

<b>Hospital Assistant no 1</b> <b>EMERGENCY</b>	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Morning tea- 09:30 – 09:50</li> <li>• Lunch Break 12:00 - 12:30</li> </ul>	
<b>06:00 – 07:00</b>	<b>Monday To Sunday</b> Attend ICCC with ICCC cleaner and assist them with room cleans if required.
<b>07:00 – 14:30</b>	Clean all staff and public toilets
	Clean all sinks, wipe over and fil when required, paper towel and soap dispensers
	Empty all bins
	Clean fast track and eye room
	Clean plaster room consult room interview room CIN triage
	Clean ambulance entry and ambulance triage
	Clean seclusion room
	Clean resus 1 and 2
	Clean acute 1, 2 and 3
	Clean Obs area
	Clean dirty utility
	Clean store room
	Clean sterile stock
	Clean DR and nurse stations
	Static mop floors
	Clean isolation rooms as required
	Clean and restock cleaners room
	Clean and restock cleaners trolley
	Clean disposal room
	Place stores order on Thursday
Sign  Date  Comments	

Hospital Assistant no 2 IPU	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return key</li> <li>• Lunch Break 12:00 - 12:30</li> <li>• Afternoon Tea 14:00 – 14:20</li> </ul>	
08:30 – 17:00	Monday To Sunday
	Along with M1
	Clean patients room remove waste and mop floors, wipe over flat surfaces
	14:30 Pickup phone from HUB
	Answer calls from wards wash and make beds after discharge
	Clean terminal / Isolation rooms as required
	Dry mop /Mop/ Scrub corridors
	Clean disposal room
	Clean and mop Atrium
	Empty bins in ward and remove waste from ward
	Leave cleaners room clean and tidy
	Restock cleaners room as required
Thursday	Place stores order
Saturday	Clean NUMS office , meeting room and discharge planners office
Sunday	Clean all TVs
If working independently you can record the rooms you cleaned here Sign Date Comments	

UPDSTED MARCH 2022

UPDATED MARCH 2022

<b>Hospital Assistant No 3</b> <b>IPU</b>	
<ul style="list-style-type: none"> <li>Sign in and out at ES Office</li> <li>Pick up and return key</li> <li>Morning Tea 09:30 - 09:50</li> <li>Lunch Break 12:00 - 12:30</li> </ul>	
<b>06:00 – 14:30</b>	<b>Monday To Sunday</b>
	Clean staff kitchen and Dr's handover
	Clean beverage bay and sitting area
	Clean reception, Clean Medication Room
	Clean all sinks
	Clean public & staff toilets and mop floor
	Clean and restock paper towel and hand soap dispensers
	Clean all nurses stations
	Clean offices room and store room
	Clean patients room
	Clean patients bathrooms
	Clean storerooms and utility room
	Clean Isolation rooms as required
	Wash and make beds as required
	Leave cleaners room clean and tidy
	Restock cleaners and trolley
	<b>ADDITIONAL DUTIES</b>
Saturday	Clean NUM's office, meeting room and discharge planners office
Sunday	Clean all TV's
If working independently you can record the rooms you cleaned here Sign  Date  Comment	

Hospital Assistant no 4 Rehab/Maternity	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Morning tea 0930-0950</li> <li>• Lunch Break 12:00- 12:30</li> </ul>	
<b>0600-1430</b>	<b>Monday To Sunday</b>
Maternity	Clean Antenatal first everyday of the week, as it operates 7 days
	Check to see if Birthing units require cleaning
	Clean staff and public toilets
	Clean all sinks, soap and paper dispensers
	Restock all soap and paper dispensers when required
	Clean sisters station, front foyer and staff room
	Clean Nursery
	Clean patient Kitchen
	Clean sterile Stock room
	Dry mop/ mop and vacuum all corridors
	Clean front glass doors
Rehab	Clean sisters station and staff room
	Clean staff toilets
	Clean all sinks soap and paper dispensers
	Restock all soap and paper dispensers
	Clean dining room
	Dry mop/ mop and vacuum all corridors
	Check windows and window sills / wipe if dirty
Both wards	Clean and mop all patients bathrooms
	Clean and mop all patients rooms
	Wash and make beds as required
	Clean dirty utility rooms
	Clean and restock cleaners trolley
	Clean and restock cleaners room
	Place stores order on Thursday
Weekends	Clean offices in both wards
	Sweep court yards and entry ways as required
Sign Date Comments	

Hospital Assistant no 5 COU/Physio/HITH	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Morning tea 0930-0950</li> <li>• Lunch Break 12:00- 12:30</li> </ul>	
0600-1430	Monday To Sunday
Physio	Clean toilets
	Clean sinks, soap and paper dispensers
	Re fill soap and paper dispensers as required
	Empty all bins and remove waste from department
	Sweep entry clean glass as required
	Clean waiting area
	Clean consult rooms
	Clean plaster room
	Clean gym
	Clean kitchen and dining area
	Dry mop and mop floor
	Clean and re stock cleaners trolley
	Clean cleaners room
Monday	Clean offices
	Dust Furniture remove waste mop floor
HITH	Clean toilets
MON WED FRI	Clean sinks soap and paper dispensers
	Re fill soap and paper dispensers as required
	Empty all bins and remove waste from department
	Wipe over chairs and patient furniture
	Clean sister's station
	Clean room I and bathroom
	Clean treatment room
	Dry mop and mop floor
	Clean dirty utility
COU	Clean toilet in corridor
	Clean waiting area
	Clean Kitchen
	Clean all sinks, soap and paper dispensers
	Re fill soap and paper dispensers as required
	Empty all bins and remove waste from department
	Clean sister's station and nurse write up bays
	Clean store room
	Clean medication room
	Clean, clean utility room

	Clean and mop patients bathrooms
	Clean and mop patients room
	Clean bathroom in corridor
	Clean toilets in Exec area
	Dry mop and mop corridor in COU
	Clean and restock cleaners trolley
	Clean the restock cleaners room
Thursday	Place stores order
Saturday 06;00am	Clean Pathology and LG toilets
	Clean toilets/ mop floor
	Clean sinks soap and paper dispensers
	Re fill soap and paper dispensers as required
Pathology	Clean sinks soap and paper dispensers
	Re fill soap and paper dispensers as required
	Clean all offices
	Wipe over all benches
	Clean dirty utility
	Clean cool room
	Clean staff Kitchen
	Clean reception glass and glass doors
	Empty all bins remove waste and C64 Empty all bins and remove waste
	Mop /Vacuum carpet
Sunday 06;00am	Clean Medical records and LG toilets
	Clean toilets/ mop floor
	Clean sinks soap and paper dispensers
	Re fill soap and paper dispensers as required
Medical records	Clean all offices
	Wipe over all benches
	Empty all bins and remove waste
	Mop records storage room
	Empty all bins and remove waste from department
	Clean sinks soap and paper dispensers
	Re fill soap and paper dispensers as required
	Dry mop and mop floor
Sign Date Comments	

<b>Hospital Assistant no 6</b> <b>Waste/pathology/etc.</b>	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Morning tea 0930-0950</li> <li>• Lunch Break 12:00- 12:30</li> </ul>	
<b>0600-1430</b>	<b>Monday To Saturday</b>
Mon to Fri	Clean Pathology
	Empty bins C64 bins linen bags and remove from department
	Clean sinks
	Clean and restock paper towel and soap dispensers when required
	Wipe over benches
	Dry mop and mop floors
	Wet dust window sills
	Clean glass doors and reception glass
	Clean Kitchen
Monday	Clean Offices in Pathology
	All sharps containers are collected and replaced once full
Mon to Fri	Clean LG toilets
	Dry mop and mop or use scrubber to clean LG corridor
	Vacuum mat at back door
	Clean and restock cleaners trolley
	Leave cleaners room in a clean and tidy manner
Mon to Fri 10am	Clean Pharmacy
Mon to Fri 11am	Empty bins in Renal
Mon to Fri	Put bin lifter out
	Daily remove sulo bins from disposal rooms on ground first and second floor 3x daily last run at 14:00
	Daily empty bins outside main entrance Education centre outside Rehab garden area outside Maternity Renal Covid Clinic Methadone Clinic ICCC Centenary Garden and cafeteria
	Run bins from OB and RH once daily
	All sharps containers are collected and replaced once full
Mon Wed Fri	Rubbish removal around site perimeter
Tuesdays	Clean Gazebo
Thursday	Place Stores orders
Saturday morning	Along with HA7 Clean entire ICCC
	Clean all offices and Clinics mop floors/vacuum
	Clean public and staff toilets
	Clean and restock paper towel and soap dispensers when required
	Clean all sinks
	Clean glass doors and reception glass
	All sharps containers are collected and replaced when full

	Vacuum corridors/reception
	Wet dust window sills
	Empty all bins and remove waste from the department
	Clean Kitchen
	Clean and restock cleaners trolley
	Leave cleaners room in a clean and tidy manner
Saturday 11;00AM	Along with HA6 Clean D&A
	Clean dosing area / mop floors
	Clean public and staff toilets mop floor
	Clean sinks
	Clean and restock paper towel and soap dispensers when required
	Clean glass doors and reception glass
	Clean foyer
	Wet dust window sills
	Clean offices and shared space
	Vacuum carpet
	Cobweb and sweep verandas
	Clean and restock cleaners trolley
	Leave cleaners room in a clean and tidy manner
Saturday 12;30	Along with HA6 Clean Exec office area
	Clean all office areas
	Remove rubbish
	Mop/Vacuum floors
	Clean all staff and public toilets
	Clean and restock soap and paper dispensers when required
	Cobweb Blue corridor and ramp
	Clean glass entry doors on blue corridor
	Leave cleaners room in a clean and tidy manner
	Check all sharps containers and replace if full
Sunday 06;00	Along with HA7 Clean Primary Health and Aboriginal Health
	Clean all office and clinical areas
	Clean waiting area
	Mop/Vacuum floors
	Clean all staff and public toilets
	Clean all sinks in corridors
	Clean and restock soap and paper dispensers when required
	Clean lifts and stairs in Primary health
	Remove rubbish, empty sulo bin
	Check all sharps containers and replace if full
Sunday 10.00	Clean Renal
	Clean all office and clinical areas
	Clean public and staff toilets mop floor
	Clean sinks
	Clean and restock paper towel and soap dispensers when required
	Clean glass doors and reception glass
	Wet dust window sills
	Wipe over TVs





<b>Hospital Assistant no 7</b> <b>ICCC/Dental/PCCC/etc.</b>	
<ul style="list-style-type: none"> <li>• <b>Sign in and out at ES Office</b></li> <li>• <b>Pick up and return keys</b></li> <li>• <b>Morning Tea Break 09:30 - 09:50</b></li> <li>• <b>Lunch Break 12:00 – 12:30</b></li> </ul>	
<b>06;30 - 14;30</b>	<b>Monday To Sunday</b>
Mon to Friday	Clean clinics sterile stock rooms staff and public toilets Reception area and kitchen in ICCC empty both bins upstairs and clean staff toilet.
Mon to Fri	Clean blood room
	Wipe over furniture, remove waste
	Mop floor
	Clean Blood room amenities
	Remove waste and mop floor
	Wipe over and re stock paper towel and soap dispensers when required
Mon to Friday	Dental
	Clean surgeries as required
	Wipe over furniture remove waste and mop
	Clean staff tea room
	Clean Staff toilet remove rubbish and mop floor
	Clean dirty utility room
	Clean lab area
	Clean waiting area
	Clean and restock soap and paper dispensers when required
	Clean offices/reception on Friday
Primary Health	Clean PCC waiting area and toilet
	All clinics and Kitchen in PCCC
	Toilets on GF and 1 <sup>st</sup> floor
	Dry mop and spot mop corridors
	Wipe over and restock paper towel and soap dispensers when required
Mon to Sat	Clean cafeteria and LG toilets
Mon Wed Fri 11;00	Clean D&A Clinic toilets and foyer
Mon	Clean TACS, This includes sweeping ramp and cobwebbing veranda
Mon to Fri	Check and clean Education centre as required
Monday 12;30	Clean River street
Saturday	Along with HA6 clean entire ICCC
06;00 – 11;00	Clean all office and clinical areas
	Remove rubbish, empty sulo bin
	Mop/Vacuum floors

	Clean all staff and public toilets
	Clean and restock soap and paper dispensers when required
	Clean dirty utility room
	Clean sterile stock room and sign cleaning matrix
Saturday	Along with HA6 clean Drug and Alcohol
11;00am	Clean all office areas
	Remove rubbish, empty sulo bin
	Mop/Vacuum floors
	Clean all staff and public toilets
	Clean waiting area and dosing clinic
	Clean and restock soap and paper dispensers when required
	Cobweb and sweep outside verandas
Saturday	Along with HA6 Clean Exec office area
12;30	Clean all office areas
	Remove rubbish
	Mop/Vacuum floors
	Clean all staff and public toilets
	Clean and restock soap and paper dispensers when required
	Cobweb Blue corridor and ramp
	Clean glass entry doors on blue corridor
	Clean and restock cleaners trolley
	With ride on floor scrubber clean LG GRD & 1 <sup>ST</sup> Floor corridors
	Clean Blue Primary health offices
	Empty and clean ride on scrubber
SUNDAY	Along with HA6 Clean Primary Health
0600; 9;30	Clean all office and clinic areas
	Clean waiting area
	Mop/Vacuum floors
	Clean all staff and public toilets
	Clean all sinks in corridors
	Clean and restock soap and paper dispensers when required
	Clean lifts and stairs in Primary health
	Remove rubbish, empty sulo bin
10;00 -14;30	Clean Education Centre
	Clean all office areas
	Clean both meeting rooms
	Mop/Vacuum floors
	Clean toilets
	Clean and restock soap and paper dispensers when required
	Clean kitchen area
	Clean glass doors
	Cobweb and sweep outside veranda

	With floor scrubber , scrub LGF GF 1 <sup>ST</sup> Floor primary health
	Blue corridor and tiles outside FOH
	Clean out scrubbing machine
	Polish floors

Sign

Date

Comments

Hospital Assistant no 8 Theatre	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Tea break 1800-1830</li> <li>• Supper break 1900-1920</li> </ul>	
1430-2300	Monday To Friday
	Clean
	Theatres 1 & 2 sign cleaning matrix sheets placed on each theatre door, nightly.
	Anaesthetic 1 & 2
	Scrub Area
	Sterile stock and store room
	Equipment Room
	Scope Processing Room
	All corridors inside theatre complex
	Dirty Utility Room
	Staff Toilet
	Window Sills
	Empty all bins, remove rubbish, linen and sharps containers
	Restock all cleaning products, mops and rags
	Leave electrostatic mop in theatre
	Restock all soap and hand towel dispensers when required
	Reception
	Pre-Admission
	Patient change room, bathroom and locker area
	Recovery wet dust dry mop/mop
	Consult Room 1, 2 & 3 as required
	Staff change room
	Staff toilets
	Staff Kitchen
	All corridors outside of theatre complex
	Dirty Utility Room
	<b>Sisters stations wet dust</b>
	Clean all sinks
	Clean and restock all soap and paper dispensers when required
	Empty all bins, remove rubbish, linen and sharps containers
	Remove all rubbish from the Department
	Clean and restock cleaners trolley
	Clean and restock cleaners room
Thursday	Place stores order

Hospital Assistant no 9 RENAL	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Tea break 1700-1730</li> <li>• Supper break 1900-1930</li> </ul>	
1430-2300	Monday To Friday
	Along with HA8
Mon -Sun	Reception and waiting area wet dust vacuum and mop floors
	Clean staff kitchen
	Patient and staff toilets
	Clean patient area
	Clean sister stations
	Window sills
	Clean all sinks
	Clean and restock all soap and hand towel
	Clean Isolation rooms and bathrooms
	Clean store room
	Empty bins and remove waste from Department
	Remove full C64 from department
	Dry mop /mop floors and corridors
	Dirty utility area
	Empty Linen bags
	Clean and restock cleaners trolley
Tuesday	Clean the room below Renal SALTS ROOM – master key access through outside side door
	Sweep up debris from floors in both rooms
	Wipe over all flat surfaces ( stainless UV pipe )
	Clean and wipe over all tanks x4
	Wipe over all power points, sills, A/C vents and wall extraction vents
	Cobweb high ceiling
	Empty bin located in the corner, replace bag if needed.
	Dry and wet mop floors in both rooms
Thursday	Place stores order
Sign	
Date	
Comments	

<b>Hospital Assistant no 10</b> <b>LINEN</b>	
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Morning tea 0930-0950</li> <li>• Lunch break 1200-1230</li> </ul>	
<b>0600-1430</b>	<b>Monday To Friday</b>
06.00 – 09.00	Linen trolleys are swapped over and repacked with the count recorded
	On the order sheet. Then a count is taken of what is needed in the other
	areas - some deliveries may be made time permitting.
09.00 – 09.30	The order is entered on the computer into the Tamworth linenweb site
	The date should be checked – the order date and delivery date are two
	days apart. Also adjustments are made to the order if too much linen
	ordered – taking it off also adding in linen if not enough. The cut off time
	For the order is 9.30 – linen must be ordered by that time.
9.50 – 14.30	During this time
	Any deliveries to areas not done before 09.00 are delivered
	And a dirty linen pick up run is done
	The daily delivery from Tamworth is packed away washes are folded
	any linen that needs to be folded or refolding is done before putting on
	the shelves
	After lunch IPU and ED trolleys are checked and restocked – making sure
	there is enough linen to get through the night
	And a dirty linen pick up run is done
	Bins are emptied
	Floors are fluffed and mopped when needed
	<b>SATURDAY and SUNDAY</b>
	No linen orders are sent to Tamworth
	After delivering linen to all nominated areas -
	Computer and computer table dusted, shelves above computer dusted
	Fridge is cleaned and moved for mopping under. Roller doors are dusted.
	Laundry, clean linen room and dirty linen room are cobwebbed -
	checking under the shelves also for cobwebs
	In the laundry – a lot off fluff comes from the dryer – walls, top of dryer,
	shelves, door are all dusted
	All trolleys moved for mopping the floor
	Bins are emptied
	Any linen that is to be returned to Tamworth is counted and entered into
	The credit book – bagged up into a linen bag – tagged ready for pickup
	Clean linen room, Laundry and dirty linen room is to be kept in a tidy
	state at all times

Hospital Assistant no 10 LINEN			
<ul style="list-style-type: none"> <li>• Sign in and out at ES Office</li> <li>• Pick up and return keys</li> <li>• Morning tea 0930-0950</li> <li>• Lunch break 1200-1230</li> </ul>			
0600-1430	Monday To Sunday		
Monday	IPU	Emergency	Ambulance
	COU	X-ray	Maternity/Anti Natal
	Rehab	Pathology	Kitchen
	Mental Health		
Tuesday	Theatre	IPU	Emergency
	Ambulance	COU	Procedure Room
	X-ray	Day Hospital	Rehab
	Maternity	Renal	
Wednesday	Theatre	IPU	Emergency
	Ambulance	COU	X-ray
	ICCC	Rehab	Maternity
	Renal	Dental	Kitchen
	Pathology		
Thursday	Theatre	IPU	Emergency
	Ambulance	COU	X-ray
	Day Hospital	Rehab	Maternity
	Renal	Procedure Room	Mental Health
Friday	Theatre	IPU	Emergency
	Ambulance	COU	X-ray
	Rehab	Maternity	Renal
	Kitchen	Pathology	
Saturday	Theatre	IPU	Emergency
	Ambulance	COU	X-ray
	Rehab	Maternity	ICCC
	Day Hospital	Mental Health	
Sunday	IPU	Emergency	Ambulance
	COU	X-ray	Procedure Room
	Rehab	Maternity	Renal
	Com/Health	Dental	