

In scope services - Lismore

The following services are in scope for the transition:

✓ Cleaning

- Wards and departments including clinical, non-clinical and public areas/spaces, including unoccupied spaces, including Executive and administrative spaces, including Crawford House.
- Bed clean across facility (infectious cleans and discharge beds)
- Entrances, foyers, lifts, staff communal areas
- Use of microfibre mops across facility
- Mental Health – 42 beds
- High cleaning such as ceiling vents, fans etc with use of extendable cleaning equipment (including dust, light mould, cobwebs etc).
- Current arrangements maintained for outside of building clean and external bins collection
- Pressure clean pathways and ad-hoc rubbish pickup
- Empty bins near entry/exit and bus stands
- Blow clean of car park under mental health
- Maintain External building cleans (Gaggin Lane, SHAIDS, Carrol Centre, PAS Building, 61 Hunter Street, 29 Uralla St and 31 Uralla St Armstrong House, Pain Clinic, Indigo House) cleaning staff to maintain
- General cleaning of CSSD (CSSD staff to clean instruments and equipment).
- Consumables are purchased through Stores and Cleaning Services
- Transition TopCat Environmental Auditing platform
- Carpet Cleaning - Spills and small areas only
- HealthShare will maintain the use of AFM (engineering repair requests)
- Pest Control - Domestic Services Manager is responsible for Raising PO's, invoicing and managing visits with FLICK
- Waste collection by cleaning team
- Staff and public toilets
- Emergency Department
- Disposable bed screens are used within facility
- Entrance, external entry points, external seating, bins, foyers and lifts
- Executive / Office spaces
- General cleaning of Mortuary
- **Coordination of External Cleaning Contractors** - General Services will continue to oversee the coordination of external cleaning contractors. This includes obtaining quotes for DCS approval and managing the scheduling and delivery of services by the contractor. The Local Health District (LHD) will remain responsible for managing and processing payments.
- Duress alarms used as allocated by LHD –
 - Utilised as per specified areas
 - Duress alarms are signed in /out at commencement and completion of shift
 - HealthShare will be responsible for the replacement of broken and damaged units that HealthShare utilise

In scope services

The following services are in scope for the transition:

✓ Waste Management

- No designated WASTE team. Waste collection duties performed by cleaning team
- Waste collection from wards, departments, executive and administrative offices, public and community/communal spaces.
- Waste collection from car park and main entrance areas.

✓ Linen

- Linen supplied by HealthShare Lismore Linen Services
- Receiving, distribution and collection to/from wards and departments as per current processes.
- Reviewing and updating ward and department linen impress as required.
- Maintaining facility contingency linen stock.
- Linen provided to offsite accommodation
- Microfibre mops are purchased through HealthShare linen service

✓ Stores and Distribution

- Scanning and maintaining stock levels within departments and wards - wards scan the products. Distribution team deliver & stock the wards.
- Ordering, receiving and delivery of consumables to wards and departments.
- Stores provides some ordering of consumables for use across campus.

✓ General

- Disposable bed and shower screens/curtains are used across facility
- Microfibre mops used across facility
- Cleaning services purchased department consumables for cleaning across facility through WINC.
- Maintain the TOPCAT environmental Auditing platform.
- Retail unit is cleaned by cleaning services cleaning floors and staff area of the cafeteria
- Courier position and vehicle in scope for HealthShare
- Courier vehicle to transition to HealthShare – Toyota Hi Ace Van -Rego DI-11-US
- Operating theatres (Offices and common areas cleaned by overnight cleaners)

Out of scope services

The following services are out of scope for the transition:

Cleaning

- ⊗ Removal and Cleaning Inflatable mattress performed by wards person
- ⊗ Removal and replacement of disposable bed and shower screens/curtains (Cleaners undertake task in ED sexual assault room only)
- ⊗ Cleaning of clinical equipment in infectious room – Cleaned by clinical staff
- ⊗ Bed striping and linen removal on discharge – Clinical staff
- ⊗ Bed making post discharge clean – Clinical staff
- ⊗ Operating theatres (Offices and common areas cleaned by overnight cleaners)
- ⊗ On site accommodation - NIL on site
- ⊗ Off Site accommodation - External contractors
- ⊗ Carpet cleaning – Full/Detail cleaning by external contractors
- ⊗ Mortuary management (general cleaning only)
- ⊗ External and internal high windows cleaned by external contractor
- ⊗ Staff and public carparks
- ⊗ Plant rooms and Engineering workshops
- ⊗ Fleet Management including servicing and maintenance of hospital transport
- ⊗ Clinical Gas management
- ⊗ Print Room Management
- ⊗ Waste Contract management (operational interface with external waste providers in-scope)
- ⊗ Garden and grounds functions
- ⊗ Mail Room Management
- ⊗ Linen Ward Trolleys are the responsibility of the LHD to replace due to them being LHD assets
- ⊗ Retail outlets (dining areas within public spaces in-scope) - cleaning in kitchen area and servery of retail out of scope.
- ⊗ CSSD equipment within the CSSD unit.
- ⊗ Cleaning and removal of sanitary bins (General Service will coordinate with contractor)
- ⊗ Redevelopment commissioning project cleans, and post redevelopment cleans will required consultation between General Services and DCS regarding scope of cleaning (pending scope of cleaning) small maintenance and refurbishments may be accommodated within current staffing with consultation with GSM
- ⊗ Mental Health and Community purchase consumables – this is not done through Cleaning services
- ⊗ Operating Theatres (between surgery cleans cases, pre and end of day cleaning in-scope) -OA clean in between cases.
- ⊗ Disposable bed screens are used within facility – Wards Persons replace and wards order and pay for replacement bed screens.