

	<ul style="list-style-type: none"> • Clean staff toilet. • Clean corridor hand basin bays, taps and wipe walls. Replenish paper towels and check hand wash dispensers. Empty bins and wipe out. Mop floor. • Clean Interview room, empty bin and wipe out, wipe over cupboard, lounge and windowsills. Clean glass as required.
	<ul style="list-style-type: none"> • Mop store room. • Clean utility medication room, empty and wipe out bins, wipe over sink and vent, mop floor. <p>Clean patient rooms</p> <ul style="list-style-type: none"> • Wipe down bedside tables, lockers, chairs, fridge, hand basin, replace locker bags, replenish handtowel and soap dispensers as required and empty all bins and wipe out. • Clean bathrooms, wipe over shower area, wipe chairs, clean hand basin, clean toilet, empty bin and wipe out. Replace handtowel & toilet paper. • Dry and wet mop patient room and en-suite.
	<ul style="list-style-type: none"> • Clean Isolation rooms as required, using yellow bucket and disposable cloth, ensure you gown up and put on your PPE to clean rooms. Change water and mop between each Isolation room.
	<ul style="list-style-type: none"> • Vacuum all carpeted areas. • Clean and mop pan room, wipe down benches, sluice and dishwasher. • Check extras sheet and do extras.
	<p>Cleaning duties for cleaning of a room when patient is discharged.</p> <ul style="list-style-type: none"> • Thoroughly clean bathroom ensuring you pull out the shower grill and clean, change shower curtain if required. • Clean patient fridges, defrost as required. • Wipe all pages in Patient Information folders. • Wash bed and make. • Clean bedside locker, bedside table and cupboard ensure you wipe out all draws and inside and on top of cupboard and bottom of bedside table including wheels. • Dust TV and top of curtain tracks. Change bed screen curtain if soiled or an ISO room. • Sweep balcony and cobweb, scrub if required. • Clean glass door and ledges. Open up louvre windows and wipe out bottom ledge. • Sweep and mop floors ensuring that you pull out bedside lockers and fridge cleaning under them.
	<ul style="list-style-type: none"> • Wipe over and restock cleaner's trolley and shelves. • Mop out cleaners room, ensure you clean all buckets including mop buckets.
1430	<ul style="list-style-type: none"> • Finish



PCU Shift

Monday to Friday

Morning tea 0900hrs (20 mins)

Lunch 1230hrs (30 mins)

0600	<p>Clean outdoor dining area.</p> <ul style="list-style-type: none"> Wipe down tables and chairs also push in chairs. Wipe bench and stools. Empty and wipe out bins. Sweep outdoor eating area, also from back door of dining room right through to Linen room, ramp way, walkway from back security door to staff toilet, also outside ramp. Sweep clean & dirty linen areas. Wipe over bench in linen room, clean sink in laundry and wipe over washing machine, empty and wipe out bin. Mop all area's Mon, Wed & Fri including store room. Other days spot mop if required eg coffee spills etc. Clean outside toilet, clean toilet, hand basin, sweep floor mop floor Mon, Wed & Fri. Refill handtowel, and toilet paper and soap dispenser when required.
	<ul style="list-style-type: none"> Collect dirty linen skip bins from all areas and excess rubbish from Palliative Care. Collect in-house washing from blue bags in designated areas. Wash and place in dryer or hang on the line in the sun. Restock linen shelves and cupboards in all areas - ensure you cover the linen trolley with the blue cover when delivering linen to areas. Place linen order in by 0900 on Tuesdays, Wednesdays and Fridays if no Leading Hand.
	<p>Commence cleaning of Palliative Care Unit.</p> <ul style="list-style-type: none"> Tidy Meeting room, wipe table, chairs, benches and windowsills. Wipe over computer stand. Empty bin and wipe out. Tidy and thoroughly clean nursing staff reception area, NUM's office and two (2) person office. Wet dust benches, desks, chairs, (do bottom of chairs) remove any marks from benches, cupboard doors and walls. Empty tidy bins and wipe out. Clean out staff fridge Monday's that is in (2) person office, sweep and cobweb balcony on Monday's. Clean patient lounge and dining area. Wet dust and wipe down tables, benches and window sills, wipe microwave out. Clean sink and taps. Replenish paper towels. Clean inside of fridge on Monday's. Wipe over front of fridge daily. Clean outdoor area, wipe over tables, cobweb and sweep balcony. Sweep front entrance and walkway.

6am start cleaning duties General & Rehab Ward



Health
Mid North Coast
Local Health District

Wauchope District Memorial Hospital

0600	<ul style="list-style-type: none"> • Collect keys from Night Staff. • Tidy and clean nurses station and front office. Wet dust benches, desks, chairs, bottom of chairs, remove any marks from benches. Clean perspex windows and empty bins. Dry and wet mop area including treatment room. • Wet dust and clean sink and benches in treatment room. • Check nursing staff regarding cleaning the medication room. (Clean once a week). • Dry and wet mop corridor. • Clean staff toilet and change room next to x-ray. Dry and wet mop floors. Check for cobwebs and remove. • Wet dust all fittings. • Sweep verandah between main entrance and Urgent Care Centre. • Cobweb areas as required. Empty and wipe out bins. • Clean glass work on entrance doors. • Top up all paper towels and toilet paper and soap dispensers. • Clean staff external toilets leading out to laundry area. Wet and dry mop floors. • Wipe desks, chairs, computers and empty bins, wipe out bins. Wet and dry mop administration offices and empty paper shredder.
0700	<p>Community Health Building:-</p> <ul style="list-style-type: none"> • Open and unlock offices, turn on lights, back lock doors. (close doors when finished cleaning) • Clean all desks and empty garbage bins and wipe out in all offices and clinical areas. • Wet dust all fittings. • Clean and mop kitchen. • Change clinical waste bins and remove all recycle waste. • Clean toilets and bathroom areas. • Top up all paper towels, toilet paper and change soap dispensers. • Dry and wet mop floor areas, clean glass at reception desk and entrance door. • Clean, wet dust and tidy waiting area. • Check meeting room and clean if needed. • Cobweb areas as required.
	<ul style="list-style-type: none"> • Clean desks, sinks and empty bins in physio department. • Wipe down beds and make-up beds with clean linen. • Dry and wet mop all floors. • Wet dust all fittings and window sills. • Top up all paper towels and change soap dispensers as required.

6am start cleaning duties General & Rehab Ward

	<ul style="list-style-type: none"> • Public toilets and verandah to be cleaned and wet mopped. • Wipe down all chairs and tables outside and under pergola and back verandah areas. • Cobweb and sweep pergola area as needed. • Dry and wet mop gym area in the rehabilitation ward. • Check extras sheet and do extras as required. • Monday Sweep verandah and wipe rails from Community Health to front entrance of hospital. • Monday Dust top of Heaters in bathrooms. • Tuesday Mop out locker room. • Tuesday Clean grills in single bathrooms. • Wednesday Clean Judy's office. • Thursday Clean General/Rehab medication room. • Friday morning Clean Ann's office. • 2nd Monday of each roster Clean and mop out medical store room and file room.
0900	Morning Tea Break
0920	<ul style="list-style-type: none"> • Commence cleaning of general ward and rehabilitation unit. Wipe down tables and chairs, empty bins and wipe out, change locker bags. • Wet dust sills and all room fittings. • Clean bottoms of food trolleys and remove sticky tape from food trolleys. • Wet and dry mop all rooms and skirting boards, including bathrooms and toilets. Lift shower grates daily and clean in shared Bathrooms. • Top up toilet paper and hand towels, and replace soap dispensers. • Clean handbasins in hallway, empty bins and wipe out. • Clean Isolation rooms using yellow bucket and disposable cloths, ensure you gown up and put on your PPE. Please ensure you change your water and mop between each isolation room. • Clean beds and make-up after discharge as required, please ensure you move bedside lockers and mop under as well as bed if a shared room if a single room mop whole room.
	<ul style="list-style-type: none"> • Check back of Theatre for dirty linen / rubbish and remove, check wards and remove excess, • Check if linen needs to be topped up in all areas. • Unload linen from trolleys when truck comes in Mon, Wed and Fri.
1230	Lunch Break
1300	<ul style="list-style-type: none"> • Clean and mop pan room in the general ward and wet dust and clean sluice. • Clean and mop all toilets and showers on general ward • Pull out shower grates daily and clean. • Check and clean UCC public toilet, fill in sheet on back of door. • Once a month take shower grates outside and gerni them. • Top up paper towels, toilet paper and soap dispensers. • Terminal clean rooms when required ensure you change bed screen curtains.

6am start cleaning duties General & Rehab Ward

1415	<ul style="list-style-type: none">• Dry and wet mop hallways through to main entrance area and store rooms near the pan room.• Check back of Theatre again for dirty linen / rubbish and remove.
1430	<ul style="list-style-type: none">• Clean and restock trolley and cleaners' cupboard mop out cleaner's room.• Check extras sheet and do extras as required.• Scrub bathrooms in all areas once a month.• Scrub Community health corridor every 2nd month.• Scrub wound clinic once a month.• Scrub Physio office every 3rd Month.• Change & wash shower curtains every month. <p>Finish</p>



OPERATING THEATRE CLEAN FOLLOWING THEATRE LIST

MONDAY TO FRIDAY

- Remove dirty linen and place in trolley dirty linen area.
- Change into theatre attire, including cup and shoe covers.

STERILE STOCK ROOM:

- Electrostatic mop floor followed by wet mop using WHITE bucket marked THEATRE. Discard water.
- Ensure to move all equipment that can be moved and clean floors underneath.
- Wipe all horizontal surfaces.

THEATRE / SCRUB BAY:

- Electrostatic mop floor followed by wet mop, starting in scrub room, using WHITE bucket marked THEATRE. Discard water.
- Move all equipment that can be moved and clean floors underneath.
- Wash scrub sink with neutral detergent, then dry.
- Wipe all horizontal surfaces in scrub/bay theatre with neutral detergent (under sterile gloves; x-ray box; computers; white board; window sills).
- Wash theatre lights with neutral detergent including arms.
- Empty and wipe out all bins.
- Ensure theatre table plugged in and is on.

SOLUSCOPE ALLEY / WASHUP ROOM / WASTE ROOM:

- Electrostatic mop floor followed by wet mop the waiting bay using WHITE bucket marked DPU. Discard water.
- Move all equipment that can be moved and clean floors underneath.
- Wipe all horizontal surfaces; window sill, sink and bench.
- Clean sinks in wash up and waste room.
- Empty and wipe out all bins.

RECOVERY:

- Electrostatic mop floor followed by wet mop using WHITE bucket marked DPU. Discard water.
- Move all equipment that can be moved and clean floors underneath.
- Wipe all horizontal surfaces including computers and clean sink.
- Empty and wipe out all bins.
- Ensure all beds plugged in and on.

WAITING BAY:

- Electrostatic mop floor followed by wet mop using WHITE bucket marked DPU. Discard water.
- Ensure to move all equipment that can be moved and clean floors underneath.
- Wipe all horizontal surfaces (blanket warmer; computers) and clean sink.
- Empty and wipe out all bins.
- Ensure all beds plugged in and on.

DAY PROCEDURES UNIT / HALLWAY / PRE-ADMISSION CLINIC OFFICE:

- Electrostatic mop floor followed by wet mop using WHITE bucket marked DPU. Discard water.
- Move all equipment and chairs that can be moved and clean floors underneath.
- Wipe hand rails and chairs.
- Clean sink and kitchenette.
- Empty and wipe out all bins.

HALLWAY / CHANGE ROOM:

- Electrostatic mop floor followed by wet mop using WHITE bucket marked DPU. Discard water.
- Run water in showers for 5 minutes in change rooms.
- Clean staff toilets and sink.
- Empty and wipe out all bins.

RE-STOCK:

- Linen and clothes in change room.
- Linen trolley in recovery.
- Linen under sink in DPU.
- Blanket warmer.
- Pack away Theatre packs
- Toilet paper and hand towel at sinks.
- Soap dispensers.
- Removal all rubbish from Waste Room.
- Remove any cardboard boxes from Store Room.
- Take to waste area at **6.00am**.
- Remove empty gas cylinders to gas cylinder storage area.
- Replace