

**Lismore Base Hospital A&E Consultation Room 4**  
***Task Card: Terminal Cleaning after forensic examination***

If you are called to clean consult 4 after an examination please complete a terminal clean by following these steps (**sheet is double sided**) and leave completed and signed sheet in room. Curtains and PPE can be found in the ED cleaning cupboard, extra PPE can also be found in the Fast Track storeroom.

**Name of Cleaner:** \_\_\_\_\_

**Date and time of clean:** \_\_\_\_\_

<b>Task to be completed</b>	<b>Tick when completed</b>
Step 1: Collect cleaning trolley, equipment for terminal cleaning, PPE, curtains and wet floor sign. <b><u>Use Actichlor for all cleaning in this area.</u></b>	
Step 2: Check whether the bathroom door is open or closed. If <b><u>open</u></b> , the bathroom must be cleaned. If closed, there is no need to clean this area. You may also ask when called if it has been used.	
Step 3: Check that the bed has been stripped and that all medical and forensic clutter has been removed. If not call the on-call sexual assault counsellor.	
Step 4: Place a wet floor sign outside the room taking care to not create a tripping hazard.	
Step 5: Wear personal protective equipment to complete the clean: <b>gown, gloves, hair net, booties, mask</b> . These should be in our cupboard or fast tracks storeroom.	
Step 6: Leave the trolley at the entry to the room and work from there. <b>Leave the door open for ventilation while cleaning.</b> <i>If you are locked out before completing the clean call security to let you back in (7333)</i>	
<b>Step 7: Run the hot water taps for 2 minutes</b>	
Step 8: Remove rubbish for disposal and collect used curtains, including bathroom curtains if the door is open, into a plastic bag to take to office for laundering. Leave the outside room out of the way for now.	
Step 9: Starting at the farthest point from the door, from high to low and using clean flat mops and disposable cloths, wash walls to a height of two metres. Discard cloths as needed, don't leave any behind in the room.	
Step 10: Thoroughly wipe over the bed down to the wheels. Dispose of cloth when	

**PLEASE TURN PAGE OVER**

required. Damp dust underneath the bed.	
Step 11: Wipe over all surfaces and fixtures: tables, chairs, desk, silver trolley, examination lights, light switches, cupboards and drawers, drawer handles, door handles, buzzers and any high touch areas- cleaning high to low, making sure nothing is missed. Don't wash the computer screen.	
Step 12: Clean in and around the sink, cleaning around taps and plug hole well.	
Step 13: Wipe the bin inside and out and reline with new garbage bag.	
Step 14: <b>IF BATHROOM CLEAN IS REQUIRED-</b> Without flooding the bathroom, wash down the walls high to low. Thoroughly wipe over the shower, tap, handrails and other fittings. Wipe down the sink and surrounds including mirror, dry the mirror with clean cloth and check the toilet rolls/hand towels don't need restocking.	
Step 15: Wipe over the outside of the toilet bowl, clean the top and underneath the toilet seat, please dispose of this cloth.	
Step 16: Use Actichlor on the inside of the toilet bowl, using toilet brush thoroughly scour the inside of the bowl ensuring you reach up under the rim. Make sure the toilet brush is well rinsed after use and the holder is clean.	
Step 17: Mop bathroom with clean mop and ensure the room is left reasonably dry. <b>End Bathroom Clean.</b>	
Step 18: Mop examination room with clean mop.	
Step 19: Wash hands and replace gloves. Hang fresh examination curtains. The examination room requires <b>THREE</b> curtains and the bathroom uses ONE. <i>There is a step under the sink in the examination room to help reach the curtain rail.</i>	
Step 20: With a clean mop, mop where you've walked to hang the curtains. Doubling checking as you go no cleaning tools or rubbish have been left behind (cloths, mops, bottles etc.) and that the room is tidy. Check this form is complete and signed and left on the table, check the bathroom door is shut. Clean and replace the step stool under the sink if you have used it.	
Step 21: Shut main door. Remove PPE and perform hand hygiene. Collect and remove waste. Take used curtains to office as soon as able for laundering.	
Signature of cleaner:	