

2. Fixtures

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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:

- Electrical fixtures and appliances
- Computer equipment
- Dryers, TVs and associated fittings, light fittings, telephones, vending machines
- Drinking fountains, tea and coffee making machines.

Required standard:

- Electrical fixtures and appliances are free of grease, dirt, dust, encrustations, marks, stains and cobwebs
- Electrical fixtures and appliances are kept free from signs of use or non-use
- Hygiene standards are satisfied where the fixture or appliance is used in food preparation
- Drinking fountains are clean and free of stains and mineral build-up.

Equipment requirements:

- Plastic bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Extendable cleaning tool /step stool/ladder (as per Australian Standards)
- Green and white hand pad
- Neutral detergent (diluted to the manufacturer's specification).

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Do not mix chemicals • Report any faults to the person in charge • Ensure the ladder is positioned correctly • Ensure that electrical fittings/fixtures are switched off before starting cleaning • If there is any equipment plugged in and switched on do not switch/plug off before contacting the person in charge • When using the vacuum cleaner follow the relevant work procedure • Do not use electrical equipment if cords are frayed

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Key Safety Rules:

- Always first consult clinical or nursing staff before disconnecting any medical equipment
- Operate equipment in accordance with the manufacturer's instructions and facility requirements
- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point
- Always ensure hand hygiene is performed after each clean and after removing gloves
- Ensure hands are dry when connecting and disconnecting electrical equipment to a power point

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	Wear personal protective equipment appropriate for the procedure
Step 3	Proceed to the area to be cleaned
Step 4	Half fill the bucket with cold water and add detergent at the recommended dilution rate
Step 5	Wipe the vents, fans, high light covers, picture/notice board frames, door hinges and other high fixtures and fittings with a cloth dampened in cleaning solution and high dusting tools / extendable cleaning tool
Step 6	Rinse the cloth regularly as it becomes dirty
Step 7	Change the cleaning solution as it becomes dirty
Step 8	Place the cloth in the cleaning solution, wring out and starting from top to bottom wipe paper dispensers, taps, pipes, signs, fire extinguishers and other low fixtures and fittings
Step 9	Use a dry cloth to polish the chrome fixture to shine
Step 10	Clean the bottom of soap dispensers with the cleaning solution to remove build up of old soap accumulates and then wipe the dispenser with wet cloth
Step 11	Apply the cleaning solution onto equipment to be cleaned as required, wipe equipment clean, and rinse with water - avoid excess contact with the electrical outlet
Step 12	Apply the cleaning solution onto equipment using the white/green hand pad to remove body fat and other dirt, and wipe equipment with the cloth dampened in cleaning solution
Step 13	Switch off light switches, power points and wipe with a cloth dampened in cleaning solution
Step 14	Wipe with a cloth dampened in cleaning solution TV arms and top of TV - unplug TV, spray with window cleaner and wipe TV screen with a clean and dry cloth
Step 15	Put reusable cloths in a laundry bag for laundry to wash
Step 16	Remove personal protective equipment and perform hand hygiene
Step 17	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 18	Perform hand hygiene

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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 fans
- Extraction fans
- Rangehoods
- Motor vents
- Relief grills
- Other ventilation outlets.

Required standard:

- Electrical fixtures and appliances are free of grease, dirt, dust, encrustations, marks, stains and cobwebs
- Electrical fixtures and appliances are kept free from signs of use or non-use
- Hygiene standards are satisfied where the fixture or appliance is used in food preparation
- Rangehoods (interior and exterior) and exhaust filters are free of grease and dirt on inner and outer surfaces
- Motor vents etc are clean and free of dust and lint.

Equipment requirements:

- Step ladder/ladder (as per Australian Standards) (if required)
- Trolley (if required)
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Degreaser
- Scrubbing brush or scourer pad
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Vacuum cleaner with high dusting tool (if required)
- High duster (if required)
- Mini mop.

Risks:

Hazard(s):	Control(s):
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling techniques/procedures and guidelines are followed
Operational injury	<ul style="list-style-type: none"> • Where possible turn the power off • Only use a ladder/step ladder when damp dusting vents
Height hazard	<ul style="list-style-type: none"> • Do not remove vent covers • Ensure the vent cover is secure before cleaning as the vent may dislodge and fall • Use an Australian Standards authorised ladder

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Key Safety Rules:

- Always first consult clinical or nursing staff before disconnecting any medical equipment
- Operate equipment in accordance with the manufacturer's instructions and facility requirements
- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point
- Always ensure hand hygiene is performed after each clean and after removing gloves
- Ensure hands are dry when connecting and disconnecting vacuum cleaner to a power point

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 or damp dusting
Step 2	Ensure the fan is switched off where possible
Step 3	Wear personal protective equipment appropriate for the procedure
Step 4	Take the required equipment to the area
Step 5	When damp dusting, position the ladder/step ladder in a manner that enables the vent to be safely reached (if required)

If vacuuming:

Step 1	Refer to Procedure 1.5.1- 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 personal protective equipment 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

Air conditioning vents:

Step 1	Collect the ladder and blue cleaning bucket, cloths, dust stick and respirator mask - only fill bucket 1/3 with water and add detergent
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	Wear personal protective equipment appropriate for the procedure
Step 4	Using a dust stick, wipe inside the vent space to loosen fluff and dust - the flow of the air conditioner will suck dust and fluff through to the air conditioning filters
Step 5	Using a cloth wipe the blades and sides of the vent, 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

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Step 6	Thoroughly wipe the vent with cleaning cloth - may need to use the high pressure hose to loosen dirt when very dirty
Step 7	After the vent is replaced securely wipe with a dry cloth
Step 8	Report any faults to the nurse/midwife in charge or the Maintenance Department
Step 9	Remove personal protective equipment 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

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2.1.3 Damp dusting of a telephone

Purpose:

To safely and effectively clean a telephone handset.

Telephones include:

- Telephones
- Patient call system
- Television controls.

Required standard:

- Electrical fixtures and appliances are free of grease, dirt, dust, encrustations, marks, stains and cobwebs
- Electrical fixtures and appliances are kept free from signs of use or non-use
- Hygiene standards are satisfied where the fixture or appliance is used in food preparation.

Equipment requirements:

- Neutral detergent (diluted to the manufacturer's specification) or telephone cleaning sachets
- Cloth/sponge/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Chemical use injury	<ul style="list-style-type: none"> • Carefully read all instructions • Use spray or sachet according to instruction • Do not over wet when using spray
Key Safety Rules: <ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point • Always ensure hand hygiene is performed after each clean and after removing gloves • Ensure hands are dry when connecting and disconnecting electrical equipment to a power point 	

Time:

One person - 1 minute per unit*

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

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Procedure:

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Prepare the equipment and 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 mouth piece 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 is cleaned
Step 13	Reposition the phone when finished
Step 14	Remove personal protective equipment and perform hand hygiene
Step 15	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 16	Perform hand hygiene

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2.2 Kitchen fixtures and appliances

2.2.1 General electrical fixtures and appliances

Purpose:

To safely and effectively clean general electrical fixtures and appliances.

Kitchen fixtures include:

- Kitchen floors
- Benches
- Walls
- Ceilings
- Vents
- Ducts
- Exhaust and extraction fans
- Light fittings and switches
- Doors
- Door handles
- Electrical appliances
- Cooking appliances
- Trolleys
- Sinks
- Cupboards
- Drawers and shelving
- Pantries and kiosks
- Fridges
- Microwaves
- Ice machines
- Water fountains and hydroboils.

Required standards:

- Fixtures, surfaces and appliances are free of grease, dirt, dust, encrustations, marks, stains and cobwebs
- Electrical and cooking fixtures and appliances are kept free from signs of use or non-use
- Rangehoods (interior and exterior) and exhaust filters are free of grease and dirt on inner and outer surfaces
- Food preparation areas, fixtures or appliances are cleaned in accordance with the requirements of the Australian Food Safety Standards² and food safety plans.
- Motor vents etc are clean and free of dust and lint.

Equipment requirements:

- Step ladder / ladder (as per *Australian Standards*) (if required)
- Trolley (if required)
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)

² Food Standards Australia New Zealand. *Food Standards Code* - <http://www.foodstandards.gov.au/foodstandards/>

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- Scrubbing brush or scourer pad
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Vacuum cleaner with high dusting tool (if required)
- High duster (if required)
- Mini mop.

Risks:

Hazard(s):	Control(s):
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling techniques/procedures and guidelines are followed
Operational injury	<ul style="list-style-type: none"> • Where possible turn the power off • Check that the power plug is not damaged • Check that the power lead is not damaged • Check that the machine switch is not damaged • Check that equipment is not damaged • Report any malfunction and attach a danger tag. • Do not use equipment until it is repaired • Do not pull on or shake the fridge • Do not attempt to shut anybody, including self, in the fridge • Only use a ladder / step ladder when damp dusting vents
Height hazard	<ul style="list-style-type: none"> • Do not remove vent covers • Ensure the vent cover is secure before cleaning as the vent may dislodge and fall on you • Use an Australian Standards authorised ladder
Key Safety Rules: <ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point • Always ensure hand hygiene is performed after each clean and after removing gloves • Ensure hands are dry when connecting and disconnecting a vacuum cleaner to a power point 	

Time:

One person - 1 minute per unit*

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

Procedure:

Step 1	Always refer to the safe work practice prior to cleaning the refrigerator
Step 2	Turn off the power and unplug the equipment before carrying out any cleaning or maintenance

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Step 3	Perform hand hygiene and wear personal protective equipment appropriate for the procedure
Step 4	Collect the cleaning equipment and prepare the detergent solution at the recommended dilution rate
Step 5	Wipe over all external surfaces including the storage bin handle with a disposable cloth moistened with a detergent solution - discard the cloth in general waste when the procedure is completed.
Step 6	Using clean water and a disposable cloth rinse and dry the handle - discard the cloth in general waste when the procedure is completed
Step 7	Perform hand hygiene and discard the gloves into general waste

- 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

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2.2.2 Cleaning refrigerators

Purpose:

To safely and effectively clean refrigerators.

Refrigerators include (but are not limited to):

- Patient refrigerators.

Required standards:

- Fixtures, surfaces and appliances are free of grease, dirt, dust, encrustations, marks, stains and cobwebs
- Appliance is kept free from signs of use or non-use
- Refrigerators in food preparation areas are cleaned in accordance with the requirements of the Australian Food Safety Standards³ and food safety plans.

Equipment requirements:

- Step ladder/ladder (as per Australian Standards) (if required)
- Trolley (if required)
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Chlorine solution (diluted to the manufacturer's specification)
- Scrubbing brush or scourer pad
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- High duster (if required).

Risks:

Hazard(s):	Control(s):
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling techniques/procedures and guidelines are followed
Operational injury	<ul style="list-style-type: none"> • Where possible turn the power off • Check that the power plug is not damaged • Check that the power lead is not damaged • Check that the machine switch is not damaged • Check that equipment is not damaged • Report any malfunction and attach a danger tag • Do not use equipment until it is repaired • Do not pull on or shake the fridge • Do not attempt to shut anybody, including self, in the fridge • Only use a ladder/step ladder when damp dusting vents
Height hazard	<ul style="list-style-type: none"> • Do not remove vent covers • Ensure the vent cover is secure before cleaning as the vent may dislodge and fall

³ Food Standards Australia New Zealand. *Food Standards Code* - <http://www.foodstandards.gov.au/foodstandards/>

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	<ul style="list-style-type: none"> • Use an Australian Standards authorised ladder
Key Safety Rules: <ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point • Always ensure hand hygiene is performed after each clean and after removing gloves • Ensure hands are dry when connecting and disconnecting electrical equipment to a power point 	

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	Always refer to the safe work practice prior to cleaning the refrigerator
Step 2	Turn off the power and unplug the refrigerator before carrying out any cleaning or maintenance
Step 3	Perform hand hygiene, and put on personal protective equipment appropriate for the procedure
Step 4	Collect the cleaning equipment and prepare the detergent solution for the procedure

Daily cleaning:

Step 1	Wipe over all external surfaces including the storage bin handle with a disposable cloth moistened with the detergent solution - discard the cloth in general waste when the procedure is completed
Step 2	Using clean water and a disposable cloth to rinse and dry the handle - discard the cloth in general waste when the procedure is completed
Step 3	Perform hand hygiene and discard the gloves into general waste

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, use detergent solution and a clean disposable cloth to wipe over all surfaces (including the sides and door and flush tray) - pour approximately 250 ml water into the storage bin to help flush the drain hole
Step 4	Check and ensure that the door seals and inner doors are free from mould after cleaning
Step 5	Wipe over all outside surfaces of the ice machine, discard the detergent solution
Step 6	Obtain clean water and wipe over all washed surfaces to remove detergent residue
Step 7	Prepare the chlorine solution at the recommended dilution rate
Step 8	Use the chlorine solution to wipe all surfaces of the ice storage bin and flush the drain - allow one minute contact time with all surfaces when using chlorine solution
Step 9	Complete the process by wiping all surfaces with clean water

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Step 10	Wipe over all external surfaces including the storage bin handle with a disposable cloth moistened with a neutral detergent solution - discard the cloth in general waste when the procedure is completed
Step 11	Using clean water and a disposable cloth to rinse and dry the handle - discard the cloth in general waste when the procedure is completed
Step 12	Replug the power cord and turn on
Step 13	Perform hand hygiene and discard the gloves into general waste
Step 14	Date and sign the refrigerator record document
Step 15	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 16	Perform hand hygiene
Step 17	Complete servicing details on the appropriate location

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2.2.3 Cleaning ice machines

Purpose

To safely and effectively clean and sanitise ice machines.

Ice machines include:

- Ice machines
- Freezer compartments.

Required standards:

- Refrigerators/freezers are clean and free of ice build-up
- Ice machines in food preparation areas are cleaned in accordance with the requirements of the Australian Food Safety Standards⁴ and food safety plans.
- .

Equipment requirements:

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Bucket to remove ice if required
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Neutral detergent (in squirt bottle and diluted to the manufacturer's specification)
- Approved chlorine solution as per dilution rate (in squirt bottle).

Risks:

Hazard(s):	Control(s):
Microbial survival on unclean equipment	Control the time of sanitising - ensure neutral detergent is left on the surface for at least 1 minute
Occupational health and safety	Always wear personal protective equipment appropriate to the task
Operational injury	Before carrying out any cleaning procedure turn off the electricity supply and unplug the lead from the wall socket
Body stress injury	Ensure correct handling procedures are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Operate in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the procedure required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point • Always ensure hand hygiene is performed after each clean and after removing gloves • Ensure hands are dry when connecting and disconnecting electrical equipment to a power point • Ensure that detergent or chlorine solution in squirt bottles is replaced after 24 hours 	

⁴ Food Standards Australia New Zealand. *Food Standards Code* - <http://www.foodstandards.gov.au/foodstandards/>

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Time:

Weekly clean - one person - 1 minute per unit*

Bi-monthly clean - one person - 20 minutes per unit*

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

Procedure:

Step 1	Always refer to the safe work practice prior to cleaning the ice machine
Step 2	Turn off the power and unplug the ice machine before carrying out any cleaning or maintenance
Step 3	Wear personal protective equipment appropriate for the procedure
Step 4	Collect the cleaning equipment and prepare the detergent solution for the procedure

Weekly cleaning:

Step 1	Perform hand hygiene and put on personal protective equipment appropriate for the procedure
Step 2	Soak the ice scoop in detergent solution, rinse in clean water, shake to remove excess water and allow to air dry
Step 3	Wipe over all exterior surfaces including the storage bin handle with a disposable cloth moistened with a detergent solution - discard the cloth in general waste when the procedure is completed
Step 4	Using clean water and a disposable cloth to rinse and dry the handle - discard the cloth in general waste when the procedure is completed
Step 5	Perform hand hygiene and discard the gloves into general waste

Bi-monthly cleaning:

Step 1	Perform hand hygiene and put on personal protective equipment appropriate for the procedure
Step 2	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 3	Open the storage bin and remove all ice into a bucket and dispose of ice in the sink
Step 4	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 5	Check and ensure the door seals and inner doors are free from mould after cleaning
Step 6	Wipe over all outside surfaces of the ice machine, discard the detergent solution
Step 7	Obtain clean water and wipe over all washed surfaces to remove detergent residue
Step 8	Prepare a chlorine solution at the recommended dilution rate
Step 9	Use the chlorine solution to wipe all surfaces of the ice storage bin and flush the drain - allow one minute contact time with all surfaces when using chlorine solution
Step 10	Complete the process by wiping all surfaces with clean water
Step 11	Date and sign the ice machine record document
Step 12	Return equipment to cleaner's room, empty the buckets in the sluice, rinse under clean running water and store upside down to dry
Step 13	Remove the gloves and dispose in general waste
Step 14	Perform hand hygiene
Step 15	Complete servicing details on the appropriate location

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2.2.4 Cleaning microwaves

Purpose

To safely and effectively clean microwaves.

Microwaves include:

- Microwave oven
- Microwave turntable
- Microwave interior and exterior.

Required standard:

- Microwaves are clean and free of food and fluid build-up and splashes.

Equipment requirements:

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Neutral detergent (in squirt bottle and diluted to the manufacturer's specification).

Risks:

Hazard(s):	Control(s):
Microbial survival on unclean equipment	Control the time of sanitising - ensure neutral detergent is left on the surface for at least 1 minute
Operational injury	Before carrying out any cleaning procedure turn off the electricity supply and unplug the lead from the wall socket
Body stress injury	Ensure correct handling procedures are followed
Key Safety Rules: <ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/ advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the procedure required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point • Always ensure hand hygiene is performed after each clean and after removing gloves • Ensure hands are dry when connecting and disconnecting electrical equipment to a power point 	

Time:

One person - 1 minute per unit*

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

Procedure:

Step 1	Always refer to the safe work practice prior to cleaning microwaves
Step 2	Turn off the power and unplug the microwave before carrying out any cleaning or maintenance

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Step 3	Wear personal protective equipment appropriate for the procedure
Step 4	Collect the cleaning equipment and prepare the detergent solution for the procedure
Step 5	Wipe inside and outside of the microwave, using a well wrung out cloth and detergent solution - do not let water enter any vents
Step 6	Wash the turntable in warm water and detergent
Step 7	Wipe dry all surfaces of the microwave and turntable
Step 8	Replug in power point
Step 9	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 10	Perform hand hygiene

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2.2.5 Cleaning and de-scaling dishwashers

Purpose

To safely and effectively clean and de-scale dishwashers.

Dishwashers include:

- Hobart Dishwashers interior and exterior
- Dishwashers interior and exterior.

Required standard:

- Dishwashers are clean and free of food and fluid and lime scale build-up.

Equipment requirements:

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Neutral detergent (in squirt bottle and diluted to the manufacturer's specification)
- De-scaling cleaning chemical.

Risks:

Hazard(s):	Control(s):
Microbial survival on unclean equipment	Control the time of sanitising - ensure neutral detergent is left on surface for at least 1 minute
Operational injury	Before carrying out any cleaning procedure turn off the electricity supply and unplug the lead from the wall socket
Body stress injury	Ensure correct handling procedures are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the procedure required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point • Always ensure hand hygiene is performed after each clean and after removing gloves • Ensure hands are dry when connecting and disconnecting electrical equipment to a power point 	

Time:

Daily clean - one person - 2 minutes per unit*

De-scaling - one person - 2 minutes per unit*

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

Environmental Cleaning Standard Operating Procedures

Module 3

Procedure:

Daily cleaning:

Step 1	Always refer to the safe work practice prior to cleaning dishwashers
Step 2	Turn off the power switch
Step 3	Ensure ventilation is adequate
Step 4	Wear personal protective equipment appropriate for the procedure
Step 5	Open the door of the dishwasher and wait for all the water drips from top of the machine to stop and all steam has escaped before reaching in to remove plug and strainers
Step 6	Drain the machine by pulling the drain stand pipe
Step 7	Remove and empty the strainer basket, sieves and pump intake screen
Step 8	Wash and rinse thoroughly
Step 9	Thoroughly clean and flush the dishwasher interior with hot water using a large jug
Step 10	Replace the intake screen, sieves and interior to dry
Step 11	Check that the wash and rinse arms rotate freely and are free of obstructions
Step 12	Check the rinse nozzles to make sure that they are free of any lime or obstructions
Step 13	Replace the plug
Step 14	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 15	Perform hand hygiene

De-scaling:

Step 1	Gather the cleaning equipment required
Step 2	Ensure ventilation is adequate
Step 3	Wear personal protective equipment appropriate to procedure
Step 4	Switch off the dosing device
Step 5	Turn the machine off and empty
Step 6	Turn the machine back on
Step 7	Fill the machine with fresh water making sure machine is completely full
Step 8	Add neutral detergent or chemical cleaner
Step 9	Circulate for 3 wash cycles or leave to soak until all scale removed
Step 10	Turn the machine off
Step 11	Allow to dry leaving the door open
Step 12	When dry turn the machine back on and fill the machine again - it is now ready for normal use
Step 13	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 14	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3 Furnishings and fixtures

2.3.1 Cleaning of chairs and sofas

Purpose:

To safely and effectively clean chairs and sofas.

Chairs and sofas include:

- Chairs
- Sofas
- Stools.

Required standard:

- Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillages
- Soft surface furniture is free from stains, soil, film and dust
- Furniture legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs
- Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots
- All high surfaces are free from dust and cobwebs
- Furniture has no odour that is distasteful or unpleasant

(Note: Furniture should not be repaired using tapes etc. that may compromise cleaning. Damaged furniture should be reported to line manager and removed from any clinical area and disposed of if it cannot be restored. Consult the local ICP)

Equipment requirements:

- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Vacuum cleaner as required if chairs are of cloth material.

Risks:

Hazard(s):	Control(s):
Body stress injury	Ensure correct manual handling techniques/ procedures and guidelines are followed
Key Safety Rules: <ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Always ensure hand hygiene is performed after each clean and after removing gloves
- Ensure hands are dry when connecting and disconnecting the vacuum cleaner to a power point

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	Wear personal protective equipment appropriate for the procedure
Step 3	Remove items from the chair(s)

Plastic vinyl chairs

Step 1	Approximately half fill a bucket with water and detergent at the recommended dilution rate
Step 2	Rinse cloth in detergent solution and squeeze dry
Step 3	Damp wipe back, base, arms and legs taking care around grooves and seams
Step 4	Rinse the cloth after each chair has been cleaned
Step 5	Change the solution if it becomes too soiled
Step 6	Refer to the supervisor if a chair is stained or heavily soiled
Step 7	Remove personal protective equipment and perform hand hygiene
Step 8	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 9	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	Remove personal protective equipment and perform hand hygiene
Step 4	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 5	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 personal protective equipment and perform hand hygiene
Step 4	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 5	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.2 Cleaning of patient environment

Purpose:

To safely and effectively clean the environment for patients.

Patient environment includes:

- Shelves
- Benchtops
- Cupboards
- Wardrobes/lockers.

Required standard:

- Equipment is free of tapes/plastic, etc, which may compromise cleaning
- Furniture has no odour that is distasteful or unpleasant
- Shelves, benchtops, cupboards and wardrobes/lockers are clean inside and out and free of dust and litter or stains
- Overtables are cleaned daily and on transfer of patients.

Equipment requirements:

- Cleaning trolley
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Waste bags
- Adhesive tape.

Risks:

Hazard(s):	Control(s):
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling techniques/ procedures and guidelines are followed
Operational injury	<ul style="list-style-type: none"> • Report all faulty equipment to the person in charge
Key Safety Rules:	
<ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure hand hygiene is performed after each clean and after removing gloves 	

Time:

One person - 1 minute per unit*

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

Environmental Cleaning Standard Operating Procedures

Module 3

Procedure:

Step 1	Check with nursing staff prior to moving any medical equipment or medications to allow cleaning of the patient's locker, overtable and shelf
Step 2	Collect the cleaning equipment required for the procedure
Step 3	Proceed to the area to be cleaned
Step 4	Wear personal protective equipment appropriate for the procedure
Step 5	Remove the waste bag taped to the side of the bedside locker or overtable, and place in the waste receptacle
Step 6	Move any items on the overtable, wipe the top of the overtable with a dampened cloth then wipe down the frame of the overtable, wipe dry with clean dry cloth/paper - return patient items removed for cleaning
Step 7	Check that the castors on the overtable are free of obstructions and rubbish - if these are not freewheeling, report to the person in charge
Step 8	If requested, move any items on the bedside locker, wipe the top of the bedside locker, wipe down sides of the locker with a damp cloth
Step 9	Wipe dry with clean dry cloth/paper, and return all items removed prior to cleaning
Step 10	Using a cloth moistened in detergent solution start from the highest point to wash the following and then dry with another cloth/paper: <ul style="list-style-type: none"> • TV remote, telephone and nurse call button • All metal surfaces of the locker • Inside drawers and wardrobe • All surfaces of the bed table • All surfaces of the chair
Step 11	Damp dust behind the bed, around oxygen outlets, shelving behind the bed and the immediate patient surroundings
Step 12	Using appropriate adhesive tape replace the patient waste bag - attach the bag to the top of the locker or overtable side to allow patient to place waste into
Step 13	Wash reusable gloves or discard disposable gloves; perform hand hygiene
Step 14	Put cloths in the bag and return to laundry for washing or discard as appropriate
Step 15	Remove personal protective equipment and perform hand hygiene
Step 16	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 17	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.3 Transfer/discharge cleaning and making a bed

Purpose:

To safely and effectively clean and re-make a bed unit following the transfer/discharge of a patient.

Bed unit includes:

- Patient bed
- Bassinette
- Cribs
- Ambulance stretchers
- Aircraft stretchers
- Bedside locker
- Bed table
- Chair.

Required standard:

- Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillages
- Soft surface furniture is free from stains, soil, film and dust
- Bed, wheels and castors are free from mop strings, soil, film, dust and cobwebs
- Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots
- Equipment is free of tapes/plastic, etc, which may compromise cleaning
- Furniture has no odour that is distasteful or unpleasant
- Internal plants are free of dust and litter.

Equipment requirements:

- Trolley (if required)
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Waste bucket or bin
- Linen skip (if required)
- Pillow/s and mattress in good condition with cover intact
- Step ladder/ladder (as per Australian Standards) (if required)
- Cloth/disposable cloth/or microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Paper bags (if required)
- Clean linen (as required) - 1 or 2 sheets, blankets, pillow case/s, draw sheet, towel
- Plastic sheet (if required)

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in/on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure that equipment is sound and fit for its purpose

Environmental Cleaning Standard Operating Procedures

Module 3

Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
<p>Key Safety Rules:</p> <ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Adjust the bed height to minimise bending or stretching • Always ensure hand hygiene is performed after each clean and after removing gloves 	

Time:

One person - 7 minutes per unit*

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

Procedure:

Cleaning the bed

Step 1	Collect the equipment required for the procedure and put on personal protective equipment as required
Step 2	Approximately half fill the bucket with water and detergent at the recommended dilution rate
Step 3	Proceed to the transfer bed to be cleaned
Step 4	Check that all items used by the transferred/discharged patient - flowers, magazines, papers and any other items used - have been removed (by nursing staff)
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	Remove all excess equipment, and clean thoroughly before removal to the storage area
Step 7	Change bed screens and curtains that are soiled or contaminated - remove the hooks of dirty screens as required
Step 8	Place the screens in a clear plastic bag identifying the location where the screens are from
Step 9	Send screens and curtains to laundering/linen services for cleaning if required
Step 10	Using a cloth moistened in the detergent solution start from the highest point to wipe and then dry with another cloth: <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
Step 11	Using a mini mop clean the bed frame, undercarriage side rails and wheels and casters thoroughly to ensure all dust is removed
Step 12	Make the bed as per the ward's requirements
Step 13	Place a clean towel and washer behind the locker (as required)
Step 14	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 15	Return excess equipment and rubbish to the appropriate areas

Environmental Cleaning Standard Operating Procedures

Module 3

Step 16	Remove personal protective equipment and perform hand hygiene
Step 17	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 18	Perform hand hygiene

Making the bed - standard

Step 1	Collect the equipment required for the procedure
Step 2	Collect linen as required. Perform hand hygiene before handling clean linen
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
Step 5	Place the drawsheet on the bed, fold excess drawsheet under mattress on all sides - place the plastic sheet on the bed (if required)
Step 6	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
Step 7	Place pillows inside clean pillow cases 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

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.4 Cleaning and making a birthing bed

Purpose:

To safely and effectively clean and re-make a birthing bed following the transfer of a patient.

Birthing beds include:

- Beds used by a patient while giving birth.

Required standard:

- Birthing bed is free from dust, sticky labels and dirty stains
- Mattress is free of dirty stains
- If present, mattress cover is intact
- Wheels and casters are free of build up of dust, lint and dirty stains
- Bed linen is free of dirty stains or damage
- Bed linen is neatly tucked under mattress.

Equipment requirements:

- Clean linen (as required)
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Safety signs
- Trolley (if required)
- Waste bucket or bin
- Linen skip (if required)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gowns/apron, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in/on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure equipment is sound and fit for its purpose
Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Use the correct manual handling techniques for the task required
- Adjust the bed height to minimise bending or stretching
- Always ensure hand hygiene is performed after each clean and after removing gloves

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 - 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	Put on personal protective equipment as required
Step 4	Approximately half fill the bucket with water and detergent at the recommended dilution rate
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 bed 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 damp wiping of the bed at the head board, working from top to bottom; unsnap fasteners holding the mattress to access the underside for cleaning - ensure that only a well wrung out damp cloth is used to assist quick drying of the mattress.
Step 9	Using a cloth moistened in the 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
Step 11	Reassemble the bed, ensuring to reattach the fluid basin lined with bin liner and the lower foot section - 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 gloves and perform hand hygiene
Step 15	To make the bed: <ul style="list-style-type: none"> • Perform hand hygiene before handling clean linen • place the bed sheet on the main mattress and tuck in • place the draw sheet on the removable foot section and tuck in • place the plastic sheet and draw the sheet over the lower section of the main mattress, ensuring it half covers the removable foot section, and tuck in • place the top sheet on the bed, ensuring not to tuck into the mattress • place the covered pillow on the bed
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 personal protective equipment and perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

Step 20	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 21	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.5 Transfer/discharge cleaning and making a drager crib

Purpose:

To safely and effectively clean and re-make a drager crib following the transfer/discharge of a patient.

Drager crib includes:

- Cribs
- Bedside locker
- Bed table
- Chair.

Required standard:

- Cribs free from dust, sticky labels and dirty stains
- Mattress is free of dirty stains
- If present, mattress cover is intact
- Wheels and casters are free of build up of dust, lint and dirty stains
- Bed linen is free of dirty stains or damage
- Bed linen is neatly tucked under mattress.

Equipment requirements:

- Clean linen (as required) - 1 bassinette sheet, “blue” skin temperature sensor
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer’s specification)
- Safety signs
- Trolley (if required)
- Waste bucket or bin
- Linen skip (if required)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in/on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure equipment is sound and fit for its purpose
Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer’s instructions and facility requirements 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Adjust the bed height to minimise bending or stretching
- Always ensure hand hygiene is performed after each clean and after removing gloves

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	Put on personal protective equipment as required and collect the equipment required for the procedure
Step 2	Remove all accessories; open the front by pressing the left and right plastic clips on the sides
Step 3	Check that all items used by the transferred/discharged patient - flowers, magazines, papers and any other items used - have been removed (by nursing staff)
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); check if the mattress cover is torn - notify the person in charge so a replacement can be obtained
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	Commence cleaning - cleaning solution and cleaning equipment selected and placed on the cleaner's trolley
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 (e.g. R for the right side and L for the left side)
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 drager in the appropriate place or take to the storage area if not required
Step 22	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 23	Remove personal protective equipment, and perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

Making the drager crib

Step 1	Perform hand hygiene
Step 2	Collect linen as required. Perform hand hygiene before handling clean linen
Step 3	Wear personal protective equipment 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	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.6 Transfer/discharge cleaning and making a cot

Purpose:

To safely and effectively clean and re-make a cot following the transfer/discharge of a patient.

Cots include:

- Cribs
- Bedside locker
- Bed table
- Chair.

Required standard:

- Cots are free from dust, sticky labels and dirty stains
- Mattress is free of dirty stains
- If present, mattress cover is intact
- Wheels and casters are free of build up of dust, lint and dirty stains
- Bed linen is free of dirty stains or damage
- Bed linen is neatly tucked under mattress.

Equipment requirements:

- Clean linen (as required) - sheet / drawsheet, bedsheet / blanket
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Safety signs
- Trolley (if required)
- Waste bucket or bin
- Linen skip (if required)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in or on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure equipment is sound and fit for purpose
Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
Key Safety Rules: <ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required

Key Safety Rules:

- Use the correct manual handling techniques for the task required
- Adjust the bed height to minimise bending or stretching
- Always ensure hand hygiene is performed after each clean and after removing gloves

Time:

One person - 7 minutes per unit*

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

Procedure:

Cleaning the cot

Step 1	Put on personal protective equipment as required and collect the equipment required for the procedure
Step 2	Check that all items used by the transferred/discharged patient - flowers, magazines, papers and any other items used - have been removed (by nursing staff)
Step 3	Commence cleaning - place cleaning equipment and detergent solution on the cleaner's trolley
Step 4	Adjust the cot height as necessary
Step 5	Barricade the area using safety signs
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	Damp wipe the mattress, metal cot base, cot structure, side rails, and cot wheels and casters
Step 8	Using a damp cloth, thoroughly wipe the inside and outside of the crib
Step 9	Remove any sticky labels from the cot, cot rails and cot structure
Step 10	Place the cot in appropriate place or take to storage area if not required
Step 11	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 12	Remove personal protective equipment, and perform hand hygiene.

Making the cot

Step 1	Perform hand hygiene
Step 2	Collect linen as required. Perform hand hygiene before handling clean linen
Step 3	Wear personal protective equipment as required for the procedure
Step 4	Place a clean cot sheet (bottom sheet) over the entire mattress and neatly tuck in on all sides of the mattress
Step 5	Fold a draw sheet into half and tuck under the feet end of the mattress; repeat this process using a cot sheet and blanket / bed spread; fold corners then neatly tuck all corners and sides under the mattress
Step 6	Place the cot into appropriate cot space and apply brakes
Step 8	Once the crib is made notify ward nursing staff that the crib is ready
Step 9	Perform hand hygiene.

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.7 Transfer/discharge cleaning and remaking a bassinette

Purpose:

To safely and effectively clean and re-make a bassinette following the transfer/discharge of a patient.

Bassinettes include:

- Bassinettes
- Bedside locker
- Bed table
- Chair.

Required standard:

- Bassinettes are free from dust, sticky labels and dirty stains
- Mattress is free of dirty stains
- If present, mattress cover is intact
- Wheels and casters are free of build up of dust, lint and dirty stains
- Bed linen is free of dirty stains or damage
- Bed linen is neatly tucked under mattress.

Equipment requirements:

- Clean linen (as required) - bassinette sheets, quilt
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Safety signs
- Trolley (if required)
- Waste bucket or bin
- Linen skip (if required)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gowns / aprons, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in or on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure equipment is sound and fit for its purpose
Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Adjust the bed height to minimise bending or stretching
- Always ensure hand hygiene is performed after each clean and after removing gloves

Time:

One person - 7 minutes per unit*

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

Procedure:

Cleaning the bassinette

Step 1	Put on personal protective equipment as required and collect the equipment required for the procedure
Step 2	Check that all items used by the transferred/discharged patient - flowers, magazines, papers and any other items used - have been removed (by nursing staff)
Step 3	Commence cleaning - place cleaning equipment and detergent solution on the cleaner's trolley
Step 4	Adjust the bassinette structure as necessary
Step 5	Barricade the area using safety signs
Step 6	Remove all bed linen and place in linen skip - if the pillow or mattress cover is torn, notify the person in charge so a replacement can be obtained
Step 7	Change the bed screens and curtains if soiled or contaminated; remove the hooks of dirty screens (if required); place the screens in a clear plastic bag identifying the location where the screens are from
Step 8	Damp wipe the mattress, metal bassinette base, bassinette structure, side rails, and bassinette wheels and casters
Step 9	Using a damp cloth, thoroughly wipe the inside and outside of the bassinette
Step 10	Remove any sticky labels from the bassinette, bassinette rails and bassinette structure
Step 11	Place the cot into the appropriate bassinette space and apply the brakes
Step 12	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 12	Remove personal protective equipment, and perform hand hygiene

Making the bassinette

Step 1	Perform hand hygiene
Step 2	Collect linen as required. Perform hand hygiene before handling clean linen
Step 3	Wear personal protective equipment as required for the procedure
Step 4	Place a clean bassinette sheet (bottom sheet) over the entire mattress and neatly tuck in on all sides of the mattress
Step 5	Place another bassinette sheet over the sheet and then place the quilt over the sheet and fold back about a quarter of the length of the bassinette sheet ensuring that it is neatly tucked under the mattress
Step 6	Place the bassinette into the appropriate cot space and apply the brakes
Step 8	Once the bassinette is made notify ward nursing staff that the crib is ready
Step 9	Remove personal protective equipment, and perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.8 Transfer/discharge cleaning and remaking a transport crib

Purpose:

To safely and effectively clean and remake a transport crib following the transfer/discharge of a patient.

Transport crib includes:

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

Required standard:

- Transport cribs are free from dust, sticky labels and dirty stains
- Mattress is free of dirty stains
- If present, mattress cover is intact
- Wheels and casters are free of build up of dust, lint and dirty stains
- Bed linen is free of dirty stains or damage
- Bed linen is neatly tucked under mattress.

Equipment requirements:

- Clean linen (as required) - bassinette sheets, quilt
- Bucket (as per colour coding requirements), containing neutral detergent
- Neutral detergent (diluted to the manufacturer's specification)
- Safety signs
- Trolley (if required)
- Waste bucket or bin
- Linen skip (if required)
- Cloth/or disposable cloth / or microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in or on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure equipment is sound and fit for its purpose
Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Adjust the bed height to minimise bending or stretching
- Always ensure hand hygiene is performed after each clean and after removing gloves

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	Put on personal protective equipment as required and collect the equipment required for the procedure
Step 2	Check that all items used by the transferred/discharged patient - flowers, magazines, papers and any other items used - have been removed (by nursing staff)
Step 3	Remove any drip bag that is left on the crib and dispose of it in the clinical waste
Step 4	Commence cleaning - place cleaning equipment and detergent solution on the cleaner's trolley
Step 5	Adjust the crib structure as necessary
Step 6	Barricade the area using safety signs
Step 7	Remove the seals from hand ports, to open the hand ports, press the circular buttons
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	Do not use scourer pads when cleaning Perspex on any of the cribs
Step 13	Clean all surfaces thoroughly e.g. Perspex, mattress, trolley drawers etc with the detergent solution
Step 14	Damp wipe and completely dry the monitor and gas cylinders located at the top and the side of the crib
Step 15	Ensure all accessories have been cleaned and are placed back in their correct order and place
Step 16	Remove personal protective equipment and perform hand hygiene
Step 17	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 18	Perform hand hygiene

Making the transport crib

Step 1	Perform hand hygiene
Step 2	Collect linen as required. Perform hand hygiene before handling clean linen
Step 3	Wear personal protective equipment 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	Once the crib is made notify ward nursing staff that the crib is ready

Environmental Cleaning Standard Operating Procedures

Module 3

Step 7	Remove personal protective equipment, and perform hand hygiene
Step 8	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.9 Transfer/discharge cleaning and remaking an open care crib

Purpose:

To safely and effectively clean and remake an open care crib following the transfer/discharge of a patient.

Open care crib includes:

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

Required standard:

- Open care crib are free from dust, sticky labels and dirty stains
- Mattress is free of dirty stains
- If present, mattress cover is intact
- Wheels and casters are free of build up of dust, lint and dirty stains
- Bed linen is free of dirty stains or damage
- Bed linen is neatly tucked under mattress.

Equipment requirements:

- Clean linen (as required) - bassinette sheets
- Bucket (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Safety signs
- Trolley (if required)
- Waste bucket or bin
- Linen skip (if required)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Mini mop and head (if required)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

Risks:

Hazard(s):	Control(s):
Operational injury	<ul style="list-style-type: none"> • Beware of foreign objects in or on the bed • Avoid excessive water around electrical equipment • Never stand on a chair or equipment to clean • Ensure equipment is sound and fit for its purpose
Infection	<ul style="list-style-type: none"> • Use colour coded equipment • Use the correct personal protective equipment
Body stress injury	<ul style="list-style-type: none"> • Ensure correct manual handling guidelines and techniques are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Always first consult clinical or nursing staff before disconnecting any medical equipment • Operate equipment in accordance with the manufacturer's instructions and facility requirements 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Adjust the bed height to minimise bending or stretching
- Always ensure hand hygiene is performed after each clean and after removing gloves

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	Put on personal protective equipment as required and collect the equipment required for the procedure
Step 2	Check that all items used by the transferred/discharged patient - flowers, magazines, papers and any other items used - have been removed (by nursing staff)
Step 3	Commence cleaning - place cleaning equipment and detergent solution on the cleaner's trolley
Step 4	Barricade the area using safety signs
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	Do not use scourer pads when cleaning Perspex on any of the cribs
Step 7	Clean all surfaces thoroughly e.g. Perspex, mattress, trolley, drawers etc with the detergent solution
Step 8	Using a dry cloth wipe all the surfaces that have been cleaned
Step 9	Damp wipe and completely dry all monitors located at the top of the crib
Step 10	Damp wipe the power cords, coil and tie up neatly using pipe cleaners
Step 11	Place the crib in the appropriate space and apply the brakes
Step 12	Remove personal protective equipment, and perform hand hygiene
Step 13	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 14	Perform hand hygiene

Making the transport crib

Step 1	Perform hand hygiene
Step 2	Collect linen as required. Perform hand hygiene before handling clean linen
Step 3	Wear personal protective equipment 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 personal protective equipment, and perform hand hygiene
Step 8	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 9	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.3.10 Cleaning curtains and blinds

Purpose:

To safely and effectively change/replace beside curtains and window curtains and blinds. Bedside curtains must be¹;

- checked daily for mould, smears, rips, tears, dirt and stains,
- changed on a terminal clean for all functional areas,
- changed weekly for very high risk areas,
- changed monthly for high risk areas,
- changed biannually for moderate risk areas,
- changed yearly for low risk areas,
- changed when stained or torn in all functional risk areas.

Window curtains and blinds are changed yearly in all functional risk areas¹.

Note that blinds refer to roller blinds and not venetian blinds which should be cleaned according to their functional risk location.

Required standard:

- All curtains and blinds are free from rips tears, stains, smudges, smears, odours, mould and body fats.
- Laundering services on-site are in accordance with the relevant Laundry Code of Practice and the section on Linen in the NSW Health Infection Control Policy, PD2007_036.

Equipment requirements:

- Linen bag
- Replacement curtains/blinds
- Rings
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Foot stool / step ladder (as per Australian Standards) (if required)
- Tags
- Clear plastic bag.

Risks:

Hazard(s):	Control(s):
Environment not safe	<ul style="list-style-type: none"> • Report damaged rail or fittings
Body stress injury	<ul style="list-style-type: none"> • Use correct manual handling techniques and follow guidelines
Operational injury	<ul style="list-style-type: none"> • Do not stand on chairs - use a step ladder • Wear gloves • Adhere to the OH&S Policy (Working from Ladder)
Key Safety Rules:	
<ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required 	

Environmental Cleaning Standard Operating Procedures

Module 3

- Use the correct manual handling techniques for the task required
- Always ensure hand hygiene is performed after each clean and after removing gloves

Time:

One person - 5 minutes per unit*

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

Procedure:

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Remove the shower curtain by: <ul style="list-style-type: none"> • Gather 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: that some curtain rings/hooks may be left on rail)
Step 3	If the curtain is very soiled or damaged refer to the supervisor for decision on disposal
Step 4	Place in a linen bag or clear plastic bag
Step 5	Before bagging, check that the curtains have an identifying mark to indicate the ward and hospital
Step 6	Tag the bag with appropriate label stating: <ul style="list-style-type: none"> • Number of curtains • Room and ward
Step 7	Remove personal protective equipment, and perform hand hygiene
Step 8	Take the soiled curtains to a washing machine or take to the linen service for laundering - if the curtains are taken to the linen service for laundering, go to Step 11 once the curtains are returned clean
Step 9	Place the soiled curtains into washing machine
Step 10	Wash using the relevant wash cycle
Step 11	Once the cycle is completed remove the curtains
Step 12	Wear personal protective equipment appropriate for the procedure
Step 13	The shower curtains can be rehung damp to reduce creasing
Step 14	Rehang the shower curtains by: <ul style="list-style-type: none"> • Gathering the curtain • Climb the ladder/foot stool if required • Reconnect the curtain to the curtain rings/hooks
Step 15	Remove personal protective equipment, and perform hand hygiene
Step 16	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 17	Perform hand hygiene

1. Australian Commission on Safety and Quality in Healthcare and National Health and Medical Research Council, 2011, *Australian Guidelines for the prevention and control of Infection in Healthcare*, Australian Government.

Environmental Cleaning Standard Operating Procedures

Module 3

2.4 Toilet and bathroom fixtures

2.4.1 Toilet cleaning

Purpose:

To safely and effectively clean toilets.

Toilets include:

- Toilets
- Urinals.

Required standard:

- Porcelain and plastic surfaces are free from smudges, smears, body fats, soap build-up and mineral deposits
- Plumbing fixtures are free of smudges, dust, soap build-up and mineral deposits
- Bathroom fixtures are free from odours that are distasteful or unpleasant
- Polished surfaces are of a uniform lustre
- Sanitary disposal units are clean and functional
- Consumable items are in sufficient supply.

Equipment requirements:

- Trolley (optional)
- Mop (as per colour coding requirements)
- Plastic bucket (as per colour coding requirements)
- Hazard/warning sign
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Neutral detergent (diluted to the manufacturer's specification)
- Bathroom cleaning chemical
- Toilet brush
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Squir bottle with bathroom cleaner or neutral detergent as per dilution rate (optional).

Risks:

Hazard(s):	Control(s):
Operational Injury	<ul style="list-style-type: none"> • Do not use more cleaning chemicals than required • Do not mix chemicals
Body stress injury/manual handling	<ul style="list-style-type: none"> • Use correct manual handling techniques • Use an appropriate body posture e.g. avoid bending and twisting • Rotate tasks • Use trolleys to transport equipment and do not overload these • Obtain assistance where required • Only half fill buckets
Slips, trips and falls	<ul style="list-style-type: none"> • Always place wet floor signs in a prominent position - avoid causing a trip hazard

Environmental Cleaning Standard Operating Procedures

Module 3

	<ul style="list-style-type: none"> • Wear appropriate footwear e.g. gumboots if required • Mop-up excess water
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Key Safety Rules:

- Operate equipment in accordance with the manufacturer's instructions and facility requirements
- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure hand hygiene is performed after each clean and after removing gloves

Time:

One person - 4 minutes per toilet*

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

Procedure:

Step 1	Assess the need to wash the walls at the time of servicing the toilet fixture; collect the equipment required for the procedure
Step 2	Wear personal protective equipment as required for the procedure
Step 3	Hose down the toilet / bathroom area
Step 4	Where automatic dispensers are not used, half fill the bucket with water and detergent at the recommended dilution rate (automatic dispensers will automatically decant at the manufacturer's recommended dilution rate)
Step 5	Place wet floor signs in a prominent position
Step 6	Pick up and remove waste and place into the appropriate garbage bag
Step 7	Using a clean cloth, wipe the exterior of the towel holder or dispenser, toilet paper holder and hand soap dispenser with detergent solution
Step 8	Flush the toilet, then use the toilet brush as a plunger to drain the water from the bowl
Step 9	Apply the bathroom cleaning chemical to the toilet bowl
Step 10	Brush well inside the bowl including the rim and the bend below water level
Step 11	Wash and wipe all exterior surfaces, cisterns, seats, lids, hinges and outside of bowls using colour coded cloth and detergent solution
Step 12	Flush the cistern and wipe dry; rinse the toilet brush
Step 13	Clean the toilet surrounds (pipes, fixtures etc) with a disposable cloth and the bathroom cleaning chemical
Step 14	Rinse with water, dry the seat and lid
Step 15	Where required wash the walls, doors and edges
Step 16	Restock toilet paper, hand towel and hand soap, if required
Step 17	Mop the toilet floor, paying attention to areas around the toilet, corners and skirting
Step 18	Wash reusable gloves or discard disposable gloves; perform hand hygiene
Step 19	Put reusable cloths in a laundry bag for laundry to wash or wash with detergent in the cleaning room and hang to dry - if too soiled, discard in general waste
Step 20	Remove personal protective equipment, and perform hand hygiene
Step 21	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 22	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.4.2 Hand basin/bath cleaning

Purpose:

To safely and effectively clean hand basins/baths.

Hand basin, sinks, baths include:

- Sinks
- Baths
- Wash basin areas
- Taps
- Tap Handles
- Wall tiles and wall fixtures (including soap and cream dispensers and towel holders).

Required standard:

- Porcelain and plastic surfaces are free from smudges, smears, body fats, soap build-up and mineral deposits
- Metal surfaces, shower screens and mirrors are free from streaks, soil, smudges, soap build-up and oxide deposits
- Plumbing fixtures are free from smudges, dust, soap build-up and mineral deposits
- Bathroom fixtures are free from odours that are distasteful or unpleasant
- Polished surfaces are of a uniform lustre
- Wall tiles and wall fixtures (including soap and cream dispensers and towel holders) are free from dust, grit, smudges/streaks, mould, soap build-up and mineral deposits.

Equipment requirements:

- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Scourer (as appropriate)
- Brush (as required)
- Cleaning solution / crème cleanser / bathroom cleaning solution
- Neutral detergent.

Risks:

Hazard(s):	Control(s):
Skin reaction	<ul style="list-style-type: none"> • Always wear gloves • Wash gloves or use disposable gloves
Chemical use injury	<ul style="list-style-type: none"> • Do not use more cleaning chemicals than required • Do not mix chemicals
Body stress injury/operational injury	<ul style="list-style-type: none"> • Use a correct posture when cleaning a bath e.g. avoid bending and twisting • Ensure correct manual handling techniques and guidelines are followed • Rotate tasks • Use trolleys to transport equipment and do not overload these • Obtain assistance where required

Environmental Cleaning Standard Operating Procedures

Module 3

Electric shock	<ul style="list-style-type: none"> • Only half fill buckets • Do not splash water or detergent on power points/switches or lights • Report any faults or problems to the person in charge
Slips, trips and falls	<ul style="list-style-type: none"> • Always place wet floor signs in a prominent position - avoid causing a trip hazard • Wear appropriate footwear e.g. gumboots if required • Mop-up excess water
Key Safety Rules: <ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure hand hygiene is performed after each clean and after removing gloves 	

Time:

Hand basin and surrounds - one person - 3 minutes per unit*

Bath - one person - 2 minutes per unit*

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

Procedure:

Step 1	Collect the equipment required for the procedure
Step 2	Proceed to the area to be cleaned
Step 3	Wear personal protective equipment as appropriate for the procedure
Step 4	Wash inside the hand basin/sink/bath with approved cleaning solution (including taps and fittings), and ensure that scum and soil around and under taps and other fixtures is removed
Step 5	Clean the overflow, plughole and plug with a brush (if required)
Step 6	Wash the outside of the hand basin/sink/bath with an approved cleaning solution working from top to bottom
Step 7	Wipe the walls surrounding the hand basin/sink/bath area to remove spots, splash marks and mould
Step 8	Rinse the inside of the hand basin/sink/bath using running tap water
Step 9	Put reusable cloths in a laundry bag for laundry to wash - if too soiled dispose of and use another one (if disposable cloth is used, discard into general waste stream)
Step 10	Remove personal protective equipment, and perform hand hygiene
Step 11	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 12	Perform hand hygiene

Environmental Cleaning Standard Operating Procedures

Module 3

2.4.3 Changing of soap dispensers

Purpose:

To safely and effectively clean and change soap dispensers.

Soap dispensers include:

- Soap dispenser
- Alcohol based hand rub dispensers.

Required standard:

- Soap dispensers are free from soap build up and contaminates.

Equipment requirements:

- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Neutral detergent (diluted to the manufacturer's specification)
- Refill bottle of soap or alcohol-based hand rubs.

Risks:

Hazard(s):	Control(s):
Infection	Follow correct infection control procedures
Chemical exposure	Ensure correct personal protective equipment is worn when working with the dispenser
Body stress injury	Ensure correct manual handling procedures / techniques are followed
Key Safety Rules:	
<ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure hand hygiene is performed after each clean and after removing gloves 	

Time:

One person - 1 minute per unit*

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

Procedure:

Remove empty cassette

Step 1	Wear personal protective equipment as appropriate for the procedure
Step 2	Locate the release tab under the dispenser unit, behind the dosage wheel
Step 3	With the tip of finger, push the cassette release tab up
Step 4	Pull the empty solution cassette vertically

Environmental Cleaning Standard Operating Procedures

Module 3

Step 5	Damp wipe the dispenser with a clean disposable cloth to remove any dust or soap residue
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Insert a new cassette

Step 1	Insert vertically until the cassette clicks into place
Step 2	Prime the new cassette by pushing the dispensing pad several times

Environmental Cleaning Standard Operating Procedures

Module 3

2.4.4 Cleaning a shower cubicle, general and isolation

Purpose:

To safely and effectively clean shower cubicles, general and isolation.

Shower cubicles include:

- Shower
- Taps
- Tap handles
- Shower rails
- Bath mats.

Required standards:

- Porcelain and plastic surfaces are free from smudges, smears, body fats, soap build-up and mineral deposits
- Metal surfaces, shower screens and mirrors are free from streaks, soil, smudges, soap build-up and oxide deposits
- Plumbing fixtures are free from smudges, dust, soap build-up and mineral deposits
- Bathroom fixtures are free from odours that are distasteful or unpleasant
- Polished surfaces are of a uniform lustre
- Wall tiles and wall fixtures (including soap and cream dispensers and towel holders) are free from dust, grit, smudges/streaks, mould, soap build-up and mineral deposits
- Shower curtains and bath mats are free from stains, smudges, smears, odours, mould and body fats.

Equipment requirements:

- Trolley (optional)
- Neutral detergent/cleaning solution (diluted to the manufacturer's specification)
- Bucket and mop (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Hand pad (as per colour coding requirements)
- Deck scrub if required (as per colour coding requirements)
- Scrubbing brush if required (as per colour coding requirements)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Waterproof boots
- Floor signs.

Risks:

Hazard(s):	Control(s):
Infection control breach	<ul style="list-style-type: none"> • Read and follow the infectious clean control notice on the door before entering the room • Do not enter the room if infectious clean control notice is not on the door • Always use new / clean mop heads and cloths for each cleaning occasion • Perform hand hygiene before and after cleaning the area

Environmental Cleaning Standard Operating Procedures

Module 3

	<ul style="list-style-type: none"> • Always wear protective clothing • Staff are to report any breaks in skin or infectious illness to the person in charge • Never use the same equipment in General Areas
Slip injury	<ul style="list-style-type: none"> • Always place wet floor signs
Electric shock	<ul style="list-style-type: none"> • Do not splash power points / switches and lights with water or detergent solution • Report any faults or problems to the person in charge
Fall injury	<ul style="list-style-type: none"> • Keep the feet on floor - do not climb or stand on bathroom equipment
<p>Key Safety Rules:</p> <ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure hand hygiene is after each clean and after removing gloves 	

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
Step 2	Read and follow the infectious clean control notice on the door (if in doubt consult the Nurse/Midwife in Charge or the Infection Prevention and Control Professional)
Step 3	Collect the equipment required for the procedure, using red for general and yellow for isolation as outlined in the requirements
Step 4	Wear personal protective equipment appropriate for the procedure
Step 5	Half fill the bucket with water and detergent at the recommended dilution rate
Step 6	Proceed to the area to be cleaned
Step 7	Place a wet floor sign in a prominent position
Step 8	Remove any shower mat, stools or chairs or any other debris from the floor if applicable
Step 9	Hose down the shower area
Step 10	Commencing at highest point clean the shower walls with cleaning solution and a hand pad or tile cleaner
Step 11	Clean the taps, shower rose and soap holders using a cloth or hand pad and detergent or chemical solution to remove any build up of body fat
Step 12	Clean the shower floor with a deck scrub or hand pad paying special attention to corners and edges as required
Step 13	When the entire shower has been cleaned use a cloth or shower hose to rinse down
Step 14	Wipe with a clean cloth if required
Step 15	Mop the floor
Step 16	Wipe the shower mats / stools with a damp cloth where applicable
Step 17	Replace the shower mats / stools where applicable
Step 18	Replace the shower curtains if soiled, and put in a laundry bag for washing

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Step 19	<ul style="list-style-type: none"> On completion of general cleaning, wash gloves or discard gloves as required, and perform hand hygiene On completion of the procedure for isolation cleaning discard gloves, and perform hand hygiene. Move onto the next area
Step 20	If continuing to clean, return to Step 1 if completing an isolation clean, and Step 3 if completing a general clean
Step 21	Remove personal protective equipment, and perform hand hygiene
Step 22	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 23	Perform hand hygiene

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Module 3

2.4.5 Shower curtain removal, laundering and replacement

Purpose:

To safely and effectively change/replace shower curtains. Shower curtains must be checked daily for mould, smears, tears, dirt and stains. Shower curtains are replaced on discharge and terminal clean then routinely weekly on the wards and as required when stained or torn.

Required standard:

- Shower curtains are free from rips, tears, stains, smudges, smears, odours, mould and body fats
- Laundering services on-site are in accordance with the relevant Laundry Code of Practice and the section on Linen in the NSW Health Infection Control Policy, PD2007_036.

Equipment requirements:

- Linen bag
- Replacement shower curtains
- Rings
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Foot stool / step ladder (as per Australian Standards) (if required)
- Tags
- Clear plastic bag.

Risks:

Hazard(s):	Control(s):
Environment not safe	<ul style="list-style-type: none"> • Report damaged rail or fittings
Body stress injury	<ul style="list-style-type: none"> • Use correct manual handling techniques and follow guidelines
Operational injury	<ul style="list-style-type: none"> • Do not stand on chairs - use a step ladder • Wear gloves • Adhere to the OH&S Policy (Working from Ladder)
Key Safety Rules: <ul style="list-style-type: none"> • Operate equipment in accordance with the manufacturer's instructions and facility requirements • Install appropriate signage and barriers to maximise public safety during the cleaning operation • Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so • Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required • Use the correct manual handling techniques for the task required • Always ensure hand hygiene is performed after each clean and after removing gloves 	

Time:

One person - 2 minutes per unit*

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

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Procedure:

Step 1	Wear personal protective equipment appropriate for the procedure
Step 2	Remove the shower curtain by: <ul style="list-style-type: none"> • Gather the shower curtains • Using a foot stool or step ladder if required • Unhook the shower curtains from shower rail • Continue until all the rings are free • Get down off the ladder (Note: that shower rings may be left on rail)
Step 3	If the curtain is very soiled or damaged refer to the supervisor for decision on disposal
Step 4	Place in a linen bag or clear plastic bag
Step 5	Before bagging, check that the curtains have an identifying mark to indicate the ward and hospital
Step 6	Tag the bag with appropriate label stating: <ul style="list-style-type: none"> • Number of shower curtains • Room and ward
Step 7	Remove personal protective equipment, and perform hand hygiene
Step 8	Take the soiled curtains to a washing machine or take to the linen service for laundering - if the curtains are taken to the linen service for laundering, go to Step 11 once the curtains are returned clean
Step 9	Place the soiled curtains into washing machine
Step 10	Wash using the relevant wash cycle
Step 11	Once the cycle is completed remove the curtains
Step 12	Wear personal protective equipment appropriate for the procedure
Step 13	The shower curtains can be rehung damp to reduce creasing
Step 14	Rehang the shower curtains by: <ul style="list-style-type: none"> • Gathering the curtain • Climb the ladder/foot stool if required • Reconnect the shower curtain to the shower rings
Step 15	Remove personal protective equipment, and perform hand hygiene
Step 16	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 17	Perform hand hygiene

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Module 3

2.4.6 Cleaning a spa bath

Purpose:

To safely and effectively clean baths or spas.

Spa baths include:

- Birthing bath
- Spa pool
- Hot spa
- Hot tub
- Whirlpool bath.

Required standard:

- Surfaces are free from smudges, smears, blood and other body substances, soap build-up and mineral deposits
- Wall tiles and wall fixtures (including soap and cream dispensers and towel holders) are free from dust, grit, smudges/streaks, mould, soap build-up and mineral deposits
- Shower curtains and bath mats are free from stains, smudges, smears, odours, mould and body fats
- Plumbing fixtures are free from smudges, dust, soap build-up and mineral deposits
- Bathroom fixtures are free from odours that are distasteful or unpleasant
- Polished surfaces are of a uniform lustre
- Sanitary disposal units are clean and functional
- Consumable items are in sufficient supply.

Equipment requirements:

- Bucket (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- Sodium hypochlorite solution (if required)
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required
- Neutral detergent (diluted to the manufacturer's specification).

Risks:

Hazard(s):	Control(s):
Skin reaction	<ul style="list-style-type: none"> • Always wear household gloves • Wash gloves or use disposable gloves
Chemical use injury	<ul style="list-style-type: none"> • DO NOT use more cleaning chemicals than required • DO NOT mix chemicals
Operational injury	<ul style="list-style-type: none"> • Report any faults to the supervisor • Use a correct posture when cleaning a bath

Environmental Cleaning Standard Operating Procedures

Module 3

Key Safety Rules:

- Operate equipment in accordance with the manufacturer's instructions and facility requirements
- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions, and to Transmission-based Precautions if required/advised to do so
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure hand hygiene is performed after each clean and after removing gloves

Time:

One person - 5 minutes per unit*

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

Procedure:

Step 1	Clean the bath/tub with a neutral detergent before filling it up with water
Step 1	Fill the bath/tub until the water jets are completely covered
Step 2	Wear personal protective equipment appropriate for the procedure
Step 3	Switch on the extractor fan
Step 4	Add the sodium concentrate at the recommended dilution rate
Step 5	Turn on the spa jets for 10 minutes
Step 6	Vacate the room immediately
Step 7	Leave the door of the spa closed while disinfection is in progress
Step 8	After 10 minutes empty the spa bath, rinse and dry thoroughly
Step 9	Remove personal protective equipment, 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