

## Domestic Services – Position Description

### Medical Ward Cleaning 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 Duress Pendant HOT-006  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.
	Wards	Dry mop throughout the wards and corridors. Commence from near Bed 1 and continue towards Bed 17.
	Water Jugs	Collect patient's water jugs and cups, replacing with fresh water jugs and cups. Take used water jugs and cups and put through the dishwasher, located on Surgical Ward.
	Patient Areas	Clean throughout ward areas, wet wipe all surfaces; including beds, overbed tables, lockers, furniture and fittings, windows and sills, pictures, signage and chairs. Remove all rubbish including patient locker bags.
	Offices	Clean all offices, including Nurses station, Allied Health office etc. Remove rubbish. Wet wipe all horizontal surfaces with neutral detergent, including chairs.
	Staff Kitchen ( A2F4012 ) & Palliative Kitchen ( A2F4020 )	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.
	Lift No. 2	Wipe the front of Lift No.2 on Level 2, paying particular attention to the Lift call buttons. Check at least in the morning and again before completing the shift.

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	<b>Isolation Cleaning</b>	Ensure appropriate PPE is worn. Clean throughout; wet wipe all surfaces; including beds, overbed tables, lockers, furniture and fittings, windows and sills, pictures, signage and chairs. Remove all rubbish including patient locker bags. Thoroughly clean the ensuites.
	<b>Wet Areas: toilets and bathrooms near kitchen, near rooms 8 &amp; 9.</b>	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.
		Sweep and wet mop all floors, leaving dirt and dust free. Scrub floors weekly / and as required.
	<b>High Cleaning</b>	Ensure High Cleaning checklist is progressed. Liaise with wardsperson to ensure Daily Room Cleaning checklist is completed and documented.
	<b>Cleaners Stores Order</b>	Place store requirements in basement on Tuesday & Friday, before 08:30. Wardsperson to collect after morning tea.
<b>W/End</b>	<b>Obstetrics Outpatients</b>	Collect all Rubbish, to be removed by wardsperson.
<b>W/End As Req'd</b>	<b>Birthing Suites</b>	Assist with the cleaning of Birthing Suites after use. Refer to 'Cleaning Schedule of Birthing Suites'. Complete paperwork.
<b>14:30</b>	<b>End of Shift</b>	Clean / organise cleaners' area, ensuring available stock of consumables are available, leaving Cleaners 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.

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<b>Note:</b> <ul style="list-style-type: none"> <li>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.</li> <li>It is very important that you communicate with your manager with overload</li> <li>Always use safety signs when cleaning</li> <li>Clean equipment after each use</li> <li>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.</li> </ul>		

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

### Colour Coding of reusable cleaning equipment

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

I have read and understand this task statement

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

\_\_\_\_\_  
Raymond Robinson  
Manager Domestic services