

Byron Central Hospital

Cleaning Department

POSITION 3

Start: 09:00 – 19:00. First Break: 12:30- 12:50. Second Break: 15:30-16:00.

Finish: 19.00.

Date:

Name:

Signed:

CHECKLIST OF DUTIES	FR	M	T	W	T	F	S	S
Change Linen Trolley's over in ED and IPU. Restock trolley's and record on Daily Linen Usage Sheet.	6							
Restock Linen in Medical Imaging, Maternity and Ambulatory Care Unit. Record on Daily Linen Usage Sheet.	6							
Mon- Wed- Thurs: Place Linen Order no later than 10:30	3							
Mon- Wed- Fri: Unpack Linen Trolley's and take empty trolley's to the Dirty Linen Disposal Room. NOTE: Unpacking Linen Trolley's is not a priority.	3							
11:00 am- IPU. Liaise with cleaning staff in IPU. Begin cleaning rooms on the "Blue" Side of Ward. Include ensuites. Remove rubbish. Mop.	6							
Clean Beds	WR							
Follow Discharge Room Cleaning Procedure on Patient Discharge.	WR							
Follow Infection Control Procedure for Isolation Rooms.	WR							
16.00: Take over phone from day staff.	6							
Respond to calls from IPU and ED.	6							
Clean Ambulatory Care Consult Rooms. Restock paper towels. Clean hand basins. Remove rubbish. Mop/vac mop/vac floor.	6							

Clean Executive Offices. Check and clean kitchenette. Mop floor Remove rubbish. Vac.	6							
Clean Wheelchair toilet	6							
Clean Exec. toilet	6							
Clean Ambulatory Care Offices. As above.	6							
18.30-19.00: Change over Linen Trolley in ED. Restack and record on Daily Linen Usage Sheet.	6							
Restock Toilet paper and Paper Towels throughout your shift.	6							
6:30- 7:00pm-Hand over phone to Afternoon staff	6							
All Areas Should Be Left Clean and Dust Free.								
Restock cleaning trolley	6							
19:00 Finish Duty								