

## CLEANING SCHEDULES

Hospital:

<b>Significant Risk OPD</b>	<b>Standard</b>	<b>Cleaning frequencies</b>
<b>Walls</b>	All wall surfaces including skirting should be visibly clean with no blood and body substances, dust, dirt, debris, adhesive tape or spillages	Spot clean weekly High Dust Weekly Wash yearly (Deep Clean Team)
<b>Ceilings</b>	All ceiling surfaces should be visibly clean with no blood and body substances, dust, dirt, debris, adhesive tape or spillages	Dust monthly Wash yearly (Solid only)
<b>All Doors</b>	All parts of the door structure should be visibly clean so that all door surfaces, vents, frames and jambs have no blood or body substances, dust, dirt, debris, adhesive tape or spillages	1 full clean Weekly Handles, plates and spot check daily
<b>All Internal Glazing, including partitions</b>	All internal glazed surfaces should be visibly clean and smear free with no blood or body substances, dust, dirt, debris, adhesive tape or spillages. They should have a uniform shine appearance	1 check clean daily 1 full clean weekly
<b>All external glazing</b>	All external glazed surfaces should be clean	1 full clean every 3 months (Contract)
<b>Mirrors</b>	Mirrors should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean daily
<b>Switches, sockets, data points</b>	All wall fixtures should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean weekly
<b>Radiators</b>	All parts of radiators (including between panels) should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean daily (external) Deep clean yearly - Contract
<b>Ventilation grilles, extract and inlets</b>	The external part of the ventilation grille should be visibly clean with no blood or body substances, dust, dirt, debris or cobwebs.	1 full clean monthly
<b>Floor – Hard/Vinyl</b>	The complete floor including all edges, corners and main floor spaces should have a uniform finish or shine and be visibly clean with no blood or body substances, dust, dirt, debris or spillages.	Dust removal daily Wet mop daily Machine scrub quarterly

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<b>Soft Floor</b>	The complete floor including all edges, corners and main floor spaces should be visibly clean with no blood or body substances, dust, dirt, debris or spillages. Floors should have a uniform appearance and an even colour with no stains or water marks	1 full clean daily Spot Clean Shampoo yearly
<b>Low Surfaces</b>	All surfaces should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean daily
<b>High Surfaces</b>	All surfaces should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.	1 full clean weekly
<b>Chairs</b>	All parts of the furniture should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape, chewing gum or spillages.	1 full clean Monthly Spot Clean Daily
<b>Tables</b>	All parts of the table (including wheels, castors and underneath) should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape, chewing gum, stains or spillages	1 full clean daily
<b>Hand wash dispensers</b>	All parts of the surfaces of hand soap and paper towel containers should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape, stains or spillages	Daily – Full Clean
<b>Hand hygiene alcohol rub dispensers</b>	All parts of the surfaces of hand hygiene alcohol rub dispensers should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape, stains or spillages. Dispensers should be kept stocked	Daily Clean of bottle, brackets and dispenser
<b>Waste receptacles</b>	The waste receptacle should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape, stains or spillages. Receptacles should be emptied frequently and not allowed to overflow	1 full clean daily - external Deep clean weekly – internal & external
<b>Curtains and blinds</b>	Curtains and blinds should be visibly clean with no blood or body substances, dust, dirt, debris, stains or spillages	Clean, change or replace every other year
<b>Pest control devices</b>	The pest control device should be free from dead insects, animals or birds and be visibly clean	Dust removal 1 full clean daily 1 full clean monthly (Contracted)
<b>Electrical items</b>	The casing of electrical items should be visibly clean with no blood or body substances, dust, dirt, debris or adhesive tape	Dust removal 1 full clean Weekly Spot Clean daily

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<b>Cleaning equipment</b>	Cleaning equipment should be visibly clean with no blood or body substances, dust, dirt, debris or moisture	Full clean after each use
<b>Sinks</b>	The sink and wall attached dispensers should be visibly clean with no blood or body substances, dust, dirt, debris, lime scale, stains or spillages. Plugholes and overflow should be free from build up	1 full clean daily
<b>Toilets and bidets</b>	The toilet and bidet should be visibly clean with no blood and body substances, scum, dust, lime scale, stains, deposits or smears	1 full clean daily
<b>Replenishment</b>	There should be plenty of all consumables and soap	Once daily