

Domestic Services – Position Description

Surgical 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

Location / Room	Remarks
Commence Duty	Collect Duress Pendant 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.
Day Procedures Waiting Room	Remove rubbish. Wipe all horizontal surfaces including bench tops, chairs, tables etc. Clean sinks. Wipe chairs in Patient Waiting area. Wet mop Vinyl floors, vacuum carpet.
	Wipe all chairs in waiting area outside Lift no.1
Patient Areas When in use	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.
Oncology	Remove rubbish. Wipe all horizontal surfaces including bench tops, chairs, tables etc. Clean sinks. Wipe Patient Chairs. Wipe kitchenette. Clean bathroom. Replenish hand towel, toilet rolls etc.
Offices Daily in Day Surg twice a week main office to maintain	Clean all offices, including Nurses station, Allied Health office etc. Remove rubbish. Wet wipe all horizontal surfaces with neutral detergent, including chairs.
Kitchenette (A1F3019) & Tea Room (A1F3025) twice a week	Remove rubbish. Wet wipe horizontal surfaces. Ensure fridges and ice machine 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. Remove rubbish.

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Lifts No. 1 & 2	Wipe the front of both Lifts No.1 & 2 on Level 1, paying particular attention to the Lift call buttons. Check at least in the morning and again before completing the shift.
As needed	Restock toilet rolls, hand towels and soap dispensers. Remove soiled line and rubbish.
	Sweep and wet mop all floors, leaving dirt and dust free. Scrub floors weekly / and as required.
Renal Dialysis	Remove rubbish. Wipe all horizontal surfaces including bench tops, chairs, tables etc. Clean sinks. Wipe Patient Chairs. Wipe kitchenette. Clean bathrooms. Replenish hand towel, toilet rolls etc. Complete Cleaners store order. Complete relevant Renal Dialysis Check sheet.
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.
Marie Smith ward	Toilets, Hand basins dining room including coffee machine as per tick sheet
Pharmacy	Bins each day mop clean Tuesdays and Wednesday
End of Shift	Clean / organise cleaners' area, ensuring available stock of consumables are available, leaving Cleaners trolley in a neat and organised manner.

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	If unable to complete all tasks please note in communication book, located in Domestic Office, including reasons why.
	Complete all checklists and replace duress alarm.

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