


# Cleaning Matrix for Shared Areas & Equipment

Ward Name

 <b>Health</b> Mid North Coast Local Health District	Responsibility- Environmental Services	Health & security Assistants before & after us	clerical staff	Clinical staff	Responsibility- Physical resources	Daily and after Discharge & between pt use	Weekly	Monthly	Quarterly	yearly

all clinicians/ HSAs are to ensure that prior to using the equipment that are to ensure it is clean and safe for use. Once they have used the equipment then the equipment needs to be cleaned and ready for the next clinician to use

Shower Chairs (Full clean in between patient use and discharge)	X			X		X				
Wheel Chairs		X		X			X			
Patient Slide	X	X		X		X				
Computers & key boards office / bench tops			X				X			
Computers & Key boards transportable	X			X		X				
Pantry Fixtures(microwaves, Fridge, Ice of coffee machines, Vases, Benches, Cupboards Draws)	X						X			
Internal Call Bells	X					X			X	
monitors/ TVs	X						X			
Alcohol Gel and Soap with Holders	X						X			
Patient care equipment ( Full clean in between patient use and discharge)		X		X		X				
Public toilets	X					X				
Utilities/Pan Room	X						X		X	
refill /clean utility and sterile stock containers & shelves	X			X					X	
Sterile Stock room floor	X						X			
High Dusting	X						X			
Walls, Skirtings, Floor, Ceiling	X						X			
Air Vents / grills patient room (Vacuumed weekly, dusted daily, Detailed by Phys resources annually)	X				X		X			X
Signage	X						X			
Picture frames	X						X			
Hand rails / Guard rails	X					X				
corridors(walls, Floors)	X					X				
Reception Desk / Nurses Station	X			X				X		
Nums Office	X							X		
Air vents (outside of patient rooms only- central areas & offices - detailed by Phys recourses annually)	X							X		X
Waiting Areas	X					X				
Cleaners room	X					X				