

Cleaning matrix for Patient Room

WARD NAME



NOTE: THIS IS APPLICABLE TO BOTH OCCUPIED PATIENT ROOMS, DISCHARGED ROOMS & PATIENT ROOM MOVES, THEREFORE RESPONSIBILITIES AND FREQUENCIES ARE SHARED ACCORDINGLY REGARDLESS OF THE ROOM STATUS OR WARD.

	Responsibility-Environmental Services	Clinical staff before & after use	Responsibility - Physical Resources	Daily and after Discharge & between patient use	Weekly	Monthly	Quarterly	Bi Annual	yearly
Bed Room									
Doors	X			X					
Frame	X			X					
Kick guard / panel	X			X					
Door close / Hinges	X			X					
Walls & Skirtings (spot Checked when occupied / full clean in Discharge)	X			X					
Window ledges	X			X					
Window Glass	X			X					
Blinds / Curtains(Dusting and checked daily, Washed Quarterly)				X			X		
Patient bed curtain (dipsosable)	X								X
patient bed curtain (cloth)						X			
Curtain Rail	X			X					
Wardrobe / Locker	X			X					
Draws	X			X					
Coat hangers / Rail	X			X					
Bedside Table surfaces	X			X					
Tray Table (Top daily, base / Wheels inclusive on discharge)	X			X					
Bed									
Matress (discharge clean)				X					
Lower Frame Base/ Wheels inclusive(discharge clean)				X					
Upper Bed Frame				X					
Ledge Behind Bed	X			X					
Electrical Panels/ outlets	X			X					
Light Fixtures	X			X					
Oxygen, Suction connectors, Wall mounts(Between patient use and on discharge)		X		X					
Power Point(throughout)	X			X					
Alcohol Gel and Soap with Holders	X	X		X					
TV (bracket inclusive)	X			X					
Air Vents / grills (Vacuumed weekly, dusted daily, Detailed quarterly - Phys resources refer to Air vent schedule by location)	X		X		X		X		
Patient Equipment (Done by Clinical staff between patient use & on Discharge)		X		X					
Paper Towel dispenser	X			X					
small paper Bins empty	X	X		X					
small paper bins wash	X								
sharps disposal bins change	X								
Floors (Hard or Soft)	X			X					
Phone / Call bell	X			X	X				