

Environmental Services Cleaning

Service Corridor - Weekends + Public Holiday

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 jewellery 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:	06:00
Morning Tea Break:	20 (minutes)
Lunch Break:	30 (minutes)
Shift Completion:	14:30

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

Collect keys and duress pendant – sign in key register

COFFS HARBOUR WEEKEND SERVICE CORRIDOR

Daily routine for cleaning

Blue equipment for general areas eg. bucket's, mop and cloths, **red** equipment for bathrooms eg. buckets, mop and cloths & **yellow** equipment eg. buckets, mop and cloths for infectious areas.

To make sure there is no cross contamination please make sure cloths are changed every patient area and that a dirty cloth is not put back in your bucket, cleaning bucket and mop bucket must have water changed regularly.

SATURDAY

06:00

This position is responsible for full MRO cleans before MRO cleaner is on duty

Equipment needed - collect cleaners trolley & equipment from cleaners cupboard near key room. Use bin from the back dock for rubbish collection

- **FLEET AND PHYSICAL RESOURCES OFFICES** – (key 12) bins, wipe desks, vacuum, vents
- **MAINTENANCE OFFICE** – (call 37120 to gain access to maintenance) bins & vacuum
- **BIO MEDICAL** – (key 12) bins, sink, static & wet mop floor
- **RESTOCK** – clean and restock cleaners trolley and cleaners cupboard. This is a requirement by **all** staff on this position
- **PHARMACY** – static and wet mop floors, and bins between 0900 and 1200 (Saturday – Sunday if required).

Morning tea break is generally taken at 09:30 and Lunch break is taken at 12:30.

IDLE TIMES: Contact Leading Hand and work as directed in other areas to assist (if required).

COFFS HARBOUR WEEKEND SERVICE CORRIDOR

Daily routine for cleaning

SUNDAY

06:00

This position is responsible for full MRO cleans before MRO cleaner is on duty

Equipment needed - static mop, dustpan & broom, blue scrubber, polisher, red & white scrubber, wet floor signs (blue scrubber is stored in cleaners cupboard near key room and all other machinery is stored out the back of stores)

- **STATIC MOP** – all main service corridors include:
Corridor to carpark near stairwell
Outside fleet & stores
Pharmacy corridor
Emergency doors to Medical entrance
- **BLUE SCRUBBER** – do small sections at a time ensuring wet floor signs are placed appropriately to one side. Mop any pools of water that may appear as you go.
- **POLISH** – polish small sections ensuring the power cord is kept to one side.
- **RESTOCK** - clean and restock cleaners trolley and cleaners cupboard. This is a requirement by all staff on this position.
- **PROJECT CLEAN** - If you have any time left please contact leading hand to be allocated work that is needed.

Morning tea break is generally taken at 09:30 and Lunch break is taken at 12:30.

IDLE TIMES: Contact Leading Hand and work as directed in other areas to assist (if required).

If you are unsure of how to use the machines please see leading hand and they will show you how to use them.

Hazard(s):	Control(s):
Infection	<p>Always use a clean mop head and clean cloths for each room (colour coded reusable cloths may be used for this cleaning)</p> <p>Read sign, clarify with nursing/midwifery staff if necessary</p> <p>Perform Hand Hygiene, apply PPE</p> <p>Request nursing/midwifery staff assistance for removal of clutter</p> <p>Use clean mop and enough disposable cloths to clean each Isolation room and disinfect isolation bathroom</p> <p>Remove PPE and perform Hand Hygiene</p>
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

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		X	

restock.			
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	