

 	<h1>Environmental Cleaning Standard Operating Procedure</h1>
Title: Module 3: Work procedures for cleaning	
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Applies to: Health workers undertaking cleaning tasks	Exclusions:
<p>Purpose:</p> <p>This module sets out the work standard required for specific settings and activities in NSW Health organisations.</p> <p>All timeframes mentioned are approximate and are only to be used as a guide.</p> <p>Cleaning requirements for isolation rooms/areas (for patients with an infectious disease or multi-resistant organism (MRO)) are explained in module 4.</p>	
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Introduction

It is the responsibility of each NSW Health organisation to decide on the cleaning chemical(s) to be used that are listed on the [Australian Register of Therapeutic Goods](#) (ARTG) and has known activity against the organism. Health organisations are able to decide if they want to perform a terminal clean with two separate chemicals or use the dual-action chemical products or specialised equipment. For most routine cleaning, a neutral detergent and water is recommended.

[Cleaning of the Healthcare Environment \(PD2023_018\)](#) recommends the use of disinfectants for routine cleaning only for:

- extreme risk areas
- as part of management of an outbreak or cluster of infections
- terminal cleaning following an MRO/infectious disease
- toilets.

When selecting a disinfectant or dual-purpose cleaner/disinfectant for a cleaning and disinfection task, the purchasing team/committee is to ensure that the:

- disinfectant or dual-purpose cleaner/disinfectant is listed on the [Australian Register of Therapeutic Goods](#)
- disinfectant or dual-purpose cleaner/disinfectant is effective against the targeted organism(s) including microbiological activity and contact time to kill microorganisms
- intended purpose of the disinfectant or dual-purpose cleaner/disinfectant is as per the manufacturer's instructions
- disinfectant or dual-purpose cleaner/disinfectant is suitable for the surface or setting
- facility has the capacity to comply with the manufacturer's instructions
- disinfectant or dual-purpose cleaner/disinfectant has the environmental sustainability credentials
- disinfectant or dual-purpose cleaner/disinfectant's safety data sheet is available and accessible for health workers undertaking cleaning
- facility has the capacity to ensure that health workers have access to the relevant cleaning equipment and personal protective equipment (PPE) to be used with the disinfectant or dual-purpose cleaner/disinfectant and have been trained in appropriate use of PPE.

There is growing evidence supporting the efficacy of some emerging cleaning technologies in reducing the burden of pathogens on environmental surfaces. However, many of these technologies are expensive, have potential safety risks and require additional training programs to be developed before their implementation and use. For further information, see [Environmental cleaning: emerging cleaning technologies](#).

Functional areas

A functional area is given a risk score based on the likelihood of contamination, vulnerability of the patients to infection, and potential for exposure to microorganisms (such as through invasive devices). The resulting risk score for the functional area is determined and cross-referenced with a risk matrix which determines the risk classification. These risk categories reflect the frequency and intensity of cleaning required to meet minimum cleaning outcomes.

Functional areas categorised according to risk are:

- extreme risk areas
- high risk areas
- medium risk areas
- low risk areas.

Areas should always be cleaned from high to low and from clean to dirty. When finished cleaning an area, all equipment and solutions should be cleaned, discarded or changed before moving on to the next area.

Waste removal

Waste is to be removed from each functional area at least daily. Specialist areas such as operating theatres and delivery suites may require the waste to be removed between patients. Staff are to follow [Clinical and Related Waste Management for Health Services](#).

Colour coding of reusable cleaning equipment

Colour coding of reusable cleaning equipment is recommended as the most effective method for restricting equipment to individual areas of the NSW Health organisation.

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

Area	Colour coding of cleaning equipment
Infectious/isolation areas	Yellow
Toilets/bathrooms/dirty utility rooms	Red
Food services and food preparation areas	Green
General cleaning	Blue
Operating theatres	White

Work health and safety (WHS)

Hazard(s)	Control(s)
Body stress injury	Use correct manual handling techniques and follow WHS guidelines.
Slips, trips and falls	Always aim to eliminate the risk and follow WHS guidelines.
Operational injury	<ul style="list-style-type: none">• Check equipment before use to ensure it is in safe working order.• Isolate any faulty equipment from use and report the fault immediately to the team leader.• Only operate machinery if you are physically capable to manoeuvre, transport and operate the machinery.• Avoid hazards from wet floors and surfaces.

Key safety rules

- Smoking and vaping are not permitted in NSW Health facilities.
- Install safety signage; for example, wet floor and barriers to maximise public safety during the cleaning operation.
- Always adhere to Standard and Transmission-based Precautions (as required/advised to do so).
- Wear PPE that is appropriate for the cleaning task, and discard or clean and store PPE afterwards, as required.
- Always ensure hand hygiene is performed after each clean, before putting on gloves and after removing gloves.
- Use correct manual-handling techniques for the task required.
- The operator should be fully trained in the use of machinery before use.
- Ensure hands are dry when connecting and disconnecting electrical equipment to a power point.
- Best practice is to clean from the cleanest to dirtiest and high to low areas.
- Colour coding of reusable cleaning equipment is recommended.

1. Building

1.1 Internal/external glass/windows and mirrors

1.1.1 Glass and mirror surfaces

Surfaces include

- Bathroom mirrors
- Convex mirrors
- Doors
- Double-paned windows
- Internal glass partitions
- Patient bedside mirrors
- Picture frame glass
- Windows.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Extension pole
- Glass cleaner
- Hose (for external use)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- Paper towel
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Squeegee
- Step ladder/ladder, if required
- Safety signage; for example, wet floor sign.

Time

One person – 1 minute per 1 square metre partition*

Second person required, if ladder is used.

**Timings are approximate and are to only be used as a guide.*

Procedure

Glass above 1.8 metres

Step 1	Prepare the cleaning equipment and neutral detergent solutions and take to the area to be cleaned.
Step 2	Wear PPE required for the procedure.
	Install safety signage; for example, wet floor sign.
Step 3	Ensure the windows are closed.
Step 4	Set up ladder (platform stepladder) on hard surface.
Step 5	Only one person to access the ladder.
Step 6	Second person to support ladder and hand the equipment to complete the task.
Step 7	Attach the bucket and/or squeeze bottle (flip top/cap) to the ladder attachment (if available).
Step 8	Clean the upper windows with damp cloth.
Step 9	Place the squeegee in the corner at the top and pull across.
Step 10	Wipe the squeegee blade with the cloth and continue down overlapping where finished previously, in a figure 8 motion.
Step 11	Repeat the above action until the upper level of the windows is completed.
Step 12	Wipe the edges with a dry cloth or paper towel.
Step 13	Move the equipment to the next window and continue process until all windows are completed.
Step 14	Remove PPE (if worn) and perform hand hygiene.
Step 15	When the task is completed, follow local procedure to clean all cleaning equipment and return to the cleaner's room/storage area or discard, as appropriate.
Step 16	Perform hand hygiene.

Glass below 1.8 metres

Step 1	Prepare the cleaning equipment and neutral detergent solutions and take to the area to be cleaned.
Step 2	Prepare the area to be cleaned, move the furniture, ensure the windows are closed and put down drop cloths, if required.

Step 3	Put on PPE appropriate for the procedure.
Step 4	Dip the cloth in solution and wash the glass from side to side then up and down using enough solution to keep the glass wet.
Step 5	Wipe the squeegee blade with the cloth and continue down overlapping where finished previously, in a figure 8 motion.
Step 6	Wipe the squeegee blade after each stroke.
Step 7	Wipe up spilled water from the sash, sills and floor with cloth.
Step 8	Inspect the window and remove any streaks from the glass that may have been overlooked.
Step 9	Move the equipment to the next window and continue process until all windows are completed.
Step 10	Remove PPE (if worn) and perform hand hygiene.
Step 11	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room/storage area or discard, as appropriate.
Step 12	Perform hand hygiene.

1.1.2 Cleaning window coverings

Window coverings include

- Adjustable interior slatted shutters
- Blinds
- Drapes
- Horizontal slats connected by strips of webbing or other flexible material
- Louvres
- Venetians.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Dusting wand
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Tools to assist with removing window coverings
- Trolley.

Time

Dusting – one person – 1 minute per blind*

Damp wiping – one person – 5 minutes per blind*

Removal and washing – one person – 45 minutes per blind*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect the cleaning equipment required for the procedure.
Step 2	Wear PPE, as required, for the procedure.
Step 3	Prepare the cleaning equipment and neutral detergent solutions and take to the area to be cleaned.
Step 4	Proceed to the area to be cleaned.
Step 5	Squirt or dampen the cloth with the prediluted chemical.
Step 6	Starting at the highest point, wipe down to the bottom of the window coverings.
Step 7	Squirt or dampen the cloth regularly as it becomes dry.
Step 8	Change the cloth as it becomes dirty.

Step 9	If the window coverings are very soiled and need to be taken down to be washed, report to supervisor or person in charge for further action.
Step 10	Remove PPE (if worn) and perform hand hygiene.
Step 11	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 12	Perform hand hygiene.

1.2 Hard floors

1.2.1 Dust control mopping of hard floors

Hard floors include

- Concrete
- Lino
- Tiles
- Vinyl
- Wood.

Equipment requirements

- Dustpan and brush
- Electrostatic, fringe or flat microfibre/head mop (as per colour coding requirements)
- PPE (gloves, gown/apron, protective eyewear, masks), as required.
- Safety signage; for example, wet floor sign.

Time

One person – 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect the cleaning equipment required for the procedure.
Step 2	Install safety signage; for example, wet floor sign
Step 3	Wear PPE, as required.
Step 4	Place the dust mop on the floor in front of you and push the mop in one continuous direction being careful not to lift the mop or use in a push and pull motion.
Step 5	In narrow aisles and when moving around furniture, the most effective method is the horizontal figure 8 – when turning, twist the handle and swivel the mop head so that the leading edge always points away from oneself.
Step 6	Avoid taking the mop off the floor and avoid shaking it in the area just cleaned.
Step 7	Pick up the gathered waste using a dustpan and brush and dispose into general waste.
Step 8	Remove PPE (if worn) and perform hand hygiene.
Step 9	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 10	Perform hand hygiene.

1.2.2 Damp mopping of hard floors

Hard floors include

- Concrete
- Lino
- Tiles
- Vinyl
- Wood.

Equipment requirements

- Flat or microfibre mop pad (as per colour coding requirements)
- Mop handle/mop head/pad holder (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gowns/aprons, protective eyewear, mask), as required
- Roller/wringer bucket or bucket for microfibre mops (as per colour coding requirements)
- Safety signage; for example, wet floor sign
- Trolley (optional).

Time

One person – 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect the cleaning equipment required for the procedure.		
Step 2	Install safety signage, for example, wet floor sign		
Step 3	Wear PPE, as required.		
Step 4	Half fill mop bucket with neutral detergent as per the manufacturer's dilution rate.		
Step 5	If using a microfibre mop: <ul style="list-style-type: none">• follow manufacturer's Instructions and use the recommended cleaning solution.	If using a wringer bucket: <ul style="list-style-type: none">• place the mop in the drainer basket of the bucket• push down the lever handle and depress wringing out excess solution	If using a roller bucket: <ul style="list-style-type: none">• place the one foot on the bucket projection and the other foot on the pedal• depress the pedal, pull the mop up vertically through the rollers.

		<ul style="list-style-type: none"> return the lever handle to an upright position. 	
Step 6	Apply the damp mop to the floor surface, work in an area approximately one square metre using overlapping strokes.		
Step 7	Rinse the mop head regularly and replace when necessary to avoid build up and reapplication of soil to the floor surface.		
Step 8	Change the mop head when dry or visibly soiled. Place the soiled mop head into a laundry bag for laundering and use a clean mop head for next area.		
Step 9	On completion of mopping, thoroughly agitate and wring out the mop.		
Step 10	Empty the mop bucket down the designated sluice or proper drain...		
	If using a microfibre mop, empty the bucket in the designated drain.	If using a roller bucket, remove the mop and carefully tip the bucket to empty in the designated drain.	If using a wringer bucket, remove the draining basket and carefully tip the bucket to empty in the designated drain.
Step 11	Return to step 2 if continuing to mop floors.		
Step 12	Remove PPE (if worn) and perform hand hygiene.		
Step 13	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.		
Step 14	Perform hand hygiene.		
Notes	<ul style="list-style-type: none"> An automatic dispensing unit will automatically decant at manufacturers recommended dilution rate. Where an automatic dispensing unit is not used, half fill a bucket with cold water and add neutral detergent at the recommended dilution rate. 		

1.2.3 Bathroom floor scrubbing using a scrub machine

Hard floors include

- Concrete
- Lino
- Terrazzo
- Tiles
- Vinyl.

Equipment requirements

- Dustpan and brush
- Bucket and mop (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Drive plate and abrasive scourer pad/scrubbing brush
- Floor scraper/scrub machine
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign
- Wet/dry vacuum cleaner or squeegee.

Time

One person – 15-30 minutes*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Select and prepare the equipment and neutral detergent solution required for the procedure.
Step 2	Wear PPE appropriate for the procedure.
Step 3	Install safety signage; for example, wet floor sign.
Step 4	Remove mobile equipment and remove litter and debris from the floor. Dust control mop if the floor is dry.
Step 5	Plug in the machine.
Step 6	Set up the machine by putting on and locking the drive plate and attaching the appropriate pad or scrubbing brush. Follow manufacturer's instructions for scrubbers used in your facility.
Step 7	Apply solution to the floor using mop, no more than between 3 and 4 square metres at a time.

Step 8	Ensure the brush or pad is in contact with the floor before starting the machine.
Step 9	Rinse the entire floor using clean water by placing water on the floor and mop over. Repeat until all chemical solution has been removed.
Step 10	Use a squeegee, mop or a wet vacuum to remove excess water from the floor.
Step 11	Mop until all excess water is removed from the floor.
Step 12	Return mobile equipment back in the room once the floor is dry.
Step 13	Move to the next area to be cleaned; repeat the process until the entire area is completed.
Step 14	<p>When the procedure is completed:</p> <ul style="list-style-type: none"> • unplug scrubber (if applicable) or turn off power before starting to clean machine • empty recovery tank (if present) • remove the brush or pad • clean the squeegees • wipe the exterior of the machine with a damp cloth • wipe the power cord and stow safely, if winding commence from the machine end of the cord.
Step 15	For a rechargeable machine, plug it to a power point to charge as per manufacturer's instructions, if required.
Step 16	Take the pads and brushes to the cleaner's room to clean or discard, as required.
Step 17	Wash the brush/pad in neutral detergent, rinse, shake off excess water and hang to dry.
Step 18	Remove PPE (if worn) and perform hand hygiene.
Step 19	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 20	Perform hand hygiene.

Note: Do not use the machine within 15cm of walls where no guide is on the scrubber, fixed equipment, plumbing pipes and hand basins.

1.2.4 Buffing a floor using a slow/high speed burnisher/polisher

Hard floors include

- Lino
- Terrazzo
- Vinyl.

Equipment requirements

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Drive plate and polyester buffing pad or brush
- Dust control mop
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Safety signage; for example, wet floor sign.

Time

One person – 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Select and prepare the equipment for the procedure.
Step 2	Install safety signage, for example, wet floor sign
Step 3	Wear PPE, as appropriate, for the procedure.
Step 4	Floor should only be buffed/burnished after dust control mopping and damp mopping, when completely dry.
Step 5	Attach the correct floor pad to the machine.
Step 6	<p>Buff the floor area in an arc of 1 to 2 metres starting from the farthest point from the door and work towards the door.</p> <p>For spray buffing, pour diluted (as per instructions) solution into a squirt bottle (flip top/cap) and squirt 1 metre in front of machine, and buff immediately, until glossy, not tacky. Keep repeating the operation until the entire floor has been done. Ensure the power cord is safely away from polish brush.</p>
Step 7	Dry mop to remove remaining dust when completed, if required.
Step 8	<p>On completion:</p> <ul style="list-style-type: none">• wipe the cord with a damp cloth• wipe the machine with a damp cloth• wind the cord on the machine from the machine end of the cord• take the pads and brushes to the cleaner's room to clean

	<ul style="list-style-type: none"> • wash the brush/pad in neutral detergent, rinse, shake off excess water and hang to dry • store equipment safely in the designated area.
Step 9	Remove PPE (if worn) and perform hand hygiene.

1.2.5 Scrubbing a floor using a walk-behind or self-propelled unit

Hard floors include

- Pavers
- Terrazzo/polished concrete
- Tiles
- Vinyl
- Wood.

Equipment requirements

- Abrasive scourer pad
- Bucket and mop (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Drive plate and polyester buffing pad or scrubbing brush
- Dustpan and brush
- Floor scraper
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Safety signage; for example, wet floor sign.

Time

One person – 5 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Select and prepare the equipment for the procedure.
Step 2	Wear PPE, as appropriate, for the procedure and fill machine with required solution as per the manufacturer requirements.
Step 3	Install safety signage, for example, wet floor sign
Step 4	Apply the dust mop to the floor surface to gather and remove waste. Use scouring pad to pre-treat any stains and use scraper to remove adhesive or chewing gum from the floor.
Step 5	Attach the correct floor pad or brush to the machine.
Step 6	Turn the solution lever on and lower the brush and squeegee.
Step 7	Scrub the floor at walking speed using overlapping runs.
Step 8	Mop up any leftover solution from turns and areas the machine did not pick up.

Step 9	<p>On completion:</p> <ul style="list-style-type: none"> • empty remaining clean solution and dirty water from the machine in the designated sluice or drain and rinse tank with clean water • wipe the machine with a damp cloth • take the pads and brushes to the cleaner's room to clean • wash the brush/pad in neutral detergent, rinse, shake off excess water and hang to dry • store equipment safely in the designated area • connect to battery charger/power point, if required.
Step 10	Remove PPE and perform hand hygiene.

1.3 Soft floors

1.3.1 Use of a vacuum cleaner

Soft floors include

- Carpet
- Carpet tiles.

Equipment requirements

- Cleaning head and attachments
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Vacuum cleaner – barrel/upright/backpack/stick
- Wand and hose (if required).

Time

- Using an upright vacuum cleaner – one person 10 minutes per 100 square metres*
- Using a backpack vacuum cleaner – one person 23 minutes per 100 square metres*
- Using a large area vacuum cleaner – one person 6.5 minutes per 100 square metres*
- Spot vacuuming – one person 2.5 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect and set up the equipment required for the procedure.
Step 2	Wear PPE appropriate for the procedure.
Step 3	Check the dust bag and filters and replace or clean, if required.
Step 4	Check that cord and plug are not damaged – if the cord or plug are damaged, remove from use, tag and notify the supervisor or person in charge. If using a rechargeable machine, remove batteries from charge and install.
Step 5	Proceed to the area to be vacuumed.
Step 6	Check that the machine switch is in the off position and plug in the electrical cord and switch on at the power point.
Step 7	If using a backpack machine: <ul style="list-style-type: none">• put the vacuum harness over the shoulder to fit the machine comfortably on the back• clip the harness belt around the waist.
Step 8	Commence vacuuming the floor or surface/mats.

Step 9	Small mats are to be moved so the floor surface underneath can be vacuumed – afterwards replace the mat in the original position.	
Step 10	Large mats are to be rolled over halfway and vacuumed underneath.	
Step 11	Repeat this for the other side.	
Step 12	After the procedure is completed, switch the machine off and unplug.	
Step 13	If continuing to clean another area, roll the cord by hand and move to the next area to be vacuumed.	
Step 14	When the vacuuming procedure is completed...	
	If using a backpack machine: <ul style="list-style-type: none"> • undo the waist clip • remove the backpack • roll the electrical cord up from the machine end • carry the machine. 	If using a barrel or upright machine: <ul style="list-style-type: none"> • roll the electrical cord up from the machine end • wheel the machine.
Step 15	Return to the designated machine storage area.	
Step 16	Replace or clean the dust bag and filters, as required.	
Step 17	Clean the vacuum cleaner with a damp cloth, as required.	
Step 18	Remove PPE (if worn) and perform hand hygiene.	
Step 19	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate. Place rechargeable machine on charge, as required, or remove rechargeable battery pack and place on charge as per the manufacturer's instruction.	
Step 20	Perform hand hygiene.	

1.3.2 Carpet shampooing

Soft floors include

- Carpet
- Carpet tiles.

Equipment requirements

- Carpet neutral detergent/shampoo
- Carpet spot cleaner
- PPE (gloves, apron, protective eyewear, mask), as required
- Safety signage; for example, wet floor sign
- Scraper (for removing chewing gum, and so forth)
- Shampoo machine with the correct attachment.

Time

Hand-held wand machine: one person – 30 minutes per 100 square metres*

Walk-behind extraction machine: one person – 30 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Take the equipment to area to be cleaned.
	Install safety signage; for example, wet floor sign.
Step 2	Wear PPE, as appropriate, for the procedure.
Step 3	Remove as much furniture as possible. Spot-clean as, required.
Step 4	Vacuum the carpet to remove any visible debris
Step 5	Make the shampoo solution in the machine tank according to the manufacturer's instructions.
Step 6	Plug in the machine.
Step 7	Turn the machine on as per the manufacturer's instructions.
Step 8	Start at the furthest point from the door and use long slow dragging movement of the shampoo wand to release solution.
Step 9	Using the same movement, repeat Step 8 to extract solution from the carpet.
Step 10	Repeat above 2 actions in sections of 10 square metres until the area is cleaned.
Step 11	Empty the contents of the recovery tank when the distribution tank becomes empty.

Step 12	Switch off the machine at the power point and unplug.
Step 13	Let the wet area dry before replacing furniture.
Step 14	Empty and rinse the machine unit and clean the wand and jets.
Step 15	Remove PPE (if worn) and perform hand hygiene.
Step 16	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 17	Perform hand hygiene.

1.3.3 Carpet shampooing – hot water extraction

Soft floors include

- Carpet
- Carpet tiles.

Equipment requirements

- Carpet neutral detergent/shampoo
- Cleaning heads
- Defoamer or anti-foaming agent
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Safety signage; for example, wet floor sign
- Vacuum, stick or backpack
- Wands.

Time

One person – 60 minutes per 100 square metres (without furniture removal)*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Vacuum the carpet to remove any visible debris, refer to procedure 1.3.1.
Step 2	Move furniture to an appropriate location.
Step 3	Wear PPE appropriate for the procedure.
Step 4	Install safety signage; for example, wet floor sign.
Step 4	Check the carpet for spots that require spot-cleaning.
Step 5	Add the defoamer to the return tank.
Step 6	Clean an area of approximately 3 square metres at a time.
Step 7	Pre-spray the area (20 square metres) to be cleaned with carpet shampoo – do not spray more than 20 square metres at a time as the solution may dry out before you have time to clean.
Step 8	Start by placing the wand on the carpet flush with the edge and pulling backwards, engaging the steam release lever as you go – for badly soiled stains pull the extraction wand twice over the same area.
Step 9	On completion, return the extraction machine to the designated storage area.
Step 10	Empty the contents of the recovery tank when the distribution tank becomes empty.

Step 11	Disconnect the battery connector and connect it to the external battery charger if using a battery-operated machine.
Step 12	Check the water jet and clean after each use.
Step 13	Clean the extraction machine with a damp cloth, as required.
Step 14	Remove PPE (if worn) and perform hand hygiene.
Step 15	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 16	Perform hand hygiene.

1.4 Walls, skirting and ceilings, doors and surrounds, air vents and air conditioners.

1.4.1 High dusting using a telescopic handled duster and/or mop and cleaning air conditioner ducts and air vents using a telescopic handled duster

Walls include

- Internal vertical surfaces of the building
- Lifts
- Light switches
- Skirting boards.

Doors include

- Door closers
- Doorknobs, handles and door guides
- Lift doors, door tracks and jambs
- Relief grilles and door plates.

Ducts include

- Air vents
- Exterior surface of duct outlets
- Grilles, registers, air conditioners
- Relief grilles, exhaust fans, extraction fans and other ventilation outlets.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Doodle bug
- High dust wand and cover/mini mop (as required)
- Extendable cleaning tool/telescopic handled duster
- Neutral detergent diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Squeegee mop (if required)
- Stainless steel cleaner for Lifts and kick plates on doors in equipment requirements
- Step ladder/platform ladder
- Trolley (optional)
- Vacuum.

Time

One person – 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

High dusting using a telescopic handled duster and/or mop

Step 1	Collect and prepare equipment and chemicals for the procedure.
Step 2	Wear PPE appropriate for the procedure.
Step 3	Install safety signage; for example, wet floor sign.
Step 4	Dust surface to remove dust.
Step 5	Wipe with telescopic handle damp duster, if required.
Step 6	Remove PPE (if worn) and perform hand hygiene.
Step 7	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 8	Perform hand hygiene.
Special Note	<p>When damp dusting take note of these factors:</p> <ul style="list-style-type: none">• ledges and shelving: take care to remove dust from corners and edges• fixtures: remove dust from grooves and seams• Wall hangings: dust behind if possible• other areas that should be damp dusted:<ul style="list-style-type: none">○ fire hose reels○ extinguishers○ partition framework○ counters○ telephones○ furnishings○ chair○ television.

Cleaning air conditioner ducts and air vents using a telescopic handled duster

Step 1	Assess if the vent requires vacuuming or damp dusting.
Step 2	Put on PPE and take the required equipment to the area.
Step 3	Install safety signage, for example, wet floor sign

Step 4	If required, position the platform/step ladder in a way that allows to safely reach the vent when damp dusting.
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If vacuuming

Step 1	Refer to procedure 1.5.1 – use of a vacuum cleaner.
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If damp dusting

Step 1	Collect the cleaning equipment required for the procedure.
Step 2	If required, half fill the bucket or squeeze bottle (flip top/cap) with cold water and add neutral detergent at the recommended dilution rate.
Step 3	Proceed to the area to be cleaned.
Step 4	Put on PPE, as required.
Step 5	Rinse the reusable cloth regularly or change disposable cloth as it becomes visibly soiled.
Step 6	Change the cleaning solution before it becomes visibly soiled/dirty.
Step 7	Dust ducts and vents using high dusting tools and damp wipe with cloth (reusable or disposable using correct colour coding, launder re-usable cloths.
Step 8	Remove PPE (if worn) and perform hand hygiene.
Step 9	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 10	Perform hand hygiene.

1.4.2 Wall and door cleaning by hand

Walls include

- Interior partitions
- Lift walls
- Light switches
- Skirting boards.

Doors include

- Door closers
- Doorknobs, handles and door guides
- Lift doors, door tracks and jambs
- Relief grilles and door plates.

Ducts include

- Air vents
- Exterior surface of duct outlets
- Grilles, registers, air conditioners
- Relief grilles, exhaust fans, extraction fans and other ventilation outlets.

Equipment requirements

- Bucket/s and/or squeeze bottle (flip top/cap) as per colour coding requirements
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Doodle bug
- High dust wand and cover/mini mop (as required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Protective covers (optional)
- Safety signage; for example, wet floor sign
- Scrubbing brush
- Squeegee mop (if required)
- Step ladder/ladder (as per Australian Standards) if needed
- Telescopic handle (if required)
- Trolley (optional).

Time

One person – 30 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect and prepare the equipment and chemicals required for the procedure.
Step 2	Take to the area to be cleaned.
Step 3	Wear PPE appropriate for the procedure.

Walls

Step 4	Remove or cover furniture and remove curtains where applicable.
Step 5	Install safety signage; for example, wet floor sign.
Step 6	Using neutral detergent solution and cloth or flat mop on a handle for higher areas, work on one section of the wall at a time – start from the top and work across and down, making a visible S sign and overlapping slightly.
Step 7	Walls should be washed as necessary, depending on area requirements – check with the person in charge.
Step 8	Rinse with a clean cloth and fresh water and carefully dry off section by section using disposable cloth/paper.

Doors and surrounds

Step 9	Dust with a damp cloth before washing over fixtures, ledges, doors, surrounds and windowsills using neutral detergent solution and wiping cloth.
Step 10	Rinse with a clean cloth, fresh water and dry the area.

Walls, doors and surrounds

Step 11	Check all equipment and report faults to the person in charge.
Step 12	Remove PPE (if worn) and perform hand hygiene.
Step 13	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 14	Perform hand hygiene.

1.5 External areas, approach paths, entrances and courtyards

Frequency of procedures: Daily or as per the facility's work schedule.

1.5.1 Cleaning external areas using an outdoor sweeper

External areas include

- Approach and exit paths
- Car parks
- Courtyards
- Entrances
- Garden furniture
- Landings, porches, patios and balconies
- Stairwells and fire exits.

Equipment requirements

- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Ride on/walk behind outdoor sweeper
- Rubbish picker/grabber for picking up large objects/ debris
- Waste container.

Time

One person – 5 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Wear the appropriate PPE for the procedure.
Step 2	Pick up large objects with the rubbish picker/grabber and place in a waste container.
Step 4	Open the suction turbine flap.
Step 5	Turn the sweeping brush and side brush ON.
Step 6	Release the parking brake.
Step 7	Slowly depress the accelerator pedal until reaching the travelling speed wanted.
Step 8	Return the accelerator pedal to neutral position.
Step 9	Slow down the machine with the service brake.
Step 10	Activate the parking brake.
Step 11	Turn the sweeping roller and side brush to off.

Step 12	Check the filter and clean, as required.
Step 13	Empty the dirt hopper on completion of sweeping or as necessary.
Step 14	On completion clean and equipment as per manufactures instruction and local protocol.
Step 15	Remove PPE (if worn) and perform hand hygiene.

1.5.2 Cleaning external areas using a broom

External areas include

- Approach and exit paths
- Car parks
- Courtyards
- Entrances
- Garden furniture
- Landings, porches, patios and balconies
- Stairwells and fire exits.

Equipment requirements

- Dustpan and brush
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Rubbish picker/grabber for picking up large objects/ debris
- Waste container.

Time

One person – 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Select cleaning the equipment most suitable for the procedure requirements.
Step 2	Wear PPE appropriate for the procedure.
Step 3	Clear the area as much as possible of objects and/or equipment for the procedure.
Step 4	Pick up all bulk debris with the rubbish picker/grabber.
Step 5	Sweep, using a broom and follow a straight line using overlapping long strokes – avoid short jerky movements that stir up dust.
Step 6	Sweep under furniture and move light furniture and replace, use a brush under low and heavy furniture.
Step 7	When sweeping large areas, sweep dirt into piles and collect dirt in a dustpan and brush several times.
Step 8	When finished, sweep all dirt into a dustpan using a brush, dispose the collected rubbish into the general waste bin.
Step 9	Remove PPE (if worn) and perform hand hygiene.
Step 10	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.

Step 11	Perform hand hygiene.
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1.5.3 Cleaning external areas using an air blower (battery or petrol)

External areas include

- Approach and exit paths
- Car parks
- Courtyards
- Entrances
- Garden furniture
- Landings, porches, patios and balconies
- Stairwells and fire exits.

Equipment requirements

- Blower
- Dustpan and brush
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Waste bin/container.

Time

One person – 5 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Clear the area as much as possible of objects and/or equipment for the procedure.
Step 2	Take the blower to the area that requires cleaning; survey the area then adjust the chute so that it will blow the leaves/rubbish in the direction that you want.
Step 3	Wear PPE appropriate for the procedure.
Step 4	Start the blower according to the operating instructions.
Step 5	Begin by clearing a path through the middle of the area to be cleaned, from one end to the other.
Step 6	Blow the leaves away from the area that is already cleaned, continue alternating sides until the area is clear.
Step 7	When finished, sweep all dirt into a dustpan and brush, dispose the collected rubbish into the general waste bin.
Step 8	Remove PPE (if worn) and perform hand hygiene.
Step 9	Clean and store air blower equipment as per manufactures instruction and local protocol.
Step 10	Perform hand hygiene.

1.5.4 Removing cobwebs using a telescopic handled cobweb remover

External areas include

- Approach and exit paths
- Car parks
- Courtyards
- Entrances
- Garden furniture
- Landings, porches, patios and balconies
- Stairwells and fire exits.

Equipment requirements

- Dustpan and brush
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign
- Telescopic handled cobweb remover
- Waste container.

Time

One person – 5 minutes per 100 square metres for a 1 story building*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Install safety signage, for example, wet floor sign.
Step 2	Wear PPE appropriate for the procedure.
Step 3	Divide the area to be cleaned into small sections; for example, 1 metre square, and dust surface from top to bottom.
Step 4	When removing cobwebs, using telescopic equipment frequently shake the cobweb brush to remove soil.
Step 5	When finished, sweep all dirt into a dustpan and brush using a brush, and discard the collected rubbish into a general waste bin.
Step 6	Remove PPE (if worn) and perform hand hygiene.
Step 7	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 8	Perform hand hygiene.

1.5.5 Cleaning stairs (internal and external)– sweeping and damp mop

External stair areas include

- Approach and exit paths
- Courtyards
- Entrances
- Landings, porches, patios and balconies
- Stairwells and fire exits.

Equipment requirements

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Dustpan and brush/broom
- Mop
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Plastic bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Safety signage; for example, wet floor sign
- Vacuum, stick or backpack
- Waste container.

Time

One person – 30 minutes per 4 stories*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Select the cleaning equipment most suitable for the procedure.
Step 2	Install safety signage, for example, wet floor sign
Step 3	Wear PPE appropriate for the procedure.
Step 4	Remove all bulk debris.
Step 5	Sweep the stairs using the broom or long handle brush and dustpan; start at the top of the stairwell and work from outside or open edges towards the wall to finish at the bottom of the stairs; and try to raise as little dust as possible during the sweeping action.
Step 6	Wipe the handrails and supports using a damp cloth.

Step 7	Damp mop the stairs if appropriate working from the open edges towards the wall. Use as little cleaning solution as possible. Do not spill cleaning solution over the open edges.
Step 8	Remove the safety signs when the floor is completely dry and/or task complete.
Step 9	Remove PPE (if worn) and perform hand hygiene.
Step 10	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 11	Perform hand hygiene.

2. Fixtures

2.1 Electrical fixtures

2.1.1 Damp wipe – electrical fixtures and appliances

Purpose

To safely and effectively remove dust, marks, spots, smudges, mould, body fat and cobwebs from electrical fixtures and fittings.

Electrical fixtures include

- Computer equipment
- Dryers, TVs and associated fittings, light fittings, telephones, vending machines
- Water fountains, tea/coffee machines.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Extendable cleaning tool/step stool/ladder
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required.

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect the cleaning equipment required for the procedure.
Step 2	Fill squeeze bottle (flip top/cap) with cleaning chemical from the dispenser.
Step 3	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 4	Proceed to the area to be cleaned.
Step 5	Change cloth regularly as it becomes soiled.
Step 6	Change the cleaning solution as it becomes soiled/dirty.
Step 7	Switch off light switches, power points and wipe with a cloth dampened in cleaning solution.
Step 8	Wipe with a cloth dampened in cleaning solution all electrical fixtures and appliances.

Step 9	Put reusable cloths in a laundry bag for laundry to wash or place disposable cloths in the waste bins.
Step 10	Remove PPE (if worn) and perform hand hygiene.
Step 11	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 12	Perform hand hygiene.

2.1.2 Damp dusting of exhaust fans, rangehoods and air conditioning vents

Purpose

To safely and effectively clean exhaust fans, rangehoods and air conditioning vents.

Exhaust fans include

- Exhaust/extraction fans
- Motor vents
- Rangehoods
- Relief grilles.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Degreaser
- High duster (if required)
- Mini mop
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear and mask), as required
- Safety signage; for example, wet floor sign
- Scrubbing brush or scourer pad
- Step ladder/ladder, if required
- Trolley (if required)
- Vacuum cleaner with high dusting tool (if required).

Time

One person – 10 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Assess if the vent requires vacuuming before damp dusting.
Step 2	Ensure the fan is switched off where possible.
Step 3	Wear PPE appropriate for the procedure.
Step 4	Take the required equipment to the area.
Step 5	When damp dusting, position the ladder/step ladder that enables the vent to be safely reached (if required).

If vacuuming

Step 1	Refer to procedure 1.3.1 Use of a vacuum cleaner.
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If damp dusting

Step 1	Clean the surrounds and fixed areas of the fan or vent body with a damp cloth or mini mop.
Step 2	Dry the covers and safety guards.
Step 3	Dry and put the equipment away.
Step 4	Remove PPE (if worn) and perform hand hygiene.
Step 5	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 6	Perform hand hygiene.

Air conditioning vents

Step 1	Collect the ladder and cleaning bucket, cloths, dust stick and respirator mask – only fill bucket 1/3 with water and add neutral detergent or use squeeze bottle (flip top/cap) filled from cleaning chemical dispenser.
Step 2	If the vent is in a patient room, consult with the nurse/midwife in charge about removing the patient while the vent is being cleaned (Note: removing and replacing vents is usually done by engineering).
Step 3	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 4	Wipe the external parts of the vent with a dampened cloth, making sure if blades are altered that they are returned to original position – this is important as it will impede the flow of air conditioning throughout the ward.
Step 5	Thoroughly wipe the vent with cleaning cloth.
Step 6	Put reusable cloths in a laundry bag for laundry to wash or place disposable cloths in the waste bins.
Step 7	Report any faults to the nurse/midwife in charge or the maintenance department.
Step 8	Remove PPE (if worn) and perform hand hygiene.
Step 9	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 10	Perform hand hygiene.

2.1.3 Damp dusting of a handheld device in patient zone

Purpose

To safely and effectively clean a patient's handheld device.

Handheld devices include

- Nurse call control/buzzer
- Telephones.

Equipment requirements

- Cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required.

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 2	Prepare the equipment and neutral detergent solution at the recommended dilution rate.
Step 3	Wipe the phone, cord and handset.
Step 4	Wipe the buttons while the phone is on the hook.
Step 5	Wipe the ear and mouthpiece thoroughly.
Step 6	Wipe the hand piece after replacing.
Step 7	Take care to not change settings when wiping.
Step 8	Wipe flat surfaces first.
Step 9	Special attention is needed to the sides of the phone body.
Step 10	Ensure the handset is properly replaced when finished.
Step 11	Remove any cord tangles.
Step 12	Ensure the area between buttons are cleaned.
Step 13	Reposition the phone when finished.
Step 14	Remove PPE (if worn) and perform hand hygiene.

Step 15	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 16	Perform hand hygiene.

2.2 Kitchen areas: fixtures and appliances

2.2.1 General fixtures and appliances in a kitchen area

Kitchen fixtures include

- Benches
- Cooking appliances
- Cupboards
- Doors
- Door handles
- Drawers and shelving
- Ducts
- Electrical appliances; for example, toasters
- Exhaust/extraction fans
- Fridges
- Ice machines
- Kitchen floors
- Light fittings and switches
- Microwaves
- Pantries and kiosks
- Sinks and tapware
- Trolleys
- Vents
- Walls
- Water fountains and hot/boiling water taps.

Equipment requirements

- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- High duster (if required)
- Mini mop
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Scrubbing brush or scourer pad
- Step ladder/ladder (if required)
- Trolley (if required)

- Vacuum cleaner with high dusting tool (if required).

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Turn off the power and unplug the equipment, if required, before carrying out any cleaning.
Step 2	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 3	Collect the cleaning equipment and prepare the neutral detergent solution at the recommended dilution rate.
Step 4	Wipe over all external surfaces, fixtures and appliances. When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 5	Discard the gloves into general waste and perform hand hygiene.

- See also 1.2 – Walls, skirting and ceilings, doors and surrounds, air vents and air conditioners.
- See also 1.3 – Internal/external glass/window cleaning.
- See also 1.4 – Hard floors.
- See also 2.1 – Electrical fixtures.

2.2.2 Cleaning refrigerators

Refrigerators include (but are not limited to):

- Patient refrigerators
- Ward refrigerators.

Equipment requirements

- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- High duster (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign
- Scrubbing brush or scourer pad
- Trolley (if required).

Time

Daily clean – one person – 1 minute per unit*

Weekly clean – one person – 20 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Perform hand hygiene and put on PPE appropriate for the procedure.
Step 2	Collect the cleaning equipment and prepare the neutral detergent solution for the procedure.
Step 3	Safety signage; for example, wet floor sign.

Daily cleaning

Step 1	Wipe over all external surfaces including the handle(s) with a cloth moistened with the neutral detergent solution – discard the cloth in general waste when the procedure is completed. Put reusable cloths in a laundry bag for laundry to wash.
Step 2	Discard the gloves into general waste and perform hand hygiene.

Weekly cleaning

Step 1	Check that the owner(s) have removed the contents from the refrigerator. Perform hand hygiene and put on personal protective equipment appropriate for the procedure.
Step 2	Turn the refrigerator off.

Step 3	When the freezer is completely defrosted (if applicable) use neutral detergent solution and a clean disposable cloth to wipe over all surfaces (including the sides and door and flush tray).
Step 4	Check and ensure that the door seals and inner doors are free from mould after cleaning. Report any issues observed to managers.
Step 5	Wipe over all outside surfaces of the refrigerator, discard the neutral detergent solution.
Step 6	Obtain clean water and wipe over all washed surfaces to remove neutral detergent residue.
Step 7	Discard the gloves into general waste and perform hand hygiene.
Step 8	Plug in the power cord and turn on.
Step 9	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 10	Perform hand hygiene.

2.2.3 Cleaning ice machines – site specific

Ice machines include

- Freezer compartments
- Ice machines.

Equipment requirements

- Bucket to remove ice, if required
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear), as required
- Disinfectant solution diluted to the manufacturer's specification.

Time

Weekly clean – one person – 1 minute per unit*

Bimonthly clean – one person – 20 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Weekly cleaning

Step 1	Perform hand hygiene and put on PPE appropriate for the procedure.
Step 2	Collect the cleaning equipment and prepare the neutral detergent solution for the procedure.
Step 3	Soak the ice scoop in neutral detergent solution, rinse in clean water, shake to remove excess water and allow to air dry.
Step 4	Wipe over all exterior surfaces including the storage bin handle with a disposable cloth moistened with a neutral detergent solution. When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 5	Perform hand hygiene and discard the gloves into general waste.

Bimonthly cleaning

Step 1	Perform hand hygiene and put on PPE appropriate for the procedure.
Step 2	Collect the cleaning equipment and prepare the neutral detergent solution for the procedure.
Step 3	Ensure the ice-making tray is in the horizontal position – this tray is in top of the ice machine above the ice storage bin and needs to be horizontal when you turn off the machine.

Step 4	Open the storage bin and remove all ice into a bucket and dispose of ice in the sink.
Step 5	Using a neutral detergent, water and a clean disposable cloth, wipe over all surfaces of the storage bin including the sides and door and flush tray. Pour approximately 250 ml water into the storage bin to help flush the drain hole.
Step 6	Check and ensure the door seals and inner doors are free from mould after cleaning. Report any issues observed to managers.
Step 7	Wipe over all outside surfaces of the ice machine, discard the neutral detergent solution.
Step 8	Obtain clean water and wipe over all washed surfaces to remove neutral detergent residue.
Step 9	Prepare disinfectant solution at the recommended dilution rate.
Step 10	Use the disinfectant solution to wipe all surfaces of the ice storage bin and flush the drain. Allow at least one minute contact time with all surfaces when using solution.
Step 11	Complete the process by wiping all surfaces with clean water.
Step 12	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 13	Remove PPE (if worn).
Step 14	Perform hand hygiene.

2.3 Furnishings and fixtures

2.3.1 Cleaning of chairs and sofas – site specific

Chairs and sofas include

- Chairs; for example, recliners, visitors and waiting area
- Sofas
- Stools.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear and mask, as required)
- Vacuum cleaner, as required, if chairs are of cloth material (refer to 1.3.1).

Time

One person – 2 minutes per chair*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Take the cleaning equipment to the chair(s).
Step 2	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 3	Remove items from the chair(s).

Plastic vinyl chairs

Step 1	Approximately half fill a bucket or use squeeze bottle (flip top/cap) with water and neutral detergent at the recommended dilution rate.
Step 2	Dampen cloth in neutral detergent solution and squeeze out excess moisture Note: escalate and report any damaged sofas/chairs.
Step 3	Damp wipe back, base, arms and legs taking care around grooves and seams.
Step 4	Rinse or dispose of the cloth after each chair has been cleaned.
Step 5	Remove PPE (if worn) and perform hand hygiene.
Step 6	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 7	Perform hand hygiene.

Sofas/chairs

Step 1	Remove loose covers and cushions and vacuum the chair(s) taking care around grooves and seams.
Step 2	If a chair is stained or heavily soiled refer to the supervisor for shampooing or steam cleaning.
Step 3	Wipe chair/sofa arms and legs as needed.
Step 4	Remove PPE (if worn) and perform hand hygiene.
Step 5	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard, as appropriate.
Step 6	Perform hand hygiene.

Cloth and metal base chairs

Step 1	Damp wipe arms and legs taking care around grooves and seams, and vacuum cloth areas as necessary.
Step 2	If a chair is stained or soiled refer to the supervisor for shampooing or steam cleaning.
Step 3	Remove PPE (if worn) and perform hand hygiene.
Step 4	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 5	Perform hand hygiene.

2.3.2 Cleaning of patient zone

Patient environment includes:

- Benchtops
- Cupboards
- Over tables
- Shelves
- Wardrobes/lockers.

Equipment requirements

- Adhesive tape remover
- Bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Cleaning trolley
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Waste bags.

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Collect the cleaning equipment required for the procedure.
Step 2	Proceed to the area to be cleaned.
Step 3	Perform hand hygiene and wear PPE appropriate for the procedure
Step 4	Remove the waste bag taped to the side of the bedside locker or over table, all sticky tape/doubled sided tape residue remove with adhesive tape remover and place in the waste receptacle.
Step 5	Wipe the top of the over table with a damp cloth or disposable cleaning wipe then wipe under frame and down the frame of the over table, wipe dry with clean dry cloth/paper. *
Step 6	Check that the castors on the over table are free of obstructions and rubbish. If these are not freewheeling or any exposed wood, follow local facility processes.
Step 7	If requested, move any items on the bedside locker, wipe the top of the bedside locker, wipe down sides and back of the locker with a damp cloth.

Step 8	Wipe dry with clean dry cloth/paper, and return all items removed prior to cleaning.
Step 9	<p>Using a cloth moistened in neutral detergent solution start from the highest point to wash the following and then dry with another cloth/paper:</p> <ul style="list-style-type: none"> • TV remote, telephone and nurse call button • all external surfaces of the locker • all surfaces of the chair • ensure all touch points are cleaned.
Step 10	Using adhesive tape replace the patient waste bag – attach the bag to the top of the locker or over table side to allow patient to place waste into.
Step 11	Put cloths in the bag and return to laundry for washing or discard, as appropriate.
Step 12	Remove PPE (if worn) and perform hand hygiene.
Step 13	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 14	Perform hand hygiene.

* Patients' personal items to be handled according to local process and training

2.3.3 Transfer/discharge cleaning of Patients' zone and making a bed

Bed unit includes:

- Bassinette
- Bedside locker
- Chair
- Crib
- Over table
- Patient bed.

Equipment requirements

- Bucket (as per colour coding requirements)
- Clean linen (as required) – 1 or 2 sheets, blankets, pillowcase(s), draw sheet, towel and washer
- Cloth/disposable cloth/or microfibre cloth (as per colour coding requirements)
- Linen skip (if required)
- Mini mop and head (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- Paper bags (if required)
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Plastic sheet (if required)
- Trolley (if required)
- Waste bucket or bin.

Time

One person – 7 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Cleaning the discharge/transfer bed

Step 1	Collect the equipment required for the procedure and put on PPE, as required.
Step 2	Approximately half fill the bucket with water and neutral detergent at the recommended dilution rate or collect wipes.
Step 3	Proceed to the discharge/transfer bed to be cleaned.
Step 4	Lock in bed wheels and adjust bed to an appropriate height. Remove all bed linen (as required) and place in a linen skip. If the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained.

Step 5	Using a cloth moistened in the neutral detergent solution start from the highest point to wipe: <ul style="list-style-type: none"> all surfaces of the mattress monkey bar, clean back and front of the bed head, evacuation blanket and end (if applicable) remove any tape etc that may compromise cleaning ensure all touch points are cleaned.
Step 6	Using a mini mop or damp cloth wipe the bed frame, undercarriage, side rails and wheels and casters thoroughly to ensure all dust is removed.
Step 7	Make the bed as per the ward's requirements.
Step 8	Reposition the bed ensuring the wheels are turned inwards and the brakes are in the ON position; and reposition the locker in line with the head of the bed and ensure the chair is placed next to the bed.
Step 9	Return excess equipment and rubbish to the appropriate areas.
Step 10	Remove PPE (if worn) and perform hand hygiene.
Step 11	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 12	Perform hand hygiene.

Making the bed – standard

Step 1	Collect the equipment required for the procedure.
Step 2	Perform hand hygiene and collect linen, as required.
Step 3	Place the sheet on the mattress, fold excess sheet under the mattress on all sides.
Step 4	Place the plastic sheet on the centre of the bed, fold excess plastic sheet under the mattress (if required).
Step 5	Place the drawsheet (if required) on the bed, fold excess drawsheet under mattress on all sides – place the plastic sheet on the bed (if required).
Step 6	Place the top sheet on the mattress, fold excess sheet under the mattress on three sides but not the bed head end; fold the bed head end of the sheet back towards the foot of the bed approximately the width of a pillow. Or as per local procedure.
Step 7	Place pillows inside clean pillowcases and fold the flap over.
Step 8	Once the bed is made notify ward nursing staff that the bed is ready.

Step 9	Perform hand hygiene.
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2.3.4 Cleaning and making a birthing bed

Birthing beds include

- Beds used by a patient while giving birth.

Equipment requirements

- Bucket (as per colour coding requirements)
- Clean linen (as required)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Linen skip (if required)
- Mini mop and head (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gowns/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign
- Trolley (if required)
- Waste bucket or bin.

Time

One person – 7 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Cleaning and making the bed

Step 1	Ensure linen from the birthing bed has been removed by nursing staff and the bed has been dismantled. Clinical staff are required to remove all visible blood or body substances – the lower foot section and the fluid basin need to have been removed prior to cleaning.
Step 2	Collect the equipment required for cleaning of the bed.
Step 3	Perform hand hygiene and put on PPE, as required.
Step 4	Approximately half fill the bucket with water and neutral detergent at the recommended dilution rate or neutral detergent/disinfectant wipes.
Step 5	If the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained.
Step 6	Damp wipe over the over table then damp wipe the pillow and place on the clean table.
Step 7	Adjust the bed to the appropriate height for cleaning.

Step 8	Commence with unsnapping mattress fasteners. Damp wipe bed headboard, working top to bottom, on both sides. Damp wipe mattresses, ensure to clean top, sides and underside. Cloth to be well wrung out to assist with quick drying.
Step 9	Using a cloth moistened in the neutral detergent solution starting from the highest point, damp wipe all surfaces – pay particular attention to handles, the base of the bed, calf and foot support arms as blood is usually found in these areas.
Step 10	Calf and foot support arms will need to be swivelled to be cleaned – pay particular attention to calf support arms and ensure all areas are wiped over with a disinfectant solution after cleaning has been completed.
Step 11	Reassemble the bed, ensuring to reattach the fluid basin lined with bin liner and the lower footrest plate – to reattach the foot section, grasp the handles of the foot section and position onto the mounting brackets located on the bed frame.
Step 12	Attach the brackets ensuring a level surface is achieved; and pull on the foot section to ensure it is locked into position (NB: if the foot section is NOT level, this is an indication that it is not locked into position).
Step 13	Dry all surfaces with another cloth/disposable paper.
Step 14	Remove PPE (if worn) and perform hand hygiene.
Step 15	<p>To make the bed:</p> <ul style="list-style-type: none"> • collect the equipment required for the procedure • perform hand hygiene and collect clean linen, as required • place the sheet on the mattress, fold excess sheet under the mattress on all sides • place the drawsheet (if required) on the bed, fold excess drawsheet under mattress on all sides – place the plastic sheet on the bed (if required) • place the sheet on the mattress, fold excess sheet under the mattress on three sides but not the bed head end; fold the bed head end of the sheet back towards the foot of the bed approximately the width of a pillow • place pillows inside clean pillowcases and fold the flap over • perform hand hygiene • once the bed is made notify ward nursing staff that the bed is ready.
Step 16	Reposition the bed ensuring the wheels are turned inwards and brakes in the ON position; and reposition the locker in line with the head of the bed and ensure the chair is placed next to the bed.
Step 17	Inform nursing staff that the bed and room are completed for use.
Step 18	Return excess equipment and rubbish to the appropriate areas.
Step 19	Remove PPE (if worn) and perform hand hygiene.

Step 20	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 21	Perform hand hygiene.

2.3.5 Transfer/discharge cleaning and making an incubator crib and patient surrounds

Incubator crib and patient surrounds includes:

- Bedside locker
- Chair
- Crib
- Over table.

Equipment requirements

- Bucket (as per colour coding requirements)
- Clean linen (as required) – 1 bassinette sheet
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Linen skip (if required)
- Mini mop and head (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Safety signage; for example, wet floor sign
- Skin temperature sensor Trolley (if required)
- Waste bucket or bin.

Time

One person – 7 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Cleaning the crib

Step 1	Perform hand hygiene and wear appropriate PPE.
Step 2	Install safety signage, for example, wet floor sign
Step 2	Remove all accessories; open the front by pressing the left and right plastic clips on the sides.
Step 3	Check that area is free of personal items.
Step 4	Tilt the canopy (perspex door) as far as it will go.
Step 5	Disconnect the “blue” skin temperature sensor.
Step 6	Remove all bed linen and place in a linen skip. If the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained.

Step 7	Remove the flexible hose seals from the hand ports (press the semi-circular buttons to open the hand ports); lift out the bed (mattress).
Step 8	Swing out the sensor housing from the rear panel and empty water.
Step 9	Remove the rear panel, disconnect the small hoses and unscrew the bottle holder.
Step 10	Remove all three bottles from the rear panel and empty water out.
Step 11	Collect the equipment required for cleaning of the crib.
Step 12	Barricade the area using safety signs.
Step 13	Using a damp cloth, wipe the inside and outside of the crib.
Step 14	Do not use scourer pads when cleaning perspex on any of the cribs.
Step 15	Use a dry cloth/disposable paper to wipe all the surfaces that have been cleaned.
Step 16	Damp wipe all accessories that have been removed from the crib and completely dry using a dry cloth/disposable paper.
Step 17	After all accessories have been cleaned, put all accessories back in their correct order and position; cover the mattress with a “blue” skin sensor on the sheet.
Step 18	Replace the hand ports seals ensuring that they have been placed back on their correct sides.
Step 19	Rinse out the three bottles and place them in a clean plastic liner/bag for transport for sterilisation.
Step 20	Using a mini mop clean the bed frame, undercarriage, side rails and wheels and casters thoroughly to ensure all dust is removed.
Step 21	Place the incubator in the appropriate place or take to the storage area if not required.
Step 22	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner’s room or storage area or discard, as appropriate.
Step 23	Remove PPE (if worn) and perform hand hygiene.

Note: Do not use scourer pads when cleaning perspex on any of the cribs.

Making the incubator crib

Step 1	Perform hand hygiene.
Step 2	Perform hand hygiene and collect clean linen, as required.
Step 3	Wear PPE, as required, for the procedure.
Step 4	Place the sheet on the mattress, fold excess sheet under the mattress on all sides.
Step 5	Once the crib is made notify ward nursing staff that the bed is ready.
Step 6	Remove PPE and perform hand hygiene.

2.3.6 Cleaning transfer/discharge cot/bassinet

Cots include

- Bedside locker
- Bed table
- Chair
- Crib.

Equipment requirements

- Bucket (as per colour coding requirements)
- Clean linen (as required) – sheet/drawsheet, bedsheet/blanket
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Linen skip (if required)
- Mini mop and head (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign
- Trolley (if required)
- Waste bucket or bin.

Time

One person – 7 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Cleaning the cot/bassinet

Step 1	Collect the equipment required for the procedure.
Step 2	Perform hand hygiene and put on PPE, as required.
Step 3	Check that all items used by the transferred/discharged patient – magazines, papers and any other items used – have been removed (by nursing staff).
Step 4	Install safety signage; for example, wet floor sign.
Step 5	Commence cleaning. Place cleaning equipment and neutral detergent solution on the cleaner's trolley.
Step 6	Adjust the cot/bassinet height as necessary.
Step 7	Check and apply the brakes and adjust height (if required).

Step 8	Remove all bed linen (if required) and place in a linen skip – if the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained.
Step 9	Wipe with damp cloth the mattress, metal cot/bassinet base, cot/bassinet structure, side rails, and cot/bassinet wheels and casters.
Step 10	Remove any sticky labels from the cot/bassinet, cot/bassinet rails and cot/bassinet structure.
Step 11	Using a damp cloth, thoroughly wipe the inside and outside of the cot/bassinet.
Step 12	Use a dry cloth to wipe all the surfaces that have been cleaned. Place the cot/bassinet in appropriate place or take to storage area if not required.
Step 13	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 14	Remove PPE (if worn) and perform hand hygiene.

Making the cot

Step 1	Perform hand hygiene.
Step 2	Collect linen, as required.
Step 3	Place a clean cot/bassinet sheet (bottom sheet) over the entire mattress and neatly tuck in on all sides of the mattress.
Step 6	Place the cot/bassinet into appropriate cot/bassinet space and apply brakes.
Step 8	Once the cot/bassinet is made notify ward nursing staff that the cot/bassinet is ready.
Step 9	Perform hand hygiene.

2.3.7 Cleaning transfer/discharge a transport crib

Transport crib includes:

- Bedside locker
- Bed table
- Chair
- Transport crib.

Equipment requirements

- Bucket (as per colour coding requirements)
- Clean linen (as required) – bassinette sheets, quilt
- Cloth/or disposable cloth/or microfibre cloth (as per colour coding requirements)
- Linen skip (if required)
- Mini mop and head (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear and mask), as required
- Safety signage; for example, wet floor sign
- Trolley (if required)
- Waste bucket or bin.

Time

One person – 7 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Cleaning the transport crib

Step 1	Collect the equipment required for the procedure.
Step 2	Perform hand hygiene and put on PPE, as required.
Step 3	Check that all items used by the transferred/discharged patient – magazines, papers and any other items used – have been removed (by nursing staff).
Step 4	Commence cleaning. Place cleaning equipment and neutral detergent solution on the cleaner's trolley.
Step 5	Adjust the crib height and apply breaks as necessary.
Step 6	Install safety signage; for example, wet floor sign.
Step 7	Remove the seals from hand ports, to open the hand ports, press the circular buttons or turn the latches depending on type fitted to crib.

Step 8	Lift out the mattress.
Step 9	Remove all bed linen and place in a linen skip. If the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained.
Step 10	Using a damp cloth, thoroughly wipe the inside and outside of the crib
Step 11	Use a dry cloth to wipe all the surfaces that have been cleaned.
Step 12	Clean all surfaces thoroughly; for example, perspex, mattress, trolley drawers etc with the neutral detergent solution.
Step 13	Damp wipe and completely dry the monitor and gas cylinders located at the top and the side of the crib.
Step 14	Ensure all accessories have been cleaned and are placed back in their correct order and place.
Step 15	Remove PPE (if worn) and perform hand hygiene.
Step 16	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 17	Perform hand hygiene.

Note: Do not use scourer pads when cleaning perspex on any of the cribs

Making the transport crib

Step 1	Perform hand hygiene.
Step 2	Collect linen, as required.
Step 3	Wear PPE, as required, for the procedure.
Step 4	Place a clean crib sheet (bottom sheet) over the entire mattress and neatly tuck in on all sides of the mattress.
Step 5	Place the crib in appropriate space and apply the brakes.
Step 6	Remove PPE (if worn) and perform hand hygiene.
Step 7	Perform hand hygiene.
Step 8	Notify nursing staff once crib ready.

2.3.8 Cleaning transfer/discharge open care crib

Open care crib includes:

- Bedside locker
- Bed table
- Chair
- Open care crib.

Equipment requirements

- Bucket (as per colour coding requirements)
- Clean linen (as required) – bassinette sheets
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Linen skip (if required)
- Mini mop and head (if required)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear and mask), as required
- Safety signage; for example, wet floor sign
- Trolley (if required)
- Waste bucket or bin.

Time

One person – 7 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Cleaning the open care crib

Step 1	Perform hand hygiene and put on PPE, as required, and collect the equipment required for the procedure.
Step 2	Check that all items used by the transferred/discharged patient – magazines, papers and any other items used – have been removed (by nursing staff).
Step 3	Commence cleaning. Place cleaning equipment and neutral detergent solution on the cleaner's trolley.
Step 4	Install safety signage; for example, wet floor sign.
Step 5	Remove all bed linen and place in a linen skip. If the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained.
Step 6	Clean all surfaces thoroughly – for example, perspex, mattress, trolley, drawers, and so forth – with the neutral detergent solution.

Step 7	Using a dry cloth wipe all the surfaces that have been cleaned.
Step 8	Damp wipe and completely dry all monitors located at the top of the crib.
Step 9	Damp wipe the power cords, coil and tie up neatly as per local process.
Step 10	Place the crib in the appropriate space and apply the brakes.
Step 11	Remove PPE (if worn) and perform hand hygiene.
Step 12	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 13	Perform hand hygiene.

Note: Do not use scourer pads when cleaning perspex on any of the cribs

Making the transport crib

Step 1	Perform hand hygiene.
Step 2	Collect linen, as required.
Step 3	Wear PPE, as required, for the procedure.
Step 4	Place a clean crib sheet (bottom sheet) over the entire mattress and neatly tuck in on all sides of the mattress.
Step 5	Place the crib in the appropriate space and apply the brakes.
Step 6	Once the crib is made notify ward nursing staff that the crib is ready.
Step 7	Remove PPE (if worn) and perform hand hygiene.
Step 8	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 9	Perform hand hygiene.

2.3.9 Cleaning and replacing wet area curtains.

Wet area curtains must be changed:

- As part of a terminal clean
- As per the schedule at your local facility
- When stained or torn or visibly soiled in all functional risk areas.

Equipment requirements

- Clear plastic bag
- Foot stool/step ladder (if required)
- Linen bag
- PPE (gloves, gown/apron, protective eyewear, mask), as required
- Replacement curtains reusable or disposable
- Rings
- Tool to assist removing curtains
- Tags.

Time

One person – 5 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 2	Remove the shower curtain by: <ul style="list-style-type: none">• gathering the curtains.• using a foot stool or step ladder, if required• unhook the curtains from curtain rail or track• continue until all the rings are free• get down off the ladder. (Note: some curtain rings/hooks may be left on rail).
Step 3	If the curtain is damaged refer to the supervisor for decision on disposal.
Step 4	Reusable – place in a linen or clear plastic bag and follow local process. Disposable – place in general waste bin.
Step 5	Remove PPE (if worn) and perform hand hygiene.
Step 6	Hang the replacement shower curtains.
Step 7	Perform hand hygiene.

2.4 Bathroom and toilet fixtures

2.4.1 Toilet cleaning

Toilets and bathroom fixtures include

- Sanitary bins (exterior)
- Toilets
- Urinals.

Equipment requirements

- Bathroom cleaner
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Mop (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Plastic bucket (as per colour coding requirements)
- Safety signage; for example, wet floor sign
- Squeeze bottle (flip top/cap)
- Toilet cleaning chemical
- Toilet brush
- Trolley (optional).

Time

One person – 4 minutes per toilet*

**Timing is approximate and is only to be used as a guide.*

Procedure

Step 1	Perform hand hygiene and wear PPE, as required, for the procedure.
Step 2	Install safety signage, for example, wet floor sign
Step 3	Pick up and remove waste and place into the appropriate garbage bag.
Step 4	Approximately half fill the bucket with water and neutral detergent at the recommended dilution rate or collect neutral detergent/disinfectant wipes.
Step 4	Using a clean cloth, wipe the exterior of the towel holder or dispenser, toilet paper holder and hand soap dispenser with neutral detergent solution.
Step 5	Apply the toilet cleaning chemical to the toilet bowl.
Step 6	Brush well inside the bowl including the rim and the bend below water level. Flush the cistern to rinse the toilet brush and remove chemical.

Step 7	Wash and wipe all exterior surfaces starting from top to bottom, clean to dirtiest including seat. Ensure all touch points are clean, dry and seat closed.
Step 8	Where required, wash/wipe the walls, doors and edges. Wipe over exterior of sanitary bins (do not empty).
Step 9	Remove gloves and perform hand hygiene.
Step 10	Restock toilet paper.
Step 11	Mop the toilet floor, paying attention to areas around the toilet, corners and skirting.
Step 12	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 13	Perform hand hygiene.

2.4.2 Cleaning of hand hygiene dispensers

Hand hygiene dispensers include

- Alcohol based hand rub dispenser
- Soap dispenser.

Equipment requirements

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- New bottle of soap or of alcohol-based hand rub
- PPE (gloves, gown/apron, protective eyewear, mask), as required.

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Replacing empty container

Step 1	Perform hand hygiene and wear PPE, as appropriate, for the procedure.
Step 2	Remove the empty container.
Step 3	Damp wipe the inside of the dispenser.
Step 4	Replace container.
Step 5	Close dispenser and check that it is working.
Step 6	Damp-wipe the dispenser with a clean disposable cloth to remove any dust or soap residue.
Step 7	Remove PPE and perform hand hygiene.

2.4.3 Cleaning a shower

Showers include

- Dispensers
- Grab rails
- Mats
- Shower
- Shower curtain and track
- Shower head
- Soap holders
- Tap handles.

Equipment requirements

- Bucket and mop (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Glass cleaner
- Mop (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign
- Scrubbing brush, if required (as per colour coding requirements)
- Squeegee
- Trolley (optional)
- Waterproof boots.

Time

One person – 4.5 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 2	Collect the equipment and cleaning solutions required for the procedure.
Step 3	Install safety signage; for example, wet floor sign.
Step 4	Check the shower curtains if soiled or damaged.
Step 5	Wipe any shower stools or chairs with a damp cloth.

	Remove or put to the side any shower stools or chairs or any other equipment from the floor.
Step 6	Remove any rubbish or litter.
Step 7	Hose down the shower area.
Step 8	Commencing at highest point, clean the shower walls.
Step 9	Clean the taps, shower head, soap holders and dispensers.
Step 10	Clean the shower floor paying special attention to corners and edges.
Step 11	When the entire shower has been cleaned use hose to rinse.
Step 12	Wipe glass screens with a clean cloth using glass cleaner, if required.
Step 13	Mop the floor.
Step 14	Replace the shower stools or chairs.
Step 15	Remove PPE (if worn) and perform hand hygiene.
Step 16	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 17	Perform hand hygiene.

2.4.4 Cleaning bath

Baths include

- Bath
- Birthing bath
- Spa bath: refer to local procedure.

Equipment requirements

- Bathroom cleaning product diluted to the manufacturer's specification
- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Disinfectant such as sodium hypochlorite diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, masks), as required
- Safety signage; for example, wet floor sign.

Time

One person – 5 minutes per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Perform hand hygiene and wear PPE appropriate for the procedure.
Step 2	Collect the equipment and cleaning solutions required for the procedure.
Step 3	Install safety signage; for example, wet floor sign.
Step 4	<ul style="list-style-type: none">• Rinse with tap water• Clean the bath/tub and plumbing fixtures with a relevant cleaning products• Rinse with tap water when complete.
Step 5	Remove PPE (if worn) and perform hand hygiene.
Step 6	When the task is completed follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 7	Perform hand hygiene.

3. Patient equipment

3.1 Cleaning mobile ward/department equipment

Mobile ward equipment includes, but is not limited to:

- Equipment trolleys/stands
- Linen skips/trolleys
- Manual handling equipment (lifters)
- Mobile walking aids (walkers/forearm support frames)
- Portable IV poles
- Wheelchairs.

Please note: some of this equipment is cleaned by staff other than cleaning staff as per local procedures.

Medical equipment should be cleaned by the health worker using the equipment. Refer to local policy.

Equipment requirements

- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required.

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Conduct an inspection of equipment prior to cleaning and report if damaged and follow local process (tag out of order as per your area procedure).
Step	Perform hand hygiene and wear PPE appropriate for the procedure.
Step	Collect the equipment and cleaning solutions required for the procedure.
Step 5	Apply cleaning solution to cloth and wring out, if required.
Step 6	Wipe over all surfaces paying particular attention to corners, crevices, grooves, seams etc, and so forth.
Step 7	Change cloth after each item has been cleaned, or when visibly soiled Change the cleaning solution when it becomes visibly soiled.
Step 9	Clean the wheels.

Step 11	When the task is completed, follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 12	Remove PPE (if worn).
Step 13	Perform hand hygiene.

4. Environment

4.1 Waste removal – general waste under 80 litres

Waste bins include

- general waste – any non-hazardous waste that is not able to be composted, recycled, reprocessed or re-used.

Equipment requirements

- bags – clear/opaque or as per colour-coding requirements – range of sizes
- cloth – disposable or washable as per local practice
- mobile garbage bin or waste trolley – used to collect waste from floor bins
- neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear, mask), as required.

Time

One person – 1 minute per waste/rubbish bins*

**Timings are approximate and are to only be used as a guide.*

Procedure

Step 1	Perform hand hygiene and wear PPE, as required, for the procedure.
Step 2	Collect the waste collection trolley or general waste mobile garbage bin from the storage area.
Step 3	Wheel the trolley or bin on the collection round.
Step 4	Remove bag from waste bin, carefully exclude air without compacting waste and tie off bag before placing into mobile garbage bin or waste trolley for removal from area.
Step 5	Weekly: clean all surfaces of the bin with cleaning solution, ensuring that the underside of the lid is clean and allow bin to dry.
Step 6	Replace the plastic liner.
Step 7	Repeat the process until the collection round is complete.
Step 8	If segregation or other problems are observed, report to the supervisor; for example, when clinical waste is found in general waste.
Step 9	Take the mobile garbage bin or trolley to the collection point for consolidation and transfer to disposal area.
Step 10	When using a trolley empty waste bags from the trolley into appropriate mobile garbage bins at the collection point.

Step 11	When the task is completed clean the trolley, if using, and store appropriately. Follow local procedure to clean all cleaning equipment and return to the cleaner's room or storage area or discard, as appropriate.
Step 12	Remove PPE and perform hand hygiene.

Refer to [Clinical and Related Waste Management for Health Services \(PD2020_049\)](#).

Relevant sections from this policy cover:

- ✓ Waste Stream Definition
- ✓ Waste Minimisation
- ✓ Waste Segregation
- ✓ Handling, Labelling, Containment, Transport and Storage

4.2 Waste removal – mobile garbage bin (MGB)

Mobile garbage bins include

- Mobile garbage bin (120, 240, 660 and 1,100 litre capacity) for collecting general waste, clinical waste and recycling for transporting to collection point.

Equipment requirements

- electric tow motor (if available)
- mobile garbage bin
- PPE (gloves, gown/apron, protective eyewear and mask), as required
- transport trolley (if available)
- truck or vehicle with tailgate for loading bins (if available)

Mobile garbage bin cleaning:

- bin liners (if required)
- bin washer (if available)
- brush, long handled
- deodoriser (if available)
- foam gun attachment (where available)
- litter picker, long handle
- neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- PPE (gloves, gown/apron, protective eyewear and mask), as required
- scourer or cloth.

Time

One person – 1 minute per unit*

**Timings are approximate and are to only be used as a guide.*

Procedure

Moving mobile garbage bins

Step 1	Perform hand hygiene and wear PPE, as appropriate, for the procedure.
Step 2	Collect the mobile garbage bin from the storage area.
Step 3	Ensure the correct bin liner is in place (if applicable) and lid is closed. If a lock is fitted, ensure bin is locked before moving.
Step 4	Use correct manual handling techniques and check weight of bin before moving, only manually move one mobile garbage bin at a time.

Step 5	<p>Two-wheeled bins: stand behind the bin with the wheels closest to body, place both hands on handles and tilt bin to 45° before pushing forward – do not pull the bin behind you.</p> <p>Four-wheeled bin: stand behind bin, place both hands on the push handles and push forward.</p>
Step 6	<p>If provided, use electric tow motor to move multiple bins or tow transport trolleys. Always use supplied hitches, do not link trolleys with rope, wire or other improvised connectors.</p> <p>If using a transport trolley or vehicle, ensure bins are secured for transport.</p>
Step 7	When the movement is complete, store bins neatly and safely according to local procedures.
Step 8	Remove PPE and perform hand hygiene.

Cleaning of mobile garbage bin

Step 1	Wear PPE, as appropriate, for the procedure.	
Step 2	Collect the mobile garbage bin(s) and take to the dedicated bin washing area. Only clean where there is a drain to the sewer or on grassed area. Use litter picker, long handle to remove debris and then use bin washer if installed at facility.	
Step 3	Foam gun attachment: Follow manufactures instruction for setup and use.	Hose only: Put neutral detergent in the mobile garbage bin.
Step 4	Attach the foam gun to hose.	Hose out.
Step 5	Spray wash inside and outside of the mobile garbage bin(s)	
Step 6	Foam gun attachment: When all mobile garbage bin(s) have been washed, change the setting on the foam gun attachment to water and rinse the mobile garbage bin(s) with fresh water.	Hose only: Rinse the mobile garbage bin(s) with fresh water.
Step 7	Turn smaller mobile garbage bin(s) upside down or on side to drain, or larger bin(s) remove plug and allow to dry.	
Step 8	Line the mobile garbage bin(s) with the appropriate size bin liner (if required) and store cleaned bins in allocated area.	
Step 9	Remove PPE and perform hand hygiene.	

Step 10	When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard, as appropriate.
Step 11	Perform hand hygiene.

4.3 Disposal of furniture

- Departments may, from time to time, have the authority to dispose of furniture and equipment for recycling or disposal.
- Sites are to follow disposal guidelines.
- Environment services manager to advise and support the disposal process.