

LISMORE BASE HOSPITAL
DOMESTIC SERVICES DEPARTMENT
JOB PROCEDURE MENTAL HEALTH
UNIT
ACUTE & HDU UNIT
WEEK-END X 3 STAFF

- 6.am Sign on duty
- Collect cleaner's room key, pager 2244 from sign on room.
- Collect duress alarm from Mental Health Reception
- Decide who is to carry pager
- Check to see duress alarms are working
- Collect & prepare cleaners trolleys with bucket of neutral detergent water etc. Prepare mop buckets & floor scrubbers.

Admin areas and front reception.

- Collect garbage, clean and mop both nurses' stations and clean all rooms and toilets along the corridor - quiet rooms, laundry', treatment rooms, kitchen, gym. Damp dust all desks, furniture, fixtures and clean glass as you go. Vacuum carpets thoroughly every week and otherwise as required.
- Collect garbage from kitchens in Acute I & 2. Mop floors and clean tables and benches if required.
- Clean staff bathroom, num's office, doctors' office, magistrate's room and kitchen.
- Collect garbage as you go.
- Clean psychiatrist's office, num's office and allied health offices.
- Clean and mop receptionist office. Vacuum and mop front waiting area. Spot clean all glass.
- Dust and clean ledges, handrails and doorplates and handles.
- Clean front toilets and check front entrance, vacuum mats and spot mop tiles. Check outside area and pick up garbage when required.
- Static mop and use the scrubber to clean the main corridor floors and the vinyl area on Level 0 near the lift entrance. Also keep underneath area and lockup garage, clean and tidy.

Lunch at 12.00

• CHILD & ADOLESCENT UNIT

- Collect garbage from patient and nurses station, staff tea room & toilet areas only.
- Mop nurses' station, kitchen and areas as required.
Concentrate on patient areas, not necessary to do office areas on weekends
- Clean patient rooms as required eg: toilet & bathrooms
- Check seclusion room & clean if required
- Clean staff & public toilet
- Static mop floors & spot mop where required or use floor scrubber

Adult Mental Health.

- Clean serveries — collect garbage, wipe benches, check fridges and discard any out of date food or milk, etc.
 - Wipe ledges and glass.
 - Collect garbage from bins in courtyard •
- Mop floors.
- Take garbage to loading dock
 - Clean accessible front public toilet.
- Return keys and Sign Off at 2.30pm.
Extra cleaning: 1 day per month and as noticed.
- Courtyards
Outdoor furniture
Car Park
High cleaning

CONSULT WITH NUM CONCERNING ANY ISSUES WITHIN HDU AND THE UNIT.

Acute 1

- Damp dust all furniture and fixtures in the shared lounge area.
- Mop floor in lounge area.
- Mop laundry.
- Vacuum and clean Activity room.
- Damp dust all patient rooms ie. Beds, chairs, shelves, windowsills, glass, etc
- Clean en-suites and bathrooms daily — use doodlebugs and floorscrubbers.
- Mop each room daily.
- Recharge all toilet paper, soap and handtowel dispensers as required.
- Collect, and place into skips, all linen from bathrooms and floors.
- Collect garbage from courtyard outside activity room. ● Clean glass around nurses' station.

Morning Tea at 9.00am

HDU (High dependency unit)

- Check with staff before entering.
- Collect equipment.
- Damp dust all patient areas including lounge and activities area ie. sills, ledges, furniture and fixtures.
- Static mop , wet mop and use floor scrubber on floors.
- Clean bathrooms/toilets, recharge toilet paper, hand towel & hand soap. ● Empty bins.
- Clean glass as required.
- Clean activity room.
- Check courtyards and hose weekly.

Acute 2.

Clean as per Acute 1.