

## Domestic Services – Position Description

### Renal Dialysis Unit 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.

Time	Location / Room	Remarks
13:00	Rubbish / Linen	Remove soiled linen, all rubbish and contaminated waste throughout the unit ( including bathrooms ).
	General	Wipe all horizontal surfaces including tables, benchtops, chairs etc. Note Routine cleaning of large patient chairs and patient tables completed by Nursing Staff. Isolation cleaning completed by Domestic staff ( Bed Cleaner weekdays )
		Clean glass partitions and vertical surfaces ( walls ) weekly. ( Mondays )
		Ensure High Cleaning checklist is progressed, and recorded.
	Kitchenettes	Clean both staff and patient kitchenettes. Wipe tables and chairs, sink, microwave, fridge, and bench tops etc.
	Toilets	Clean both staff and patient toilets. Clean toilets, including seats and cisterns, hand basins, etc.
	Storage Rooms	Clean and mop three storage rooms, including filter rooms weekly. ( Tuesday )
	Consumables	Replenish all cleaning consumables – hand towels, toilet rolls, hand sanitiser and liquid disinfectant ( note use Viraclean Disinfectant only ).
	Cleaners Stores Order	Place store requirements in basement on Tuesday & Friday, before 08:30. Wardsperson to collect after morning tea.
15:00	Floors	Wet mop all floors throughout, including kitchenettes and toilets, leaving dirt and dust free )
	When Finished	Clean / organise cleaners pan room ensuring available stock of consumables, mops and fresh linen bags are available.
		Complete 'Renal Dialysis' Cleaning Record Checklists.

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Time	Location / Room	Remarks
<b>Note:</b> <ul style="list-style-type: none"><li>• Ensure the floor is not too wet when mopping</li><li>• Always use safety signs when cleaning</li><li>• Clean equipment after each use</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>	General Cleaning
<b>Red</b>	Bathrooms /Toilets/Dirty Utility Rooms
<b>Yellow</b>	Infectious/Isolation Areas

I have read and understand this task statement

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

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

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