne	One Step - Neutral Detergent	One Step- Neutral Detergent
Gastroenteritis.	Standard+Contact+Droplet	One Step- Neutral Detergent	2 Step
Gastroenteritis.	Standard+Contact+Droplet	2 Step – neutral detergent clean followed by disinfectant clean	2 Step
measles	Standard+Airborne	One Step	One Step
Neisseria meningitides	Standard+Droplet Not infectious 24hrs post AB	One Step	One Step
Clostridium difficile.	Standard+Contact	One Step	2 Step
Vancomycin Resistant Enterococcus.	Standard+Contact	One step	2 Step
Carbapenem Resistant Enterococcus.	Standard+Contact	2 Step	2 Step
Methicillin Resistant Staph Aureus	Standard+Contact	One Step	One Step
Multiple Resistant Gram Negative .	Standard+Contact	One Step	One Step
Pertussis	Standard+Droplet	One Step	One Step
e.g MERS / Novel viruses	Droplet+Contact+Airborne	2 Step	2 Step
Pulmonary Mycobacterium Tuberculosis	Standard+Airborne	One Step	One Step

Responsibility: Environmental Cleaning Team – This Schedule details the cleaning services provided to this unit.

Entry Foyer / Reception Area / Nurses Station / Offices / Corridors	Daily	Weekly	Periodical
Bins - Remove General Waste, Wipe internal and external of Bins & Replace Liner	X		
Dispensers such as Hand Wash / Paper Towel dispensers - Clean in and out and restock regularly	X		
Floors - Static Mop then Wet Mop Vinyl Floors.	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Bookshelves, Benches, Desks, Cabinets - Dust Control including behind computers, printers etc. and other ornaments.		X	
Chairs - Wipe down chairs including feet and arm rests		X	
Doors and frames - Damp Dust door surface front and back, frames on both sides including hinges / jams.		X	
Ducts & Vents - Vacuum as required. Report any dirt/dust on inside to NUM/Mgr.		X	
High Cleaning - Dust control on tops of furnishings and wall fixtures (such as switches/controls, shelving/cupboards, picture frames, notice boards and tops of miscellaneous equipment's (Fans, Split Systems etc.))		X	
Electronic Equipment (Computer, Printer, Faxes, P/Copier, Phones) - Dust Control on top and behind equipment. Phones wipe down handsets and base		X	
Sinks - S-Bends and other pipes		X	
Walls - Dust control including above fixtures. Spot Clean in between.		X	
Windows - Damp dust sills		X	
Glass - spot clean glass surfaces		X	
Staff Amenities / Patient Amenities	Daily	Weekly	Periodical
Bins - Remove General Waste, Wipe internal and external of Bins & Replace Liner. Remove linen bins, Wipe internal and external of Bins & Replace Liner	X		
Dispensers such as Hand Soaps / Paper Towel dispensers - Clean in and out and restock.	X		
Floors - Static Mop then Wet Mop Vinyl Floors.	X		
Mirror - Clean glass and frame	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Showers - clean taps, shower nozzles, handrails and other fixtures	X		
Toilet - Clean toilet bowl inside and out, under seat, cistern, toilet brush & holder. Replace Toilet Roll as required	X		
Doors and frames - Damp Dust door surface front and back, frames on both sides including hinges / jams.		X	
Cubicles - dust on top of toilet/shower cubicle & along walls		X	
High Cleaning - Dust control on tops of furnishings and wall fixtures such as switches/controls, shelving/cupboards, picture frames, notice boards and lockers		X	
Sinks - S-Bends and other pipes		X	
Walls - Dust control including above fixtures. Spot Clean in between.		X	
Windows - Damp dust sills		X	
Ducts & Vents - Vacuum as required. Report any dirt/dust on inside to NUM/Mgr.			X
Patient Lounge / Waiting Rooms / Tutorials	Daily	Weekly	Periodical
Bins - Remove General Waste, Wipe internal and external of Bins & Replace Liner	X		
Floors - Static Mop then Wet Mop Vinyl Floors. Vacuum carpeted areas	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		

Chairs - Wipe down chairs including feet and arm rests		X	
Dispensers such as Hand Soaps / Paper Towel dispensers - Clean in and out and restock.		X	
Doors and frames - Damp Dust door surface front and back, frames on both sides including hinges / jams.		X	
Ducts & Vents - Vacuum as required. Report any dirt/dust on side to NUM/Mgr.		X	
High Cleaning - Dust control on tops of furnishings and wall fixtures such as shelving/cupboards, picture frames, notice boards and tops of miscellaneous equipment's (Fans, Split Systems, TV's etc.)		X	
Sinks - S-Bends and other pipes		X	
Walls - Dust control including above fixtures. Spot Clean in between.		X	
Windows - Damp dust sills		X	
Glass - spot clean glass surfaces		X	
Beverage Room / Staff Kitchen	Daily	Weekly	Periodical
Bins - Remove General Waste, Wipe internal and external of Bins & Replace Liner	X		
Dispensers such as Hand Soaps / Paper Towel containers - Clean in and out and restock as required.	X		
Floors - Static Mop then Wet Mop Vinyl Floors. Vacuum carpeted areas	X		
Furnishings - Wipe down all tables & benches	X		
Kitchen Equipment - wipe down fridge including Fridge Seal, Microwave & Ice Machines	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Chairs - Wipe down chairs including feet and arm rests		X	
Doors and frames - Clean door surface front and back, frames on both sides including hinges / jams		X	
Ducts & Vents - Vacuum external part of vents. Report any dirt/dust on inside to NUM/Mgr.		X	
High Cleaning - Dust control on tops of furnishings (shelving/cupboards) and wall fixtures (switches/controls, frames & notice boards)		X	
Sinks - S-Bends and other pipes		X	
Walls - Dust control including above fixtures. Spot Clean in between.		X	
Windows - Damp dust sills		X	
Glass - spot clean glass surfaces		X	
Patient Care	Daily	Weekly	Periodical
Bins - Remove General/ Linen / Clinical Waste, Wipe internal and external of Bins & Replace Liner.	X		
Floors - Static Mop then Wet Mop Vinyl Floors	X		
Patient Equipment - Wipe over phones, suction bottle rails, TV's including brackets, Bed side lockers/tables, food tables	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Chairs - Wipe down chairs including feet and arm rests, base of chairs & other gaps		X	
Doors and frames - Clean door surface front and back, frames on both sides including hinges / jams		X	
Beds (patient and parent) - damp dust frame and base		X	
High Cleaning - Dust control on tops of furnishings (shelving/cupboards) and wall fixtures (switches/controls, frames & notice boards), Wipe over heater, bed lights and all horizontal surfaces & curtain rails		X	
Scrub Vinyl Floors		X	
Sinks - S-Bends and other pipes		X	
Ducts & Vents - Vacuum as required. Report any dirt/dust on inside to NUM/Mgr.		X	

Walls - Dust control including above fixtures. Spot Clean in between.		X	
Windows - Damp dust sills		X	
Glass - spot clean glass surfaces		X	
Single Room Accommodation	Daily	Weekly	Periodical
Bins - Remove General/ Linen / Clinical Waste, Wipe internal and external of Bins & Replace Liner.	X		
Beds (patient and parent) - damp dust frame and base & rails	X		
Chairs - Wipe down chairs including feet and arm rests, base of chairs & other gaps	X		
Ensuite Toilet / Showers, including sinks, curtain rail, towel holder & soap holder	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Floors - Static Mop then Wet Mop Vinyl Floors	X		
Patient Equipment - Wipe over phones, suction bottle rails, TV's including brackets, Bed side lockers/tables, food tables	X		
Windows - Damp dust sills	X		
Glass - spot clean glass surfaces	X		
Light Switches	X		
Doors and frames - Clean door surface front and back, frames on both sides including hinges / jams		X	
Sinks - S-Bends and other pipes		X	
High Cleaning - Dust control on tops of furnishings (shelving/cupboards) and wall fixtures (switches/controls, frames & notice boards), Wipe over heater, bed lights and all horizontal surfaces & curtain rails		X	
Ducts & Vents - Vacuum as required. Report any dirt/dust on side to NUM/Mgr.		X	
Walls - Dust control including above fixtures. Spot Clean in between.		X	
Terminal / Discharge / Isolation Cleaning	Daily	Weekly	Periodical
Bed side lockers, bedside tables/shelves - Wipe inside and out	X		
Bins - Remove General/ Linen / Clinical Waste, Wipe internal and external of Bins & Replace Liner.	X		
Beds (Patient & Parent) - Damp Dust frames and base & mattress	X		
Chairs - Wipe down chairs including feet and arm rests, base of chairs & other gaps	X		
Doors and frames - Clean door surface front and back, frames on both sides including hinges / jams	X		
Ensuite - clean Toilet / Showers, including sinks, taps, curtain rail, towel holder & soap holder	X		
Floors - Static Mop then Wet Mop Vinyl Floors.	X		
High Cleaning - Dust control on tops of furnishings (shelving/cupboards) and wall fixtures (switches/controls, frames & notice boards)	X		
Patient Equipment - Wipe over heater, phones, suction bottle rails, bed lights, TV's including brackets, Bed side lockers/tables, food tables, all horizontal surfaces & curtain rails	X		
Dispensers - Restock Hand Wash/Sanitizers/Paper Towels (Throw out boxes even if not empty)	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Sinks - S-Bends and other pipes			
Ducts & Vents - Vacuum external vents. Report any dirt/dust on side to NUM/Mgr.	X		
Walls - Dust control including above fixtures. Spot Clean in between.	X		
Windows - Damp dust sills	X		
Glass - spot clean glass surfaces	X		
Dirty Utility Room	Daily	Weekly	Periodical

Bins - Remove General/ Linen / Clinical Waste, wipe internal and external of Bins & Replace Liner.	X		
Dispensers Hand Soaps / Paper Towel containers - Clean in and out and restock as required.	X		
Floors - Static Mop then Wet Mop Vinyl Floors	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Windows - Damp dust sills	X		
Pan Racks - wipe over racks		X	
Sinks - S-Bends and other pipes		X	
Doors and frames - Clean door surface front and back, frames on both sides including hinges / jams		X	
Scrub Vinyl Floors		X	
Furnishings - Wipe down all shelves, cupboards and benches & storage bins / tubs			X
High Cleaning - Dust control on tops of furnishings (shelving/cupboards) and wall fixtures (switches/controls, frames & notice boards)			X
Pan & Dish sanitiser - Clean removing scale and dust			X
Ducts & Vents - Vacuum as required. Report any dirt/dust on inside to NUM/Mgr.			X
Walls - Dust control including above fixtures. Spot Clean in between.			X
Store Room / Treatment Room / Clean Utility Room	Daily	Weekly	Periodical
Bins - Remove General Waste, Wipe internal and external of Bins & Replace Liner	X		
Dispensers such as Hand Soaps / Paper Towel containers - Clean in and out and restock.	X		
Floors - Static Mop then Wet Mop Vinyl Floors.	X		
Furnishings - Wipe down all benches	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
Doors and frames - Clean door surface front and back, frames on both sides including hinges / jams		X	
Ducts & Vents - Vacuum external part of vents. Report any dirt/dust on inside to NUM/Mgr.		X	
High Cleaning - Dust control on tops of furnishings (shelving/cupboards) and wall fixtures (switches/controls, frames & notice boards)		X	
Medication Fridge - wipe top of fridge and clean seal.		X	
Sinks - S-Bends and other pipes		X	
Walls - Dust control including above fixtures. Spot Clean in between.		X	
Windows - Damp dust sills		X	
Glass - spot clean glass surfaces		X	
Cleaners Trolley / Room	Daily	Weekly	Periodical
Vacuum Cleaners / checked emptied and wiped over	X		
Mops to be washed	X		
Static Mop to be vacuumed	X		
Cleaning Trolley cleaned and stocked	X		
Buckets rinsed and emptied	X		
Sinks - Clean hand basins in and out, including taps, splashbacks	X		
When borrowing equipment from equipment room ensure cleaned and returned.	X		
Sinks - S-Bends and other pipes		X	
Wipe over shelves		X	