

Environmental Cleaning Standard Operating Procedures

Module 3

Module 3: Work procedures for cleaning

This Module sets out the work standard required for specific settings and activities.¹

Time frames mentioned in the Manual are approximate and are only to be used as a guide.

1. Building	1.1 Internal/external glass/window cleaning 1.2 Hard floors 1.3 Soft floors 1.4 Walls, skirting and ceilings, doors and surrounds, air vents and air conditioners 1.5 External areas, approach paths, entrances and courtyards
2. Fixtures	2.1 Electrical fixtures 2.2 Kitchen fixtures and appliances 2.3 Furnishing and fixtures 2.4 Toilet and bathroom fixtures
3. Patient equipment	3.1 Cleaning wash bowls, pans and urinals 3.2 Cleaning mobile ward equipment 3.3 Cleaning patient slides and harnesses
4. Environment	4.1 General tidiness 4.2 Waste rubbish bins 4.3 Waste, mobile garbage bin removal and cleaning
5. Specialised Department cleaning	5.1 Operating theatres

¹ Cleaning requirements for isolation rooms/areas (for with patients with an infectious disease or MRO) and for rooms/areas where cytotoxic medications are prepared, administered or discarded are explained in Module 4.

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Colour coding of reusable cleaning equipment

The following colour codes are to be applied to reusable cleaning equipment.

Infectious/Isolation Areas	YELLOW
Toilets/Bathrooms/Dirty Utility Rooms	RED
Food Service and Food Preparation Areas	GREEN
General Cleaning	BLUE
Operating Theatres	WHITE

Concept of Zones

Health facilities should the zone areas within a department/location to aid in the identification of when to change cleaning products and solutions to ensure there is no cross contamination of areas through the multiple use of cleaning products. Zones should be identified and defined by the Cleaning Supervisor and Department Manager. A department/location can have as many as required to meet cleaning standard. A zone should be cleaned in entirety before moving on to the next zone. Some examples of zones are;

- A single room
- A four bed room
- A collection of offices
- A courtyard
- A collection of auxiliary rooms, such as stock room, equipment room, treatment room
- Communal work areas such as nurses station
- Corridors
- Shared bathrooms/toilets

A zone should be cleaned from high to low, clean to dirty, then all equipment and solutions discarded or changed before moving on to the next zone.

Waste Removal

Waste is to be removed from each department at least daily. Specialist areas such as Operating Theatres and Deliver Suites may require the waste to be removed between patients. Staff are to follow PD2005_132 *Waste Management Guidelines for Health Care Facilities*.