

## Byron Central Hospital

### Cleaning Department

#### IN PATIENT UNIT

Start: 06:00 Morning Tea: 09:30 - 09:50 Lunch: 12:30- 13:00 Finish: 16:00

#### Month:

CHECKLIST OF DUTIES	FR	M	T	W	T	F	S	S
Using Scrubbing Machine- scrub all main floors throughout IPU, ED, ED Waiting Room, Medical Imaging, Maternity and Mental Health Units. Clean and refresh machine after use.	7							
Micro fibre mop edges and tight spots	7							
Remove all rubbish	7							
Check and clean Ambulant toilets x 2.	7							
Wipe over Nurse's Stations x 3, Handover Room, VMO Room, Photocopy Room. Mop and Vac.	5							
Clean Num's Office.	5							
Check and clean basins. Replace paper towels.	7							
Check and clean Clean Utility Room x 2. Mop.	7							
Check and clean Dirty Utility Room x 2. Mop.	7							
Clean Staff Kitchenette. Mop.	7							
Check and clean Staff Toilet. Mop	7							
Check and clean Parent's Room. Mop	7							
Check and clean Offices. Vac	7							
Check and clean Patient Rooms and Ensuities. Remove rubbish. Mop	7							
Follow Discharge Room Cleaning Procedure on Patient Discharge.	WR							
Follow Infection Control Procedure for Isolation Rooms.	WR							
Check and clean Patient Dining Area.	7							
Check and clean ADL Kitchen. Mop	WR							
Clean Beds	WR							

Restock all Paper Towels and Toilet Paper	7							
Remove all rubbish throughout ward	7							
Dry mop throughout ward	WR							
All Surfaces should be left Clean And dust Free								
Restock trolley/Sign off Checklist	7							
Comments/Notes								

**Byron Central Hospital**  
**Cleaning Department**  
**IPU HIGH CLEANING**

CHECKLIST OF DUTIES	DATE	SIGN
<b>CORRIDORS/OPEN AREAS:</b> Ceilings, vents, walls, windows, lights, doors and frames, clocks, pictures		
<b>CLEAN UTILITY ROOMS x 2:</b> Ceilings, walls, lights, vents, shelving, doors and frames, clocks		
<b>DIRTY UTILITY ROOMS x 2:</b> Ceilings, walls, lights, vents, shelving, doors and frames, clocks		
<b>OFFICES- [Handover Room, Photocopy Room, Interview Room]:</b> Ceilings, walls, lights, vents, shelving, doors and frames, pictures, clocks		
<b>NUM'S OFFICE:</b> As Above		
<b>PATIENT ROOMS [ 1, 2, 3]:</b> Ceilings, walls, lights, high shelving, doors and frames, clocks, pictures, curtain rails		
<b>PATIENT ROOMS [ 4, 5]:</b> As Above		
<b>PATIENT ROOMS [6/7, 8/9]:</b> As Above		
<b>PATIENT ROOMS [ 10/11, 12/13]:</b> AS Above		
<b>PATIENT ROOMS[14/15, 16] :</b> As Above		
<b>PATIENT ROOMS [ 17/18/19] :</b> As Above		
<b>PATIENT ROOMS [ 20,221,22]:</b> As Above		
<b>PATIENT ROOMS [23,24,25] :</b> As Above		
<b>PATIENT ROOMS [26,27,28]:</b> As Above		
<b>PATIENT ROOMS [29/30]:</b> As Above		
<b>PATIENT ROOMS [ 31/32, 33/34]:</b> As Above		
<b>PATIENT ROOMS [35/36,37/38]:</b> As Above		
<b>PATIENT ROOMS[39/40, 41]:</b> As Above		
<b>PATIENT ROOMS[42,43]:</b> As Above		
<b>PATIENT DINING ROOM:</b> Ceilings, walls, lights, vents, Top of Vending Machine, shelving.		
<b>AMBULANT TOILETS/ STAFF TOILET:</b> Ceiling, walls, vents, lights		
<b>BEVERAGE BAY:</b> Ceiling, walls, vents, lights		
<b>STOREROOMS/ EDUCATION ROOM:</b> Ceilings, walls, vents, lights		

