

## Ward: Bracken

Area Wards	Task Method	Frequency	Comments/ Check Clean
<b>Bin Liners ( all areas )</b>	Remove Full Liner & Replace	2 x Daily	
Liner Holders & Frames	Damp Wipe	1 x Daily	
<b>Single Room/Twin Bed Room</b>	<b>Full Clean Comprising of</b>		
Hand Basin / Splash Back	Damp Wipe	2 x Daily	1 x Check clean
Fixtures & Fittings / Tv / Vents / Doors / Walls / Glazing / Bed lights / Bumper at back of bed / All ledges / Door frames / Curtain Rail / Fan (casing & lead only)	Damp Wipe	1 x Daily	
Dispensers, hand towels/soap	Damp Wipe, Check & Refill	3 x Daily	
Chair / Lockers ( All External)	Damp Wipe	1 x Daily	1 x Check clean
Beds - Frame	Damp Wipe	1 x Daily	
Bed - Under	Damp Wipe	1 x Daily	
Bed - Whole on Discharge	Damp Wipe	On discharge	
Bed - Mattress	Damp Wipe	On discharge	
Overbed Table	Damp Wipe	1 x Daily	2 x Check clean
Floor Ward Rooms	Dry Mop/Damp Mop	1 x Daily	1 x Check clean
Medical Equipment as defined in spec	Damp wipe	1x Daily	as directed by Ward Sister
<b>En Suite Shower/WC</b>	<b>Full Clean Comprising of</b>		
Fixtures & Fittings / Door / Shower unit / Shower Chair / Walls / Vents / Mirrors / Curtain Rail / Door frames	Damp Wipe	1 x Daily	1 x Check clean
Hand Basin / Splashback	Damp Wipe	2 x Daily	1 x Check clean
Toilet Bowl / Toilet Outer	Damp Wipe / Brush Scrub	2 x Daily	1 x Check clean
Shower Tray	Damp Wipe	1 x Daily	1 x Check clean
Dispensers, Toilet rolls/hand towels/soap	Damp Wipe, Check & Refill	3 x Daily	
Floor	Damp Mop	1 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	1 x Check clean
Shower Trap	Clean	1 x Daily	
Shower Trap	Full Clean	1 x Weekly	
<b>Multi Bed Ward: 6 Bed</b>	<b>Full Clean Comprising of</b>		
Hand Basin / Splash Back	Damp Wipe	1 x Daily	
Fixtures & Fittings / Tv / Vents / Doors / Walls / Glazing / Bed lights / Bumper at back of bed / All ledges / Door frames / Curtain Rails / Fans (casing & lead only)	Damp Wipe	1 x Daily	
Dispensers, hand towels/soap	Damp Wipe, Check & Refill	3 x Daily	
Chair / Lockers ( All External)	Damp Wipe	1 x Daily	1 x Check clean
Beds - Frame	Damp Wipe	1 x Daily	
Bed - Under	Damp Wipe	1 x Daily	
Bed - Whole on Discharge	Damp Wipe	On discharge	
Bed - Mattress	Damp Wipe	On discharge	
Overbed Table	Damp Wipe	1 x Daily	2 x Check clean
Floor Ward Rooms	Dry Mop/Damp Mop	1 x Daily	1 x Check clean
Medical Equipment as defined in spec	Damp wipe	1x Daily	as directed by Ward Sister
<b>Shower/WC</b>	<b>Full Clean Comprising of</b>		

### High Risk Area

Fixtures & Fittings / Door / Shower unit / Shower Chair / Walls / Vents / Mirrors / Curtain Rail / Door frames	Damp Wipe	1 x Daily	1 x Check clean
Hand Basin / Splashback	Damp Wipe	2 x Daily	1 x Check clean
Toilet Bowl / Toilet Outer	Damp Wipe / Brush Scrub	2 x Daily	1 x Check clean
Dispensers, hand towels/soap/toilet rolls	Damp Wipe, Check & Refill	2 x Daily	1 x Check clean
Floor	Dry Mop/Damp Mop	2 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	
Shower Tray	Damp Wipe	1 x Daily	1 x Check clean
Shower Trap	Clean	1 x Daily	
Shower Trap	Full Clean	1 x Weekly	
<b>WC (Patient &amp; Staff)</b>	<b>Full Clean Comprising of</b>		
Fixtures & Fittings / Door / Walls / Vents / Mirrors / Door frames	Damp Wipe	1 x Daily	1 x Check clean
Hand Basin / Splashback	Damp Wipe	2 x Daily	1 x Check clean
Toilet Bowl / Toilet Outer	Damp Wipe / Brush Scrub	2 x Daily	1 x Check clean
Dispensers, hand towels/soap/toilet rolls	Damp Wipe, Check & Refill	3 x Daily	
Floor	Dry Mop/Damp Mop	2 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	
<b>Day Room (Staff use)</b>	<b>Full Clean Comprising of</b>		
Furniture, Chairs / Tables / Free Standing Units / TV	Damp Wipe	1 x Daily	1 x Check clean
Fixtures & Fittings, Door / Door frames / Window ledges / Walls / Fans (casing & lead only)	Damp Wipe	1 x Daily	
Floor	Vacuum	1 x Daily	1 x Check clean
<b>IDF Room (IT)</b>	Trust Responsibility		
<b>Treatment Room</b>	<b>Full Clean Comprising of</b>		
Hand Basin / Splashback	Damp Wipe	2 x Daily	1 x Check clean
Work Surfaces	Damp Wipe	2 x Daily	
Fixtures & Fittings / Door / Walls / Vents / Door frames / Fans (casing & lead only)	Damp Wipe	2 x Daily	
Dispensers, hand towels/soap/Apron Dispenser	Damp Wipe, Check & Refill	3 x Daily	
Couch	Damp Wipe	1 x Daily	
Floors	Dry Mop/Damp Mop	1 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	
Medical Equipment as defined in spec	Damp wipe	1x Daily	as directed by Ward Sister
<b>Dirty Utility Room</b>	<b>Full Clean Comprising of</b>		
Hand Basin / Splashback	Damp Wipe	1 x Daily	
Work Surfaces	Damp Wipe	1 x Daily	
Fixtures & Fittings / Door / Walls / Vents / Door frames / Cupboards top and fronts	Damp Wipe	1 x Daily	
Dispensers, hand towels/soap/Apron Dispenser	Damp Wipe, Check & Refill	1 x Daily	
Floors	Dry Mop/Damp Mop	1 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	
Medical Equipment	Trust Responsibility		
<b>Ward Kitchen</b>	<b>Full Clean Comprising of</b>		
Sink / Drainer / Cupboard Fronts / Cupboard Tops / Surfaces	Damp Wipe	1 x Daily	
Cupboards Internal	Full Clean	1 x Weekly	
Dispensers, Soap / Hand towels	Damp Wipe, Check & Refill	1 x Daily	
Fridge / Freezer	Damp Wipe	1 x Daily	2 x Check clean
Fridge / Freezer	Full Clean	1 x Weekly	
Freezer	Defrost	1 x Monthly	
Fixtures & Fittings, Walls	Damp Wipe	1 x Daily	

## High Risk Area

Boiler	Damp Wipe	1 x Daily	
Boiler	Full Clean	1 x Weekly	
<b>Equipment Store</b>			
Work Surfaces / Shelves	Damp Wipe	1 x Weekly	
Fixtures & Fittings, Door / Door Frame / Vents / Walls / Fans (casing & lead only)	Damp Wipe	1 x Weekly	
Floors	Damp Mop	1 x Weekly	1 x Check clean
Medical Equipment	Trust Responsibility		
<b>Corridor</b>			
<b>Full Clean Comprising of</b>			
Fixtures & Fittings, Doors / Door Frames / Shelves / Pictures / Fire equipment / TV Card machine / ledges	Damp Wipe	1 x Daily	
Dispensers, Gel / Soap Dispensers / Towel Dispensers /	Damp Wipe, Check & Refill	3 x Daily	
Hand Basin / Splashback	Damp Wipe	2 x Daily	1 x Check clean
Floors	Dry Mop/Damp Mop	1 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	1 x Check clean
<b>Nurse Station</b>			
<b>Full Clean Comprising of</b>			
Work Surfaces	Damp Wipe	1 x Daily	
Fixtures & Fittings, Pictures / Ledges / Key Box / Fans (casing & lead only)	Damp Wipe	1 x Daily	
Chairs	Damp Wipe	1 x Daily	1 x Check clean
Floor	Damp Mop	1 x Daily	1 x Check clean
Floor	Machine Scrub	1 x Weekly	
<b>Cleaning Cupboard</b>			
<b>Full Clean Comprising of</b>			
Work Surfaces / Shelves	Damp Wipe	1 x Weekly	
Fixtures & Fittings, Doors, Door Frames, Cupboard Front / Cupboard Inside	Damp Wipe	1 x Weekly	
Sink / Splashback	Damp Wipe	None fitted	
Floor	Damp Mop	1 x Daily	
Floor	Machine Scrub	1 x Weekly	

### Periodic Schedules

Items	Task	Frequency	Area Specification
Fridge	Defrost	Monthly	
Floor Treatments	Machine Clean	Weekly	Very High/High Risk
Ward Kitchen	Deep Clean	12 monthly	
Upholstered Furniture	Deep Clean	12 monthly	
Bed Curtains/Window Curtains	Full Change	Quarterly	
Blinds	Cleaning	6 monthly	High Risk
Curtains	Removal & Re-hanging/Hanging	6 monthly	High Risk
High Level Walls	Washing	12 monthly	High Risk