**Core Cleaning tasks – Responsibility Frequency and Agreed Methods**

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| **Responsibility Clinical staff** | **Item to be cleaned**  **( 1 etc ) = Reference to National core cleaning standards** | **Method**  Clinell universal wipes (1)  Clinell sporicidal wipes (2)  Other: please state (3) | **Frequency of cleaning**  After each use (A)  Daily (B)  Weekly (C)  After single patient use (D) | **Compliance Audit**  Monthly  Other: please state |
| **Clinical staff** | **Commodes – (1)** | 1 | A |  |
| **Clinical staff** | **Commodes – (1)**following a bowel motion or from an isolation room | 2 | A |  |
| **Clinical staff** | **Bathroom hoists (2)** | 1 | A |  |
| **Clinical staff** | **Weighing scales, manual handling equipment (3)** | 1 | D |  |
| **Clinical staff** | **Drip stands(4)** | 1 | B & D |  |
| **Clinical staff** | **Medical equipment (5)**  e.g. intravenous infusion pumps, nebulisers, drip stands etc not connected to patient | 1 | B & D |  |
| **Clinical staff** | **Medical equipment (6)**  pulse oximeters, dynamap, ECG leads etc. connected to patient | 1 | A |  |
| **Clinical staff** | **Patient washbowls (7)** | 1 | A |  |
| **Clinical staff** | **Patient fans (9)**– all surfaces | 1 | B |  |
| **Clinical staff** | **Clipboards (10)** | 1 | D |  |
| **Clinical staff** | **Notes trolleys, drugs trolleys, blood trolleys. (11)**  **Phlebotomy trolleys are cleaned by phlebotomy staff daily.** | 1  1 | B  B |  |
| **Clinical staff** | **Patient personal items (12)** e.g. Personal effects | Other as appropriate | C |  |
| **Clinical staff** | **Linen trolley (13)** | 1 | B |  |
| **Clinical staff** | **Equipment Library loaned equipment(6)** | 1 | A |  |
| **Clinical staff** | **Anaesthetic Machines (6)** | 1 | A |  |
| **Clinical staff** | **Monitors including Cardiotocograph (6)** | 1 | D |  |
| **Clinical staff** | **Ventouse machines(6)** | 1 | A |  |
| **Clinical staff** | **Emergency trolley including Obstetric Emergency Trolleys(6)** | 1 | A |  |
| **Clinical staff** | **Equipment and Dressing Trolleys(6)** | 1 | A |  |
| **Clinical staff** | **Mobile X ray machines(6)** | 1 | A |  |
| **Clinical staff** | **Dressing trolleys(6)** | 1 | A |  |
| **Clinical staff** | **Wheel chairs(6)** | 1 | A |  |
| **Clinical staff** | **Patient trolleys(6)** | 1 | A |  |
| **Clinical staff** | **Operating Tables(6)** | 1 | A |  |
| **Clinical staff** | **Examination couches(6)** | 1 | A |  |
| **Clinical staff** | **Cots/Bassinets(6)** | 1 | B |  |
| **Clinical staff** | **Breast Pumps(6)** | 1 | A |  |
| **Clinical staff** | **Water fountain spout and drip tray** | 1 or detergent and water | B |  |
| **Clinical staff** |  |  |  |  |
| **Clinical staff** |  |  |  |  |
| **Clinical staff** |  |  |  |  |

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| **Shared Responsibility Clinical staff and designated Cleaning Teams** | | | | **Item to be cleaned**  **( 1 etc ) = Reference to National core cleaning standards** | **Method**  Clinell universal wipes (1)  Clinell sporicidal wipes (2)  Other: please state (3) | **Frequency of cleaning**  After each use (A)  Daily (B)  Weekly (C)  After singe patient use (D) | **Compliance Audit**  Monthly  Other: please state |
| **Patient line** | **Clinical**  **Staff** | | **Designated cleaning team** | **Bedside patient TV (21)**including ear piece for bedside entertainment system | 1 | D  Patientline C  Carillion for terminal cleans  For community designated cleaning team B |  |
| **Clinical Staff** | | **Designated cleaning team** | | **Electrical items (28)**  PC’s telephones, | 1 | Carillion/in House for items installed as per build and those not connected to the patient, otherwise all items cleaned by the Trust, including IT equipment |  |
| **Acute Clinical Staff** | | **Designated cleaning team** | | **Beds (33)**   * **Mattress** * **Frame**   **(Carillion bed frame)** | 1  1  Damp dusting | D  D  D |  |
| **Community Clinical Staff**  **If px is discharged out of hours clinical will clean** | | **Community – designated cleaning team clean mattresses and bed frame between patients.** | | **Beds (33)**   * **Mattress** * **Frame** | Damp Dusting  (Infection cleaning- with Chlorine daily for frame) | D  C |  |
| **Clinical Staff**  **Bedside hand rub** | | **Designated cleaning team**  **Wall mounted** | | **Hand hygiene/hand rub dispensers (37)** | 1 | B |  |
|  | | **Community designated cleaning team clean** | | **Bedside and wall mounted notice boards (37)** | Damp dusting | B |  |
| **Acute Clinical Staff** | | **Acute Designated cleaning team** | | **Fridges & freezers (41)**  Patient related, drug fridges and staff fridges cleaned by users  Carillion food fridges | 1 | C/D  D |  |
| **Community Clinical Staff** | | **Designated Community** | | **Fridges & freezers (41)**  Staff fridges cleaned by users  Patient related fridges -cleaning team | Detergent and water | C  D |  |
| **Clinical Staff** | | **Designated cleaning team** | | **Ice machines\* and hot water boilers (42)(Trust patient related)** | Detergent and water | B |  |
| **Responsibility Designated Cleaning Team** | | | | **Item to be cleaned**  **( 1 etc ) = Reference to National core cleaning standards** | **Method**  Clinell universal wipes (1)  Clinell sporicidal wipes (2)  Other: please state (3) | **Frequency of cleaning**  After each use (A)  Daily (B)  Weekly (C)  After singe patient use (D) | **Compliance Audit**  Monthly  Other: please state |
| **Designated cleaning team** | | | | **Kitchen cupboards (43)** | Detergent and water | C |  |
| **Designated cleaning team** | | | | **Microwaves (44)** | Detergent and water | B patient related |  |
| **Designated cleaning team** | | | | **Showers (45)** | Detergent and water | B |  |
| **Designated cleaning team** | | | | **Toilets & bidets (46)** | Detergent and water | B |  |
| **Designated cleaning team** | | | | **Replenishment; (47)**toilet rolls, soap, hand towels | Detergent and water |  |  |
| **Designated cleaning team** | | | | **Sinks (48)** | Detergent and water | B |  |
| **Designated cleaning team** | | | | **Baths (49)** | Detergent and water | B |  |
| **Designated cleaning team** | | | | **Medical gas equipment (8)** | Detergent and water | B |  |
| **Designated cleaning team – community only** | | | | **Patient fans (9)** (blades in community) | Detergent and water | B |  |
| **Designated cleaning team** | | | | **Switches, sockets & data points (14)** | Damp dusting | A |  |
| **Designated cleaning team** | | | | **Walls (15** | Damp dusting | Check clean daily, full clean weekly (dust only) |  |
| **Designated cleaning team** | | | | **Ceiling (16)** | Damp dusting | C |  |
| **Designated cleaning team** | | | | **All doors (17)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **All internal glazing including partitions (18)** | Damp dusting | Check clean daily, full clean weekly (dust |  |
| **External cleaning team** | | | | **All external glazing (19)** | Contractor | C |  |
| **Designated cleaning team** | | | | **Mirrors(20)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Radiators (22)**(Community) | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Ventilation grilles extract and inlets (23)** | Damp dusting casing | C |  |
| **Designated cleaning team** | | | | **Floor – polished (24)** | Microfibre or detergent & water | B |  |
| **Designated cleaning team** | | | | **Floor - non slip (25)** | Microfibre or detergent & water | B |  |
| **Designated cleaning team** | | | | **Floor - soft floor (26)** | Vacuum | B |  |
| **Specialist Contractors** | | | | **Pest control devices (27)** | NA | NA |  |
| **Designated cleaning team** | | | | **Cleaning equipment(29)** | Detergent & water | A |  |
| **Designated cleaning team** | | | | **Low surfaces (30)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **High surfaces (31)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Chairs (32)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Lockers (34)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Tables (35)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Hand wash containers (36)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Waste receptacles (38)** | Damp dusting | B |  |
| **Designated cleaning team** | | | | **Curtains & blinds (39)** | Laundry | High risk - bed and window curtains 6 monthly or after infection/soiled etc. Significant risk – bed 6 monthly, windows yearly B |  |
| **Designated cleaning team** | | | | **Dishwashers (40)** | Detergent and water | B |  |