

Byron Central Hospital

Cleaning Department

ED/X-RAY/BIRTHING UNIT/AMBULANCE/OUTSIDE ED

Start: 06.00 Morning Tea: 09:30 - 09:50 Lunch: 12:30 – 13.00 Finish: 16:00

Month: _____ **Please complete Trolley Audit Monthly**

CHECKLIST OF DUTIES	FR	M	T	W	T	F	S	S
Micro fibre mop ED including Triage.	7							
Remove all rubbish.	7							
Wipe over Nurse's station in ED and Triage.	7							
Micro fibre mop X/Ray .	7							
Check and clean all basins, benches and toilets in X/Ray .	7							
Wipe over chairs in X/Ray Waiting Room.	7							
Remove all rubbish from X/Ray .	7							
Micro fibre mop ED Waiting Room. Include Play Area.	7							
Wipe over chairs, Front counter, Vending Machine, Glass, Play Area and equipment.	7							
Remove all rubbish	7							
Check and clean ED Interview Room, include toilet. Mop and Vac. Remove all rubbish.	5							
Clean ED Bays.	7							
Clean Resus Bay.	7							
Clean Positive Pressure Room and ensuite.	7							
Clean Negative Pressure Room and ensuite.	7							
Clean Procedure Room	7							
Clean Clean Utility Room	7							
Clean Dirty Utility Room	7							

Clean Fast Track Rooms x 2	7							
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Clean Beverage Bay	7							
Check and clean all basins	7							
Check and clean all toilets and showers.	7							
Restock toilet paper and paper towels throughout	7							
Vacuum Front Entrances	7							
Change plastic bags on Nurse's trolley's	WR							
Check and clean Mental Health Rooms x 2	7							
Clean Offices. Vac.	5							
Clean Family Room. Vac. Remove rubbish.	7							
Dry mop throughout ward	WR							
Check and restock all Paper Towels	7							
Check and remove all rubbish throughout ward	7							
All Surfaces Should Be Left Clean And dust Free.								
Restock Trolley	7							
Comments/Notes								

MATERNITY- BIRTHING ROOMS

Month:

Checklist of Duties	FR	M	T	W	T	F	S	S
Micro fibre mop waiting room. Wipe over furniture and windows.	7							
Check and clean Consult Room 1 Vac and mop.	7							
Weekend- clean bed, wipe over desk								
Check and clean Consult Room 2 Vac and mop	7							
Weekend- clean bed, wipe over desk								
Check and clean Consult Room 3 Vac and mop.	7							
Weekend- clean bed, wipe over desk								
Check and clean toilet. Mop.	7							
Check and clean Office Weekend- wipe over desk	7							
Clean all basins. Restock paper towels.	7							
Clean kitchenette. Mop. Clean fridge. Sign sheet-weekly.	7							
Tidy Day Room. Wipe over furniture, windows and sills. Vac.	7							
Clean both Clean & Dirty Utility Rooms. Mop.	7							
Remove all rubbish.	7							
Replace paper towels and toilet paper.	7							
Check Birth Suites. Clean toilets, remove rubbish	7							
Clean Birthing Suites as required:								
Birth Suite 1: Clean Bed, furniture, wipe all surfaces, replace bath hose and shower curtains, clean glass, sinks. Restock paper towels and toilet paper. Remove all rubbish. Mop.	WR							
Birth Suite 2: As Above	WR							
Birth Suite 3: As Above	WR							

