

LISMORE BASE HOSPITAL
DOMESTIC SERVICES DEPARTMENT
E6/7 JOB PROCEDURE
THEATRE, CSSD, ENDOSCOPY, 23 HOUR UNIT

Starting Time 3.30pm-Midnight

Collect keys (in black pencil case) and pager ~~2249 (EF10)~~ from sign on room

Be Signed on prior to 3.30 and sign off at midnight at the sign on room level 3

THEATRE

- Remember not to take the silver trolley onto the loading dock. (NOT ALLOWED)
- Collect garbage in the kitchen.

- Collect the garbage trolley from Level 2, Roller door (IF IT IS NOT IN THE THEATRE)
- If the garbage trolley is full take it down to the loading dock to empty, then bring it back to theatre.
- Collect linen trolley from level 2 for Theatre and Endoscopy and park in the right side of level 5 against the wall.
- Get changed into theatre scrubs.
- Start to static mop in front of public lifts, under chairs, right through front door of theatre.
- Then start cleaning inside theatre except theatre bays. (LOOK AT THE MAP GUIDE INSIDE CLEANER'S CUPBOARD). Dust, wipe marks on the walls, sink, underneath the sink and wall, static mop as you go, collect garbage as well, dust nurse's station, clean glass of fingerprints, clean toilets, doctors room, nurses room, meeting room, store room.
- Heading to recovery, clean sinks, toilets, collect garbage.
- PAY ATTENTION. Clean only in recovery when there are no patients. (THEY DON'T LIKE IT WHEN THE PATIENT ARE STILL RECOVERING)
- Keep an eye on the garbage trolley as they fill so quickly, you could do up to 5 trips a night, take it down to the loading dock to empty, also take the full linen trolley.
- Be aware if they **ANATOMICAL WASTE**, take it down to the cool room and replace with an empty ANATOMICAL. (VERY IMPORTANT). Take down **CLINICAL** Waste bins as well.

- Collect the garbage in Endoscopy and clean Endo area and later scrub the floor with the scrubber from E/7 CUPBOARD CSSD.

- **ENDOSCOPY**

- Go to Endoscopy to clean all areas. Toilets, sink, kitchen, dust around the beds, dust curtain rails, wipe disinfect patient room and dust under bench, vacuum 3 offices and kitchen carpet, wipe tables, clean glass in reception and dust the desk, dust nurse's station, wipe the back of the chairs then static mop all the floors.
- Take rubbish from 23 hr ward staff kitchen
- Collect the garbage and the dirty linen from Endo and Peri-Op, mop the edges then scrub the floor with **FLOOR SCRUBBER**
- Have your dinner. If you cannot finish before dinner come back and finish ENDO.
- Bring the scrubber and garbage trolley back to E/6.
- Start to clean in theatre again, scrub the floors (WITH MACHINE) - **EYE RECOVERY**, and the **DRUG ROOM**, collect garbage, clean sinks, wipe marks off the doors, clean glass.
- Keep an eye on the patients in recovery, when there are no patients wipe nurse's desk in recovery areas, collect garbage.
- Start mopping edges, collect the garbage. Be aware when you start the scrubber that there are **no patients** in recovery.
- Clean male change room, female change room, mop hallway, vacuum two offices. Vacuum the vents in both change rooms.
- Clean kitchen table, bench, microwave and other appliances, dust all the areas where the computers are.
- Go back to recovery if you haven't finished.
- Go back to theatre control room to clean the bench and collect the garbage as you go in theatre hallway and near the lift. Clean glass and marks off the walls.
- Go back to theatre to clean your trolley and restock supply for the next day.
- Bring the scrubber to E7 and clean it. Refill with water and **CHARGE IT**.
- HAVE A BREAK

- **CSSD**

- AT **10pm** SHARP GO TO CSSD (NO EXCEPTION)
- Collect all the garbage and linen.
- Make sure you wear a scrub hat and booty shoes.
- Clean all areas toilets, female change room, male change room.
- Clean manager's office if open.
- Clean all glass, sinks and wipe marks off the walls, clean kitchen, dust reception areas and the glass as well, static mop all floors.
- Wet mop under benches, table and edges in **STERILISATION 1 and 2**, **DECONTAMINATION 1 and 2**.
- **CSSD HAVE TWO MACHINES**
- **No chemicals are to be put into the scrubbers**

- One machine is for the CLEAN AREA (**STERILISATION 1 AREA, AND STERILISATION 2 AREA**). Once scrubbing is done clean machine then take it to the cleaner's cupboard and refill with water then bring it back to where you got it from and put it on the charger.
- Other machine is for the DIRTY AREA (**DECONTAMINATION 1 AREA AND DECONTAMINATION 2 AREA**) and used for the hallway floor and the reception area.
- Once you have finished scrubbing CLEAN the machine. Take to the cleaner's cupboard and refill with water then return machine to where you got it from and place on the charger.
- Make sure all the doors are closed properly due to the different temperatures in every room. (**CANNOT BE MIXED**)
- Take silver garbage trolley into E/7 along with the linen trolley, put the garbage into the yellow trolley and the linen on the linen trolley in E/6
- Take silver trolley back to CSSD
- **ATTENTION SILVER TROLLEY IS NOT TO GO TO THE LOADING DOCK**
- Once all the cleaning is done in CSSD, go back to theatre and check the garbage and linen. Take it all down to the loading dock and empty it.
- Unlock the roller door, place trolley inside and relock the door.
- Put the linen trolley on level 2 near the linen room and bring back an empty trolley back to theatre to replace the one you have taken.
- Remember to order stores every Tuesday night for Theatre CSSD and Endoscopy if needed.

UPDATED DEC 2023