### APPENDIX 7: CLEANING SCHEDULE

#### MINIMUM CLEANING FREQUENCY & METHOD OF ELEMENTS WITHIN SPECIFIED RISK CATEGORIES

**PLEASE NOTE:**
1. "As required" means when the item is visibly soiled.
2. If any element is visibly soiled it will require cleaning in addition to the specified frequency.

<table>
<thead>
<tr>
<th>No.</th>
<th>ELEMENT</th>
<th>MINIMUM CLEANING FREQUENCY</th>
<th>CLEANING METHOD</th>
<th>DISCHARGE CLEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LOW RISK FUNCTIONAL AREA</td>
<td>MODERATE RISK FUNCTIONAL AREA</td>
<td>HIGH RISK FUNCTIONAL AREA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apply during a Standard Clean or Isolated Case Clean</td>
<td>Apply during an Outbreak Clean</td>
<td>Apply for a single case and an outbreak clean</td>
</tr>
<tr>
<td>1</td>
<td>Bed components-- (including rails) bed safety rails (contact points)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>2</td>
<td>Bed frame &amp; attachments (contact points) (eg, alcohol rub dispenser, noise folder, clipboard)</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>3</td>
<td>Underneath bed (frame)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>4</td>
<td>High touch surfaces in immediate patient areas (ie, door handles, hinges, light switches, hand basin)</td>
<td>Weekly and spot clean daily</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>5</td>
<td>Locker (contact points)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>6</td>
<td>Mattress &amp; pillow (waterproof covering)</td>
<td>As required</td>
<td>As required</td>
<td>As required</td>
</tr>
<tr>
<td>7</td>
<td>Overway &amp; bedside table (contact points)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>8</td>
<td>Patient bedside monitor screen (contact points)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td></td>
<td><strong>Non-movable fixtures and fittings (all functional areas)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Air vents external surfaces (ceilings)</td>
<td>Annual &amp; spot clean as required</td>
<td>Annual &amp; spot clean as required</td>
<td>Annual &amp; spot clean as required</td>
</tr>
<tr>
<td>10</td>
<td>Door vents</td>
<td>Weekly</td>
<td>Weekly</td>
<td>Weekly</td>
</tr>
<tr>
<td>11</td>
<td>Floor (Carpet)**</td>
<td>Vacuum weekly</td>
<td>Vacuum Daily</td>
<td>Vacuum Daily</td>
</tr>
<tr>
<td></td>
<td>NOTE: Carpet is NOT recommended in patient care environments.</td>
<td>Wash/steam clean every 2 - 3 years (depending on traffic)</td>
<td>Wash/steam clean 6-monthly to annually</td>
<td>Wash/steam clean</td>
</tr>
<tr>
<td>12</td>
<td>Floor (Non-carpet)</td>
<td>Dust removal and clean twice-weekly</td>
<td>Dust removal and clean daily</td>
<td>Dust removal and clean daily</td>
</tr>
<tr>
<td></td>
<td>NOTE: Frequency may need to be increased depending on traffic, manufacturers specifications &amp; nature/condition of flooring.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Glistening, internal escal high windows (e.g. windows, glass partitions)</td>
<td>Spot clean and/or wash as required</td>
<td>Spot clean and/or wash as required</td>
<td>Spot clean and/or wash as required</td>
</tr>
<tr>
<td>14</td>
<td>Patient bedside curtains (NOTE: if antimicrobial curtains are used frequency may be adjusted according to manufacturer’s recommendations)</td>
<td>Annually</td>
<td>Twice per year</td>
<td>Monthly</td>
</tr>
<tr>
<td>15</td>
<td>Horizontal surfaces (general)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>16</td>
<td>Wall mounted TV, curtain rails, light fittings</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Weekly</td>
</tr>
<tr>
<td>17</td>
<td>Wall-mounted oxygen &amp; suction equipment</td>
<td>Monthly</td>
<td>Weekly</td>
<td>Daily</td>
</tr>
<tr>
<td>18</td>
<td>Walls + ceilings</td>
<td>Spot clean and/or wash as required</td>
<td>Spot clean and/or wash as required</td>
<td>Spot clean and/or wash as required</td>
</tr>
<tr>
<td>19</td>
<td>Window treatment (blinds, curtains)</td>
<td>Every 2 years &amp; as required</td>
<td>Annual &amp; as required</td>
<td>Annual &amp; as required</td>
</tr>
</tbody>
</table>

**Please note:** Advice should be sought from local Infection Control Coordinator.
## Shared patient equipment

**NOTE:** If the below mentioned elements cannot be adequately cleaned they are required to be disposable. Cleaning of these items between patient use is normally performed by nursing staff.

### Low Risk Functional Area

- **No.** 20
  - **Element:** Blood pressure cuff
  - **Cleaning Schedule:** Between patient use
  - **Minimum Cleaning Frequency:** Between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 21
  - **Element:** Commode
  - **Cleaning Schedule:** Weekly & between patient use
  - **Minimum Cleaning Frequency:** Daily & between patient use
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 22
  - **Element:** Diagnostic equipment
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 23
  - **Element:** IV stand & poles
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 24
  - **Element:** Manual handling equipment (e.g., hoists, patient slide board, slings)
  - **Cleaning Schedule:** Between patient use
  - **Minimum Cleaning Frequency:** Between patient use
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 25
  - **Element:** Medical equipment
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 26
  - **Element:** Nebuliser, portable (when in use)
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 27
  - **Element:** Telephone (ward cordless)
  - **Cleaning Schedule:** Between patient use
  - **Minimum Cleaning Frequency:** Between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 28
  - **Element:** Trolley (dressing, resuscitation, etc.)
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 29
  - **Element:** Urinary catheter stand / bracket
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 30
  - **Element:** Wheelchair
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Daily & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 31
  - **Element:** Fan, patient (contact points only)
  - **Cleaning Schedule:** Weekly & between patient use
  - **Minimum Cleaning Frequency:** Daily & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

### Wet areas

- **No.** 32
  - **Element:** Single patient use facilities
  - **Cleaning Schedule:** Daily use
  - **Minimum Cleaning Frequency:** Daily
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 33
  - **Element:** Shared patient en-suite and/or communal use facilities
  - **Cleaning Schedule:** Monthly & between patient use
  - **Minimum Cleaning Frequency:** Weekly & between patient use
  - **Cleaning Method:** Detergent
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 34
  - **Element:** Shower cubicle
  - **Cleaning Schedule:** Daily & spot clean after use
  - **Minimum Cleaning Frequency:** Daily & spot clean after use
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 35
  - **Element:** Toilet facilities (general public, non-patient use)
  - **Cleaning Schedule:** Monthly & as required
  - **Minimum Cleaning Frequency:** Monthly & as required
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

- **No.** 36
  - **Element:** Bathroom air vents (external surfaces)
  - **Cleaning Schedule:** Monthly & as required
  - **Minimum Cleaning Frequency:** Monthly & as required
  - **Cleaning Method:** Detergent + disinfectant
  - **Discharge Cleaning:** Detergent + disinfectant

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**++ = means that the hospital administration will need to factor in the usage and where necessary increase the scheduled frequency of cleaning to ensure standards are adequately maintained.**
<table>
<thead>
<tr>
<th>No.</th>
<th>ELEMENT</th>
<th>LOW RISK FUNCTIONAL AREA</th>
<th>MODERATE RISK FUNCTIONAL AREA</th>
<th>HIGH RISK FUNCTIONAL AREA</th>
<th>VERY HIGH RISK</th>
<th>STANDARD CLEAN</th>
<th>TRANSMISSION BASED PRECAUTIONS CLEAN</th>
<th>STANDARD DISCHARGE CLEAN</th>
<th>TRANSMISSION BASED PRECAUTIONS DISCHARGE CLEAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Plant room, engineering workshop, non-sterile supply, record storage</td>
<td>Monthly</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Detergent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Barouche</td>
<td>Monthly &amp; between patient use</td>
<td>Monthly &amp; between patient use</td>
<td>Monthly &amp; between patient use</td>
<td>Monthly &amp; between patient use</td>
<td>Detergent</td>
<td>detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Cleaners room</td>
<td>Weekly &amp; as required</td>
<td>Weekly &amp; as required</td>
<td>Weekly &amp; as required</td>
<td>Weekly &amp; as required</td>
<td>Detergent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Cleaning equipment</td>
<td>After use</td>
<td>After use</td>
<td>After use</td>
<td>After use</td>
<td>Detergent</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Drug room</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Detergent</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Equipment reprocessing areas (ie, non-central)</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Detergent + disinfectant</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Fridge (includes patient use, staff use food storage)</td>
<td>Monthly &amp; as required</td>
<td>Daily spot check</td>
<td>Clean when necessary</td>
<td>Monthly &amp; as required</td>
<td>Daily spot check</td>
<td>Clean when necessary</td>
<td>Monthly &amp; as required</td>
<td>Daily spot check</td>
</tr>
<tr>
<td>44</td>
<td>High touch surfaces excluding immediate patient areas (eg, corridor hand rails, alcohol hand rub dispenser, door knobs, elevator controls)</td>
<td>Weekly</td>
<td>Daily</td>
<td>Daily</td>
<td>Twice daily</td>
<td>Detergent</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Nurses station (benches, computers &amp; keyboards)</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Detergent</td>
<td>detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Pan Room /drty utility</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Twice daily</td>
<td>Detergent + disinfectant</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Soiled linen skip/trolley</td>
<td>Weekly</td>
<td>Weekly</td>
<td>Weekly</td>
<td>Contact points daily</td>
<td>Whole: weekly</td>
<td>Detergent</td>
<td>Detergent + disinfectant</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Telephone (fixed ward &amp; public)</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Detergent</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Treatment chair (eg, haemodialysis, chemotherapy, dental, podiatry)</td>
<td>NA</td>
<td>Daily and between patients</td>
<td>Daily and between patients</td>
<td>Daily and between patients</td>
<td>Detergent + disinfectant</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Treatment room surfaces (eg, benches, cupboards, etc)</td>
<td>NA</td>
<td>Daily &amp; as required</td>
<td>Daily &amp; as required</td>
<td>Daily &amp; as required</td>
<td>Detergent</td>
<td>Detergent + disinfectant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Waste receptacle (NOTE: MGB &amp; sharps bin are excluded)</td>
<td>Weekly &amp; spot clean as required</td>
<td>Weekly &amp; spot clean as required</td>
<td>Weekly &amp; spot clean as required</td>
<td>Weekly &amp; spot clean as required</td>
<td>Detergent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Ward pantry / kitchenette (incl. microwave)</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Detergent + Food Grade Sanitiser</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>