

Domestic Services - Task Statement

Bed Cleaner 09:00 - 17:30

The following schedule describes the sequence or order in which you should approach the described tasks. Adherence to this schedule will ensure that all tasks are completed in a thorough and logical manner.

Time	Location / Room	Remarks
09:00	Commence Duty	Collect phone 3209, key sets & Duress Pendant no 3 Break times : 12:00 -- 12:30 lunch 15:00 – 15:20 afternoon tea
	Cleaning	All appropriate PPE to be worn during cleaning tasks, linen and waste removal. Always wash hands before and after entering patient rooms, per the 5 Moments of Hand Hygiene, especially after cleaning toilets and ensuites.
	BED CLEANING All beds all wards	Ensure appropriate PPE is worn. Collect required cleaning equipment including bucket, R2L, hot water, chux, etc. Proceed to cleaning beds and affiliated equipment.
		Thoroughly clean bed mattress, pillows, bed frame and attached poles etc. using neutral detergent. Wet wipe all tables, lockers, furniture and fittings, windows and sills, pictures, signage and chairs. Remove all rubbish including patient locker bags.
	Basement assignment	Clean toilet bowls, seats and cisterns. Wipe all walls, handrails, window sills and doors. Clean hand basins, showers mirrors, wall tiles, doors and corners.
		Restock toilet rolls, hand towels and soap dispensers. Remove all rubbish.
		Sweep and wet mop all floors, leaving dirt and dust free.
		Marie Smith meeting room vacuum and mop
		Basement offices included
	Fire Stairs -	For stairs adjacent to the Kitchen, Wet mop the fire stairs from level 2 down to Lower Ground floor. In fire stairs adjacent to lift 2, mop from Ground to Lower Ground floors. Ensure proper signage is positioned and visible.

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		Wipe down hand rails, walls etc. weekly.
	Mortuary (A1014)	Remove rubbish. Wipe horizontal surfaces. Sweep including concrete outside mortuary external door, and wet mop floor throughout the mortuary. Clean sink and toilet. Keep tidy.
	Mattress Room	Sweep floor, wet mop if required, leaving dirt and dust free. Keep room tidy.
	Outside Toilets (A1024) – near rubbish skips.	Remove rubbish clean toilets including bowls, seats and cisterns. Clean sink. Wipe walls, doors etc. Replenish hand towel, toilet rolls and hand soap dispenser. Wet mop floor.
	Public Toilet Safety Check	Check all public toilets to ensure that there is no one in distress in them. These includes those located in the front Foyer, Emergency Waiting area, Theatre waiting area, and Maternity Outpatients waiting area. Refer to NSW Health Environmental Cleaning Policy (PD2012_61).
As Req.d	Renal Dialysis Isolation Room	Ensure appropriate PPE is worn. Clean throughout; wet wipe all horizontal surfaces, patient chair, furniture and fittings, windows and sills. Clean hand basin, restock hand wash, paper towel etc. Remove all rubbish. Mop Floors.
	Ground Floor	Liaise with Domestic Services Manager and then Afternoon Medical Wardsperson for possible assistance with other duties.
17:20	End Of Shift	Complete all checklists and return phone / keys / duress alarms to Domestic Services Office.
		If unable to complete all tasks please note in communication book, located in Domestic Office, including reasons why. (would include number of beds / rooms cleaned)

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Time	Location / Room	Remarks
17:30	Finish Shift	

Note:

- Your first priority is to provide a cleaning service. As a Hospital Assistant you must report to RN on duty in ward and let them know your contact number. If you leave the hospital for any reason you must inform the NUM or in-charge, this includes breaks.
- Ensure floor is not too wet
- It is very important that you communicate with your manager with overload
- Always use safety signs when cleaning
- Clean equipment after each use
- You will be required to work between areas within the department during your shift, therefore there is no set time schedule but all tasks are to be completed prior to completion of shift.

Remember - You are a professional - have pride in yourself, your appearance, your colleagues and the Hospital

Colour Coding of reusable cleaning equipment

Blue	General Cleaning
Red	Bathrooms /Toilets/Dirty Utility Rooms
Yellow	Infectious/Isolation Areas

I have read and understand this task statement

Employee Name: _____

Employee Signature: _____

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Raymond Robinson
Manager Domestic services