

## Cleaning Procedure Manual

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## Introduction

Both patients and staff place a very high level of importance on the cleanliness of health care environments. It is one of the top five things that patients wish to see in a modern NHS hospital.

The Department of Health states in their guide Clean Safe Care that:

“Attention to cleanliness plays an important part in creating a culture that allows everyone in a healthcare facility to focus on infection control. Without the backdrop of a very clean environment, measures such as consistent hand cleaning and thorough cleaning of beds between patients can feel futile, and the confidence of both patients and staff is undermined.

Cleaning staff are trained in each aspect of the cleaning techniques in this manual as part of their local induction. The cleaning procedures manual is based on the NHS cleaning standards detailed in the National Patient Safety Agency (2007) The National Specifications for Cleanliness in the NHS: a framework for setting and measuring performance outcomes.

## Health and Safety

### Cleaning Managements Responsibility

#### 1. Cleaning Chemicals

Only authorized cleaning chemicals can be used for cleaning the hospital premises. All chemicals must have a COSHH Material Safety Data Sheet which has been assessed by cleaning management prior to use as well as a documented risk assessment. It is the responsibility of the cleaning management to ensure that cleaning staff use cleaning chemicals according to the manufacturers instructions. It is the managers responsibility to act upon staffs adverse reaction to any chemical.

#### 2. Risk Assessment

It is the responsibility of the cleaning management to ensure that risk assessments are undertaken for all cleaning tasks. The agreed safe method of working must be effectively communicated to cleaning staff. All risk assessments will be filed in the cleaning department offices. They will be reviewed every 2 years.

#### 3. Working at Height

It is the cleaning managements responsibility to ensure that all staff comply with the Work at Height (Amendment) Regulations 2007. The following tasks are regularly undertaken at height using the safe method detailed in the staff responsibilities section:

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Cleaning air vents/extract fans  
Cleaning electric light diffusers  
Cleaning high level pipe work.

#### **4. Manual Handling**

It is the cleaning managements responsibility to ensure that all staff are trained in manual handling techniques, this is part of the domestic core skill training which all staff are required to do every year. The agreed safe method of working must also be effectively communicated to cleaning staff. The cleaning management is also responsible for ensuring that all equipment aids safe manual handling and that manual handling equipment is provided for staff when required.

#### **5. Portable Appliance Testing**

It is the cleaning managements responsibility to ensure that all electrical equipment is safety tested prior to use and regularly checked to ensure it is safe to use.

#### **6. Equipment Checking**

Staff are trained during their local induction to check all equipment is safe to use before they use it. It is the responsibility of the cleaning team leaders/supervisors to complete 6 monthly health and safety inspections of their wards and departments, this will include checking all equipment is safe to use and all electrical equipment has been safety checked.

#### **7. Personal Protective Equipment (PPE)**

It is the responsibility of the cleaning team leaders/supervisors to monitor the use of PPE by cleaning staff whenever they visit ward and departments. In addition they are responsible for completing 6 monthly health and safety inspections of their wards and departments, this will include checking that suitable PPE is available, correctly stored and being used as directed.

The use of latex gloves should be discouraged, other gloves should be available.

### **Cleaning Staffs Responsibility**

#### **1. Warning Signs**

Cleaning activities can lead to an increased risk of slips, trips and falls. Therefore it is important for cleaning staff to utilize warning signs provided when Kez mopping, wet mopping, suction cleaning and when cleaning with any electrical equipment with leads or using water on floor surfaces.

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## 2. Cleaning Chemicals

Only authorized chemicals must be used, under no circumstances should any cleaning chemical be brought in from outside the hospital. Cleaning chemicals must be used as directed by cleaning management.

## 3. Manual Handling

It is the cleaning staffs' responsibility to ensure that they use safe methods of work with regard to manual handling. These should include the following:

Heavy items should be stored at waist height for easy access if possible otherwise on lower levels but not on the floor eg. middle/lower shelves.

Break heavy loads down into smaller units eg boxes of cleaning chemicals.

Use correct lifting techniques, straight back, bend legs, avoid twisting, hold load close to the body.

Use manual handling equipment such as trolleys to move heavier items such as curtains.

When pushing trolleys take only one at a time, take care on carpeted areas, avoid slopes, use the correct lifts.

Use the mop inside the bucket to move the wheeled bucket around, do not bend down and push the bucket.

All dishwashers should be on plinths, for those where a plinth is not fitted a risk assessment will have been carried out, this will advise a second blue dishwasher tray to be used to raise the height of the loading area, and minimize bending.

Never attempt to lift a heavy load on your own. Always ask for assistance from a colleague.

Cleaning staff must attend manual handling training every year this is included in their yearly core skills training.

## 4. PAT Testing and Equipment Checking

It is the cleaning staffs' responsibility to ensure that cleaning equipment is in good condition and has a PAT test sticker, which is within the RUH approved timescale, in place prior to use.

## 5. Personal Protective Equipment (PPE)

It is the cleaning staffs' responsibility to ensure that PPE is worn as directed by cleaning management. It must be stored correctly and any defects or damage must be reported to the cleaning management, also if the PPE is missing.

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## 6. Working at Height

Cleaning staff during deep cleaning are required to undertake the following:

Cleaning air vents/extract fans  
Cleaning electric light diffusers  
Cleaning high level pipe work.

To ensure these tasks are undertaken safely the following 4 steps must be followed.

1. Where possible isolate area or put out a hazard sign.
2. Two members of staff must undertake these tasks, one to undertake the cleaning task and the other to ensure the ladder is prevented from slipping and to provide support if necessary to prevent a fall.
3. Step ladders only must be used on a level floor surface.
4. Step ladders must be checked prior to use to ensure that they have been tested and are safe to use.

## Types of Cleaning

### 1 Damp Dusting

Damp dusting is used to make sure that dust is not allowed to escape into the air when it is removed from a surface. The damp paper traps the dust and the paper is then disposed of with the dust attached into a waste bag.

Assemble equipment: Blue damp dusting bucket, blue apron, gloves, paper roll, Actichlor Plus<sup>®</sup> and black or orange waste bag.

- Fill bucket with 1 litre of cold water and 1 Actichlor Plus<sup>®</sup> tablet.
- Put on disposable gloves and apron when you get to the area you are going to clean.
- Pull a section of paper off the roll and fold it into a square.
- Quickly damp the paper in the water and squeeze out any excess.
- Start at the highest point working to lowest point or dirtiest to cleanest area.
- Wipe in a horizontal line turning your paper as it becomes dirty, **do not put paper back into the clean water.**
- Change paper when there are no more clean areas left on the paper square.
- If a surface looks wet, then dry it with a dry piece of paper.
- Remove gloves and apron and wash hands.
- Return equipment to the cleaning cupboard, ensuring it's clean and safely stored.

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## 2 Suction Cleaning

Suction cleaning is used on carpeted areas to remove dust and dirt from the carpet fibres by the use of vacuum suction. This method can trap and remove more dirt/dust than brushing alone.

- Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested.
- Make sure equipment is clean and dry before use.
- Check bag is less than three quarters full, change if necessary.
- Remove any light furniture from the area.
- Ensure the cable is behind you and is not a trip hazard before you start to use the equipment.
- Start suction cleaning from the furthest point in the room working backwards towards the door.
- Return equipment to the cleaning cupboard and store it with the cable safely secured.

## 3 Kez Mopping

For hard floors Kez mops and static roll are used to trap the dust on the static roll in a similar way to damp dusting, but without the use of water.

Assemble equipment: Kez roll, Kez handle, hazard sign, black or orange waste bag, dustpan and brush and disposable gloves.

- Pull off a piece of Kez roll and fold piece around the base of the Kez handle and clip wires into place.
- Put hazards sign out to warn staff and public.
- Start at the furthest corner from the door and pull out any light furniture or equipment/furniture on wheels.
- Run the Kez along the edges of the floor and then using a figure of eight bring the Kez mop across the floor, ensuring that all areas of the floor are covered.
- When mopping is finished, put disposable gloves on.
- Sweep up all debris into the dustpan and then put into the appropriate waste bag.
- Remove Kez roll from handle and dispose of in appropriate bag.
- Remove gloves and wash hands.
- Return equipment to the cleaning cupboard, ensuring it's clean and safely stored.

## 4 Wet Mopping

Wet mopping is used on hard floors where they need to be decontaminated or there may be material on the floor that can not be removed by a dry Kez mop.

**Infected area - use the method below but use a yellow bucket and yellow handled mop. Cold water and Actichlor Plus® or Virusolve must be used.**

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**Sanitary and sluice areas - use the method below but with red buckets and red handled mop. Cold water and Actichlor Plus® or Virusolve must be used.**

**For all other areas.**

Assemble equipment: Blue bucket, blue mop handle, clean mop head, detergent, hazard sign, clear bag and disposable gloves.

- Fill bucket with hot water and add a small amount of detergent.
- Put clean mop head onto mop handle.
- Immerse mop head into water.
- Using the mop handle to steer, push your bucket to the area to be cleaned.
- Put out required number of hazard signs, one for each entrance to the area.
- When removing the mop from the bucket, squeeze as much water out of the mop head as possible.
- If mopping a walkway or area where people may be walking wet mop half the area at a time ensuring that there is a dry walkway for pedestrians to use.
- Start at the furthest corner from the door and pull out any light furniture or equipment/furniture on wheels.
- Run the mop along the edges of the floor and then using a figure of eight bring the mop across the floor, ensuring that all areas of the floor are covered.
- If water becomes cloudy, wash bucket out and replace with fresh water and detergent.
- **The water and the mop head must be changed between each area/bay.**
- When mopping is finished or a mop head is being changed, put disposable gloves on.
- Remove mop head from handle and dispose of in clear bag which is then taken out for laundry.
- Remove gloves and wash hands.
- When floor is dry remove hazard signs.
- Return equipment to the cleaning cupboard, ensuring it's clean, dry and safely stored.

## **5 High Level Dusting**

High level dusting is done in the same way as damp dusting, but an extension pole is required to reach the areas.

**Do not stand on chairs to carry out dusting.**

Assemble equipment; extension pole, paper roll, disposable gloves and appropriate coloured bag.

- Pull off a section of paper roll and dampen under a tap.
- Wrap the paper around the extension pole head.
- Start cleaning from the highest point down
- Replace paper towel when ripped or dirty.

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- Wear disposable gloves when removing dirty paper.
- Dispose of in an appropriate bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it's clean, dry and safely stored.

## 6 Floor Scrubbing/Stripping

Non slip floor surfaces need a special scrubbing machine to clean them as they may have ridges or areas that will not be cleaned completely with either Kez or wet mopping.

**This task can only be done by approved staff.**

Assemble equipment needed; Scrubbing machine, appropriate floor pad, hand held scouring pad, blue damp dusting bucket, hazard signs, appropriate coloured bucket, mop handle and mop head, Kez handle and Kez roll, water extraction machine, disposable gloves and appropriate waste bag.

- Put out required number of hazard signs, one for each entrance to the area.
- Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested and is fitted with an RCD plug.
- Make sure equipment is clean and dry before use.
- Put pad on machine base.
- Plug machine in so cable is behind you.
- Start scrubbing from the furthest point and work backwards.
- For corridors, scrub one side of the corridor first and ensure that there is a dry section for people to walk on.
- Suck excess water into water extraction machine.
- Mop floor with mop and bucket to remove any puddles not cleared by the water extraction machine.
- After the main section has been completed, scrub off edges/seals with the hand held green scouring pad.
- Using clean mop head and water wash floor thoroughly and allow to dry.
- Wearing disposable gloves, dispose of dirty mop heads in clear plastic bag and put out for laundry.
- Remove disposable gloves and apron and wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it's clean, dry and safely stored.

## 7 Floor Sealing

Certain hard floors need to be sealed to ensure that they can be hygienically cleaned and remain hardwearing.

Assemble equipment needed; Blue bucket and blue mop handle, clean mop heads, hazard signs, sealant and clear plastic bags.

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**This task can only be done by approved staff.**

**Before starting to seal a floor, ensure that the floor has been correctly scrubbed as above.**

- Remove all furniture from a room before starting process.
- Kez floor to remove any debris.
- Clean floor 3 times with clean water and allow to dry thoroughly, ensuring a walk way is left for people to walk on.
- Starting at the furthest point, pour a small amount of sealant onto floor.
- Use a dampened mop head to apply sealant.
- First coat is applied left to right to the floor.
- Allow to dry thoroughly.
- Whilst floor is drying rinse out mop head in bucket.
- Second coat is applied front to back to the floor.
- Continue in this way until the required number of coats has been applied.
- Ensure the floor is completely dry and remove hazard signs.
- Wash out bucket and dry thoroughly.
- Put on disposable gloves and remove mop head.
- Dispose of mop head in clear bag and place out for laundry.
- Remove gloves and wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it's clean, dry and safely stored.

## **8 Steam Cleaning**

Some pieces of equipment such as radiators have small spaces which can not be cleaned easily by hand, steam cleaning is a way to remove dirt from these inaccessible areas in a safe and hygienic way.

**Before starting steam cleaning, contact Estates who will arrange for the fire detection system to be adjusted to stop any false alarms. They must be informed at the end of the cleaning so that they can reinstate the fire detection system.**

Assemble equipment, Steam Cleaner, hazard signs, paper roll, correct coloured bag.

- Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested and is fitted with an RCD plug.
- Prepare steam cleaner for use, fill with water and bring up to correct temperature.
- Put out hazard signs.
- Put correct tool onto steam cleaner depending on type of job being done.
- Steam area thoroughly.
- Wipe dry with paper roll.
- Dispose of paper in appropriate coloured bag.

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- Wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it's clean, dry and safely stored.

## 9 Floor Polishing

Certain types of hard floors require polishing to keep their appearance at it's best and to ensure that they can be safely and hygienically cleaned.

### **This task can only be done by approved staff**

Assemble equipment; Buffing machine polish appropriate coloured pad, hazard signs, Kez handle Kez roll, disposable gloves, dustpan and brush and correct coloured waste bag.

- Put out required number of hazard signs, one for each entrance to the area.
- Check electrical cable by running it through your hands to check for cuts, damage or knots, also check the equipment has been PAT tested.
- Make sure equipment is clean and dry before use.
- Put pad on machine base.
- Plug machine in so cable is behind you.
- Put fresh kez roll onto handle base and clip into place
- Kez the area to be buffed.
- Starting from the furthest point spray a small amount of polish onto the floor
- Buff this into the floor and repeat until task has been completed.
- Put fresh kez roll onto handle base and clip into place.
- Kez area that has been buffed.
- Sweep debris into dust pan.
- Put on disposable gloves.
- Dispose of dirty kez roll in appropriate bag.
- Remove gloves and wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it's clean, dry and safely stored.

## 10 T3/T7 Floor Cleaning

Large open areas of hard floor require a larger floor cleaning machine to clean the area within an acceptable time limit and with minimum strain on the cleaning staff. The T3/T7 machine is a sit on floor cleaner for this type of open flooring.

### **This task can only be done by approved staff**

Assemble equipment: T3/T7 machine, Hazard signs and disposable gloves

- Put out required number of hazard signs, one for each entrance to the area.
- Remove machine from charge and check machine is safe to use and all parts and chemicals are in place correctly.
- Move any light furniture or equipment/furniture on wheels out of the area.

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- Scrub floors as trained.
- Ensure blade is down whilst going forwards.
- Put on disposable gloves
- Clean out and dry machine after use.
- Remove disposable gloves and wash hands thoroughly.
- Return machine to cupboard and put on charge.

## 11 Cleaning of Glass

Glass needs to be cleaned with special chemicals which are designed for that surface to ensure that the glass doesn't become smeared or streaky.

Assemble equipment: White paper roll, Brial top (blue chemical), appropriate coloured bag, disposable apron and gloves.

- Put on appropriately coloured apron and gloves.
- Standing to the side of the glass, spray Brial top onto the top of the glass.
- Pull off a piece of paper roll and rub chemical into glass ensuring all corners and edges are cleaned as well as the centre.
- Pull off clean paper and buff glass ensuring no smears remain.
- Dispose of paper into appropriately coloured bag.
- Remove gloves and aprons and wash hands thoroughly.
- Return equipment to the cleaning cupboard and ensure it's clean, dry and safely stored.

## Deep Cleaning of Clinical Areas

The Trust has an annual planned rolling programme of deep cleaning that is carried out by a dedicated team of cleaners. The aim is to deep clean all clinical areas annually.

The annual deep clean programme is compiled by members of the Trusts Cleaning Working Group who take into consideration patient activity levels and ward/clinical area refurbishments.

All theatre suites will undergo an annual programmed deep clean this will involve cleaning walls, ventilation shafts and storage areas, this may require temporary short term closures of theatres whilst the clean is taking place

All deep cleans must be signed off by a cleaning Supervisor or Team Leader using the deep clean check list to ensure all components of the deep clean are completed satisfactorily.

Nurses and domestic staff have allocated responsibilities prior to and during a deep clean. Domestic staff will not carry out a deep clean unless the area has been prepared by nursing staff.

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When a deep clean is undertaken all of the following areas must be deep cleaned:

- Patient bay/ward area
- Patient side room
- Bathrooms
- Showers
- Sluice
- Patient toilets
- Treatment room
- Clean utility room
- Dirty utility room
- Corridors
- Ward kitchen
- Staff rooms
- Day rooms
- Nursing staff offices
- Storage areas.

All deep cleaning will be completed using the approved chlorine based cleaning product Actichlor Plus<sup>®</sup> or an equivalent such as Virusolve.

Disposable J Cloths will be used. Each J Cloth must only be used for one cleaning task prior to disposal.

When a deep clean of an area is undertaken it must follow this order:

- Deep clean staff must wear protective clothing i.e. gloves and appropriately colour coded apron.
- Ensure all the disposable patient equipment has been removed from the wards bays and side rooms.
- Ensure all movable equipment is removed from the ward bays and side rooms, **this must be deep cleaned by nursing staff.**
- Remove existing curtains and place carefully in a white laundry bag or if from an infected area placed in an alginate red laundry bag and then in a red plastic bag. Put curtain hooks in to soak.
- Remove radiator covers, radiators to be initially suction cleaned followed by steam cleaning then allow to air dry and replace covers.
- Clean air vents and light fittings.
- Clean all walls working from the highest point to the lowest point.
- Clean all curtain tracks.
- Clean bed frames, cot sides, soft foam mattress, bedside locker, bedside table, chairs, patient line equipment and any other bed head appliances.
- Clean hand wash basins, hand towel holder, alcohol gel and soap dispenser.
- Clean door handles, lights and flooring.
- Dry sweep, wet mop and scrub floors.

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- On completion of the deep clean remove protective clothing and place in an Orange Clinical waste bag, and wash and dry hands thoroughly.
- Hang clean curtains provided from the linen room.

## Cleaning Specific Areas

### 1 Cleaning of Ward Bays

Assemble equipment: Blue damp dusting bucket, Blue mop bucket and handle, clean mop head, Paper roll, disposable gloves, blue disposable apron, kez handle, kez roll, Into Top (Pink) Detergent

- Fill Blue damp dusting bucket with cold water and Actichlor Plus<sup>®</sup>.
- Fill Blue mop bucket with warm water and detergent.
- Put clean mop onto Blue handle.
- Put out hazard signs at all entrances.
- Put on disposable gloves and apron.
- Starting at highest point clean walls with damp paper roll turning paper until all clean sides are used, clean all ledges behind bed lamps and patient line equipment.
- Wipe around curtain rails with dampened paper, re-hanging any curtains that are looped or soiled using method detailed in curtain changing procedure.
- Pull out patient bed, put up rails and pump up.
- Clean all parts of the bed base and frame including the rails and control box.
- Kez and mop under bed and push back to wall ensuring brake has been put back on.
- Clean base of bed table with paper roll and Actichlor Plus<sup>®</sup>, clean table top ensuring that it is left dry and ready to be used.
- Turn the bed table over once a week to ensure that the table is thoroughly clean underneath.
- Clean patients chair with dampened paper cleaning out edges and sides thoroughly cleaning arms and backs of chairs, leave chairs dry.
- Clean outside of patient locker including top with dampened paper roll.
- Remove bags from bin frame clean and reline.
- Check hand towels wiping out the inside of the dispenser before refilling.
- Clean sink with paper roll and green scouring pad if needed.
- Kez and mop floor.
- Clean out buckets and leave clean and dry.
- Remove mop head and place into clear bag put into yellow bin or laundry collection area.
- Remove dirty kez from handle and place in black bag.
- Remove gloves and aprons and wash hands thoroughly.
- Put hazard signs into cleaning cupboard.

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## 2 Curtain Changing

Assemble equipment: Red bags (disposable plastic and crunchy {alginate}), or white bag if not contaminated, disposable gloves, soaking bowl, colour coded apron, Actichlor Plus<sup>®</sup> tablet, clean curtains.

- Put on appropriate colour coded apron.
- Put on disposable gloves if curtains are contaminated.
- Remove curtains including hooks from curtain track.
- Remove hooks from curtains and place in soaking bowl (with Actichlor Plus<sup>®</sup> tablet if contaminated).
- Place curtain into appropriate coloured bag until 2/3<sup>rd</sup> full and tie bag off.
- If alginate bag used place tied bag into red plastic bag and tie that bag off as well.
- Remove apron and disposable gloves and wash hands thoroughly.
- For an infected room the room should now be deep cleaned.
- Put clean paper roll onto a trolley or table and place cleaned hooks onto paper and pat dry.
- Fetch clean curtains and put blue apron on.
- Put clean hooks into curtains and re-hang.
- Remove apron and wash hands thoroughly.

## 3 Cleaning of Bathrooms and Toilets

Assemble equipment: Red mop bucket, red damp dusting bucket, red mop handle, clean mop head, Kez handle, Kez roll, white paper roll, Green pad, Into Top detergent, Brial Top detergent, Actichlor Plus<sup>®</sup> Black bags, Hazard signs, disposable gloves, red disposable apron.

- Before starting to clean, run all taps for at least 5 minutes and sign the record sheet.
- Fill buckets with cold water and Actichlor Plus<sup>®</sup>.
- Put mop head onto mop handle and put kez roll onto kez handle.
- Put out hazard signs at entrances.
- Put on disposable gloves and apron.
- Pull flush of toilet to ensure clean water in base.
- Using the toilet brush push water backwards down the U-bend to reduce the amount of water in pan.
- Spray around the rim and bowl of the toilet with Into top (Pink) leave to activate for a few minutes.
- Damp dust walls/tiles starting from the highest point to the lowest point using Red damp dusting bucket and paper roll.
- Damp dust all surfaces, fixtures and fittings, including doors and door handles.
- Spray inside of sink and bath with Into Top leave to activate for a few minutes.
- Using a green scouring pad clean sink and bath, removing all body fats.
- Scouring pad to be disposed of at the end of the shift.
- Clean under sink with white paper roll.

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- Clean sides of bath with white paper roll.
- Spray mirror with Brial top (Blue).
- Pull off clean piece of paper roll and rub chemical into glass.
- Buff with a dry piece of white paper roll to remove any smears.
- Clean inside toilet bowl with toilet brush.
- Dampen a clean piece of paper roll and wipe flush handle, toilet seat base and rim.
- Pull flush cleaning toilet brush and holder in the running water, dry holder.
- Pull flush again.
- Empty bin and clean frame.
- Kez floor.
- Mop floor with Red bucket and mop handle.
- Remove disposable gloves and apron and wash hands thoroughly.
- Clean out all buckets and dry thoroughly.
- Put on clean gloves remove mop head and place in clear bag and put out for laundry.
- Remove dirty Kez roll and place in black bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- When the floor is dry return the hazard sign to the cleaning cupboard.

#### 4 Cleaning of Shower Rooms

Assemble equipment: Red mop bucket, red damp dusting bucket, red mop handle, clean mop head, Kez handle, Kez roll, white paper roll, Green pad, Into Top detergent, Brial Top detergent, Actichlor Plus® Black bags Hazard signs disposable gloves, disposable apron.

- Before starting to clean, run all taps and showers for at least 5 minutes and sign the record sheet.
- Fill buckets with cold water and Actichlor Plus®
- Put mop head onto mop handle and put kez roll onto kez handle.
- Put out hazard signs at entrances.
- Put on disposable gloves and apron.
- Damp dust walls/tiles starting from the highest point to the lowest point using Red damp dusting bucket and paper roll.
- Damp dust all surfaces, fixtures and fittings, including doors and door handles.
- Spray inside of sink and shower with Into Top leave to activate.
- Using a green scouring pad clean sink and shower, removing all body fats.
- Clean under sink with white paper roll.
- Clean sides of shower with white paper roll.
- Replace shower curtain if soiled.
- Spray mirror with Brial top (Blue).
- Pull off clean piece of paper roll and rub chemical into glass.
- Buff with a dry piece of white paper roll to remove any smears.
- Empty bin and clean frame.
- Kez floor
- Mop floor with Red bucket and mop handle.
- Remove disposable gloves and apron and wash hands thoroughly.

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- Clean out all buckets and dry thoroughly.
- Put on clean gloves remove mop head and place in clear bag.
- Remove dirty Kez roll and place in black bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- When the floor is dry return the hazard sign to the cleaning cupboard.

## 5 Cleaning of Dirty Utilities and Sluice Rooms

Assemble equipment: Red mop bucket, red damp dusting bucket, red mop handle, clean mop head, Kez handle, Kez roll, white paper roll, Green pad, Into Top detergent, Brial Top detergent, Actichlor Plus<sup>®</sup>, Appropriate coloured bags, Hazard signs, disposable gloves, disposable apron.

- Fill buckets with cold water and Actichlor Plus<sup>®</sup>
- Put mop head onto mop handle and put kez roll onto kez handle.
- Put out hazard signs at entrances.
- Put on disposable gloves and apron.
- Pull flush of sluice pan to ensure clean water in base.
- Spray around the rim and bowl of the sluice pan with Into top (Pink) leave to activate.
- Damp dust walls/tiles starting from the highest point to the lowest point using Red damp dusting bucket and paper roll.
- Damp dust all surfaces, fixtures and fittings, including doors and door handles.
- Spray inside of sink with Into Top leave to activate.
- Using a green scouring pad clean sink removing all body fats.
- Clean under sink with white paper roll.
- Clean sides of macerator with white paper roll.
- Clean inside sluice pan with toilet brush.
- Dampen a clean piece of paper roll and wipe flush handle, base and rim.
- Pull flush again.
- Empty bin and clean frame.
- Kez floor.
- Mop floor with Red bucket and mop handle.
- Remove mop head and place in clear bag.
- Remove dirty Kez roll and place in black bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- Clean out all buckets and dry thoroughly.
- When the floor is dry return the hazard sign to the cleaning cupboard.

## 6 Cleaning of Clean Utilities

Assemble equipment: Blue damp dusting bucket, Paper roll, disposable gloves and blue apron, Kez handle, Kez roll, white paper roll, green scouring pad, Into Top detergent.

- Fill Blue damp dusting bucket with cold water and Actichlor Plus<sup>®</sup>.
- Put on disposable gloves and apron.

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- Damp dust walls starting from the highest point to the lowest point using blue damp dusting bucket and paper roll.
- Damp dust all surfaces, fixtures, fittings and ledges including doors and door handles.
- Spray inside of sink with Into Top leave to activate.
- Using a green scouring pad clean sink, removing all body fats.
- Clean under sink with white paper roll.
- Empty bin and clean frame.
- Kez floor.
- Mop floor with Red bucket and mop handle.
- Remove mop head and place in clear bag.
- Remove dirty Kez roll and place in black bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- Clean out all buckets and dry thoroughly.
- When the floor is dry return the hazard sign to the cleaning cupboard.

## 7 Cleaning of Treatment Rooms

Assemble equipment: Blue damp dusting bucket, Blue mop bucket and handle, clean mop head, Actichlor Plus<sup>®</sup>, Paper roll, disposable gloves and blue apron, Kez handle, Kez roll, white paper roll, green scouring pad, Into Top detergent.

- Fill Blue damp dusting bucket with cold water and Actichlor Plus<sup>®</sup>.
- Put on disposable gloves and apron.
- Damp dust walls starting from the highest point to the lowest point using blue damp dusting bucket and paper roll.
- Damp dust all surfaces, fixtures, fittings and ledges including doors and door handles.
- Wipe around curtain rails with dampened paper, re-hanging any curtains that are looped or soiled using method detailed above.
- Pull out patient bed put up rails and pump up.
- Clean all parts of the bed frame including the rails and control box.
- Kez and mop under bed and push back to wall ensuring brake has been put back on.
- Spray inside of sink with Into Top leave to activate for a few minutes.
- Using a green scouring pad clean sink, removing all body fats.
- Clean under sink with white paper roll.
- Empty bin and clean frame.
- Kez floor.
- Mop floor with blue bucket and mop handle.
- Remove mop head and place in clear bag and put out for laundry.
- Remove dirty Kez roll and place in black bag.
- Remove disposable gloves and apron and wash hands thoroughly.
- Clean out all buckets and dry thoroughly.
- When the floor is dry return the hazard sign to the cleaning cupboard.

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## 8 Cleaning of Day Rooms/Quiet Rooms

Assemble equipment: Blue damp dusting bucket, Paper roll, disposable gloves, suction cleaner, disposable gloves and blue apron.

- Fill Blue damp dusting bucket with cold water and Actichlor Plus®.
- Put on disposable gloves and apron.
- Damp dust walls starting from the highest point to the lowest point using blue damp dusting bucket and paper roll.
- Damp dust all surfaces, fixtures, fittings and ledges including doors and door handles.
- Damp dust chairs.
- Empty bin and clean frame.
- Remove disposable gloves and apron and wash hands thoroughly.
- Suction clean the floor.

## 9 Ward Corridor Cleaning

Assemble equipment: Blue damp dusting bucket, Blue mop bucket and handle, clean mop head, Actichlor Plus®, Paper roll, disposable gloves, kez handle, kez roll.

- Fill Blue damp dusting bucket with cold water and Actichlor Plus®.
- Fill Blue mop bucket with warm water and detergent.
- Put clean mop onto Blue handle.
- Put out hazard signs at entrances.
- Put on disposable gloves.
- Damp dust all walls fixtures, fitting and ledges starting from the highest point.
- Damp dust tops of desk on nurses station.
- Damp dust outside of any cupboards.
- Empty bin if necessary.
- Kez floors giving extra attention to the corners and edges.
- Wet mop half the corridor at a time ensuring that there is a dry walkway for pedestrians to use.
- Clean out buckets and leave clean and dry.
- Remove mop head and place into clear bag put into yellow bin or laundry collection area.
- Remove dirty kez from handle and place in black bag.
- Remove gloves and wash hands thoroughly.
- Put hazard signs into cleaning cupboard.

## 10 Corridor Cleaning

Assemble equipment: Blue damp dusting bucket, Blue mop bucket and handle, clean mop head, Actichlor Plus® tablet, Paper roll, disposable gloves, kez handle, kez roll.

- Fill Blue damp dusting bucket with cold water and Actichlor Plus®.

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- Fill Blue mop bucket with warm water and detergent
- Put clean mop onto Blue handle
- Put out hazard signs at entrances
- Put on disposable gloves.
- Damp dust all walls fixtures, fitting and ledges starting from the highest point.
- Kez floors giving extra attention to the corners and edges.
- Wet mop half the corridor at a time ensuring that there is a dry walkway for pedestrians to use.
- Clean out buckets and leave clean and dry.
- Remove mop head and place into clear bag put into yellow bin or laundry collection area.
- Remove dirty kez from handle and place in black bag.
- Remove gloves and wash hands thoroughly.
- Put hazard signs into cleaning cupboard.

## 11 Cleaning of Kitchen Areas

Assemble equipment: Green Damp dusting bucket, Green mop bucket and handle, clean mop head, Paper roll, disposable gloves, kez handle, kez roll, Into Top (Pink) Detergent, green disposable apron.

- Fill green damp dusting bucket with warm water and detergent.
- Fill green mop bucket with warm water and detergent.
- Put clean mop onto green handle.
- Put out hazard signs at each entrance.
- Put on disposable gloves and apron.
- Pull off a clean piece of paper roll.
- Using damp dusting as detailed above, wash walls starting at the highest point, turning paper until all clean sides are used.
- Damp dust all ledges, fixtures and fittings and surfaces, including door handles.
- Spray sink with Into Top(pink) leave to activate.
- Clean inside of microwave ensuring that the roof is thoroughly cleaned.
- Wipe outside of microwave with damp paper roll.
- Remove tray from toaster and empty in to bin.
- Wipe outside of toaster.
- The fridge should be wiped out daily removing any spillages from inside.
- Clean all the rubber seals around the door and wipe over the outside surface.
- Dishwashers/sterilizers should be emptied and the bottom base removed and cleaned daily.
- Daily trolley must be cleaned with detergent and water and then dried.
- Once a week trolleys must be turned upside down and cleaned with a scouring pad, cleaning all wheels and underneath bars.
- Once a week remove items from cupboards and clean inside and outside of cupboard.
- Clean sink with paper roll and green scouring pad if needed,
- Remove bag from bin frame clean bin inside and out replace bag.

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- On a daily basis wipe out as much of the inside of the hand towel dispenser as possible and refill as necessary, on a weekly basis remove all hand towels and wipe entire dispenser, refill with towels.
- Kez floor and wet mop.
- Clean out buckets and leave clean and dry.
- Remove mop head and place into clear bag put into yellow bin or laundry collection area.
- Remove dirty kez from handle and place in black bag.
- Remove gloves and aprons and wash hands thoroughly.
- Put hazard signs into cleaning cupboard.

## 12 Washing of Plates and Utensils

At the end of meals and hot drink service the cleaning staff have the responsibility for collecting all the plates and utensils and making sure they are cleaned hygienically.

Assemble equipment: Trolley, double black bags, food waste bucket, soaking bowl, small black bag, green scouring pad, disposable gloves, rubber gloves, detergent

- Put water and detergent into soaking bowl.
- Tie black bag onto trolley.
- Wearing disposable gloves collect cutlery and crockery from ward.
- Leave infectious areas 'til last. Change into yellow apron when collecting from infectious area. Remove apron when leaving infectious area. Wash hands after leaving area.
- Scrape food into double black bag in food waste bucket.
- Put knives and forks into water and detergent soaking container and pile cups neatly onto trolley.
- Any paper waste from an infectious patient must go into an orange bag in the patients room.
- Put any paper waste into black bag.
- Bring trolley back to ward kitchen.
- Fill sink with warm water and detergent then immerse plates, wear rubber gloves if required.
- Remove any food on plates with the green scouring pad.
- Scouring pad must be disposed of at the end of the shift.
- Stack plates into blue dishwasher tray.
- When tray is full close door on dishwasher and press the main button.
- Continue washing plates cups and saucers in the same way renewing water and detergent when it becomes dirty.
- When dishwasher cycle, is complete pull out tray and allow crockery to steam dry.
- When all the plates and cups are clean remove cutlery from the soaking bowl and place into sink in hot soapy water.
- Clean all cutlery and place into cutlery tray and put into dishwasher and start cycle.
- When cycle complete open machine and pull out tray leave to steam dry.
- Remove gloves and wash hands thoroughly.

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- Put plates and utensils into cupboard
- Clean off trolley with dampened paper roll (using hot soapy water) and lay up cups and saucers ready for hot drinks.

### **13 Cleaning of Food Trolleys**

At the end of meal service the cleaning staff must ensure that the food trolley is cleaned and returned to the Catering Department in a clean and hygienic state.

Assemble equipment: Paper towel, warm water and detergent

- Clean aluminium foil trays if not too badly contaminated with food using the green scouring pad if necessary with hot soapy water.
- Dampen paper in clean water and detergent
- Ensure trolley is unplugged
- Wipe hot surface of the trolley with the dampened paper
- Change paper and wipe the surface of the glass shield
- Wipe down all other external areas of the trolley
- Put any clean aluminium foil trays into the trolley and also put oven gloves onto trolley surface.
- Return trolley to the patient kitchen

### **14 Emptying of Waste Bags**

It is the responsibility of the cleaning staff to make sure that waste bags are changed before they are overfilled and placed in the waste areas for collection by the waste porters.

Assemble equipment: appropriate colour/size bag, disposable gloves and colour coded apron.

- All bags must be changed when they get to 2/3 full
- Wearing disposable gloves and apron, unclip used bag from bin frame
- Black bags should be tied securely by knotting the twisted neck of bag.
- Clinical waste bags must swan necked using a numbered zip tie.
- Twist neck of bag, loop neck over and holding securely, use a zip tie to fasten the neck tightly.
- Replace the appropriate coloured bag into bin frame, this should be the same colour as the bag removed and close lid.
- If bin is soiled clean with dampened paper roll.
- Dispose of bags in waste disposal room in appropriate bins.
- Remove gloves and apron and wash hands thoroughly.

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## Consultation and Ratification Schedule

<b>Name and Title of Individual</b>	<b>Date Consulted</b>
Annie Paines, Cleaning Manager	January 2009
Yvonne Pritchard, Infection Control Manager	January 2009
Peter Fox, Practice Development	January 2009
Matrons	January 2009
Senior Facilities Managers	January 2009
Ward and Department Managers	December 2009
Matrons	December 2009
Director of Nursing	December 2009

<b>Date policy e-mailed to policy co ordinator</b>	<b>January 2009</b>
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<b>Name of Committee</b>	<b>Date of Committee</b>
Cleaning Working Group	January 2009
Medical Divisional Committee	February 2009
Surgical Divisional Committee	February 2009
Specialties Divisional Committee	February 2009
SLIC	February 2009
Health & Safety Staff Sub group	February 2009
Health & Safety Staff Sub group	June 2009
Health & Safety Committee	July 2009
Policy Group Meeting	November 2009
Non Clinical Risk Committee	November 2009

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