

Domestic Services – Position Description Emergency Ward Cleaners Schedule

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.

Those tasks shown in bold print should be carried out at the nominated times

Time	Location / Room	Remarks
06:00	Commence Duty	Collect Phone 3205 and Duress Pendant HOT-00 Break Times : 09:30 – 09:50 morning tea 12:00 – 12:30 lunch
	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.
06:05	Obstetric Outpatients & Birthing Suites	Commence cleaning of the Obstetrics Outpatient and Birthing Wards.
	Offices & Consult Rooms. Waiting Room.	Clean all offices. Remove rubbish. Wet wipe all horizontal surfaces with neutral detergent, including chairs.
	Staff Kitchen	Remove rubbish. Wet wipe horizontal surfaces. Ensure fridges are maintained and kept clean. Restock tea and coffee consumables, including milk to fridges.
	Corridors	Clean all the sinks in the corridors. Wipe the sinks, taps etc. Replenish the hand towel and soap dispensers as required.
	Hallway & Foyer	Vacuum All Carpeted areas.
	Lift No. 1	Wipe the front of Lift No.1 on Level 2, paying particular attention to the Lift call buttons
	Wet Areas:- Toilets and Bathrooms, including ensuites. There are 11 toilets / bathrooms to be cleaned, including in the Level 2 foyer.	Clean toilet bowl, 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 soiled linen and rubbish.

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	General Rubbish	Collect all Rubbish, place in Red bin in Pan Room, to be removed later by wardsperson.
	High Cleaning	Ensure High Cleaning checklist is progressed. Liaise with wardsperson to ensure Daily Room Cleaning checklist is completed and documented.
	Cleaners Stores Order	Place store requirements in basement on Tuesday & Friday, before 08:30. Wardsperson to collect after morning tea.
As Req'd	Birthing Suites	Assist with the cleaning of Birthing Suites after use. Refer to 'Cleaning Schedule of Birthing Suites'. Complete paperwork.
08:00	Emergency Dept.	Commence cleaning of the Emergency Department.
	Triage Room & Reception Office	Wipe all horizontal surfaces including bench tops, chairs, tables etc. Wipe Patient Chairs. Clean sinks, replenish hand towel and soap dispensers. Remove rubbish.
	Emergency Waiting Room.	Wipe all horizontal surfaces, chairs, tables, walls, doors etc. Wipe Patient Chairs. Static mop floors to keep dirt and leaf free. Tidy pamphlet displays. Remove Rubbish.
		Wipe clean Perspex partitions at Triage station using disinfectant. Wipe clean internal windows including sills, using neutral detergent, ensuring dirt and dust free.
	Consultation Room	Wipe all horizontal surfaces including bench tops, chairs, tables etc. Wipe Patient Chairs. Clean sinks, replenish hand towel and soap dispensers. Remove rubbish.
	Medication Room	Wipe all horizontal surfaces including bench tops, chairs, tables etc. Wipe Patient Chairs. Clean sinks, replenish hand towel and soap dispensers. Remove rubbish.
	Paediatrics Observation Room	Wipe all horizontal surfaces including ledges, bench tops, chairs, tables etc. Clean bathrooms, toilets and sinks. Replenish hand towel and soap dispensers. Remove rubbish.

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	Nurses Station	Wipe all horizontal surfaces including bench tops, chairs, tables etc. Remove rubbish.
	NUMs & Clinical Educators Offices	Wipe all horizontal surfaces including bench tops, chairs, tables etc. Remove rubbish.
	General Patient Area :- (beds 1 – 8)	Wipe all horizontal surfaces including ledges, bench tops, chairs, tables etc. Clean sinks, replenish hand towel and soap dispensers. Remove rubbish.
	Resuscitation Room	Wipe all horizontal surfaces including ledges, bench tops, chairs, tables etc. Clean sinks, replenish hand towel and soap dispensers. Remove rubbish.
	SARS Room	Wipe all horizontal surfaces including ledges, bench tops, chairs, tables etc. Clean bathrooms, toilets and sinks. Replenish hand towel and soap dispensers. Remove rubbish.
	Staff Kitchen and Patient Kitchenette	Wipe all horizontal surfaces including ledges, bench tops, chairs, tables etc. Clean sinks, replenish hand towel and soap dispensers. Remove rubbish. Restock tea and coffee consumables daily, including milk to fridges. Ensure fridges are maintained and kept clean weekly (Fridays)
	Wet Areas. Toilets and Bathrooms x 6. (Emergency Dept., Waiting Room and Front Foyer)	Clean toilet bowl, 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 soiled linen and rubbish
	Pan Room	Clean sink, basin and sluice. Remove rubbish. Leave tidy.
	Isolation Cleaning (as req'd.)	Ensure appropriate PPE is worn. Clean throughout; wet wipe all surfaces; including beds, overbed tables, furniture and fittings, windows and sills, signage and chairs. Remove all rubbish. Mop the floor. Thoroughly clean the ensuites.

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All Shift	General Areas	Remove soiled linen, all rubbish and contaminated waste throughout the ward during the shift. Ensure all is cleared at the end of the shift.
		Wipe all door handles, light switches and frequent touch areas, ensuring cleaned for infection control purposes.
	Bed Cleaning	Beds should be cleaned regularly, to ensure all beds in the department are cleaned thoroughly at least once each week. Record on appropriate sheet.
	“Task of the Day”	Select a different area each day, and clean thoroughly.
	Cleaners Stores Order	Place store requirements in basement on Tuesday & Friday, before 08:30. Wardsperson to collect after morning tea.
Sat and Sunday's	Weekends	Dust and clean including sinks, main Reception administration offices and Medical records
14:30	End of Shift	Clean / organise cleaners' area, ensuring available stock of consumables are available, leaving Cleaner's trolley in a neat and organised manner.
		If unable to complete all tasks please note in communication book, located in Domestics Office, including reasons why.
		Complete all checklists and replace duress alarm.

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.
- 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.

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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: _____

Raymond Robinson
Manager Domestic services