Ward/Dept: Check Clean (Rudham to Terrington - Not Necton/Oxburgh/Raynham/MAU)

Task	Freq	w	/ard	Toil	ets	Freq	w	/ard	Bins	Freq		Sluid	e	Freq		Par	ntry
		x1	x2	х3	х4		x1	x2	x3 x4		x 1	x2 x	3 x4		x 1	x2	x3 x4
Clean sanitary fittings	Daily	✓															
Replenish disposables	Daily	✓				Daily	✓			Daily	✓			Daily	✓		
Rubbish	Daily	✓				Daily	✓			Daily	✓			Daily	✓		

Ward/Dept: Marham

Task	Freq	L	ays a	oms	}	Freq		Are	itary eas	Freq		Sto	res	ent s	Freq		Nur Stati Slu	on ice	&	Freq		Sem Roc	cesa ina oms	r
Suction clean	Daily	✓				Daily	✓			Daily	✓				Daily	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓			Daily	✓				Daily	✓								
Static Mop																								
Damp dust	Daily	✓													Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓				Daily	✓								Daily	✓								
Replenish disposables	Daily	✓				Daily	✓								Daily	✓								
Rubbish	Daily	✓				Daily	✓								Daily	✓				Daily	✓			
Clean bins						Weekly	✓								Weekly	✓								
Change locker bags	Daily	✓																						
Fridge seal																								
Record fridge temperature																								
Wash toilet brush holders						Weekly	✓																	
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																		Weekly	✓			
TV arms	Weekly	✓																						
Curtain rails	Weekly	✓																						
Bed cleaning	Weekly	✓																						
Machine buff	Weekly		✓			Weekly		✓		Weekly		✓			Weekly		✓							
Wash furniture	Annually				✓															Annually				✓

Ward/Dept: Marham

Task	Freq		amina Roor	n	Freq			dors	Freq		rd F		Freq	C	vice idor x3 x4	Freq		ıpb	esticoard	d
Suction clean	Daily	✓			Daily	✓			Daily	✓						Weekly	✓			
Damp mop	Daily	✓			Daily	✓							Weekly	✓		Weekly	✓			
Static Mop													Daily	✓						
Damp dust	Daily	✓			Daily	✓			Daily	✓										
Clean sanitary fittings	Daily	✓			Daily	✓			Daily	✓						Daily	✓			
Replenish disposables	Daily	✓			Daily	✓			Daily	✓										
Rubbish	Daily	✓			Daily	✓			Daily	\						Daily	✓			
Clean bins	Weekly	✓			Daily	✓			Weekly	✓										
Change locker bags					Weekly	✓														
Fridge seal									Daily	✓										
Record fridge temperature									Daily	✓										
Wash toilet brush holders																				
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓		Weekly	✓			
Internal glass & doors	Weekly	✓			Weekly	✓							Weekly	>						
TV arms																				
Curtain rails																				
Bed cleaning																				
Machine buff	Weekly		✓		Weekly		✓		Weekly	✓			Weekly	✓		Weekly	✓			
Wash furniture									Annually			✓								

Ward/Dept: West Newton

Task	Freq		ay Roo		Freq		Sir Ro	ys / ngle oms	3	Freq	С	Sanita Areas lean/D Utility	irty	Freq		Nur Sta	tior	1	Freq		Roc		
			x2 x3	х4			x2	x3	х4			x2 x3	3 x4		х1	x2	х3	х4		x1	x2	х3	x4
Suction clean	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Damp mop					Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Damp dust	Daily *	✓			Daily *	✓				Daily	✓			Daily *	✓				Daily	✓			
Damp dust under beds					Weekly	✓																	
Clean sanitary fittings					Daily	✓				Daily	✓			Daily	√				Daily	✓			
Replenish disposables					Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Clean bins	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Change locker bags					Daily	✓																	
Fridge seal																							
Wash toilet brush & holders										Weekly	✓												
High & low dust	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓			Weekly	✓													Weekly	✓			
Machine buff					Weekly		✓							Weekly		✓			Weekly		✓		
Wash furniture & fixtures	Annually			✓	Annually				✓														

^{*} All furniture, fixtures & fittings

Ward/Dept: West Newton

Task	Freq	N Se	ffice Wes ewto emin	t on ar n	Freq	F	uipment Supply Rooms	Freq	L	orri			Freq	С	ome	oa	rd	Freq		Kitc		
Overtion alone	14/2 2/2/2		x2 x	3 x4		x 1 :	x2 x3 x			x2	х3	x4		x 1	x2	х3	x4	Daile	x1	x2	х3	<u>x4</u>
Suction clean	Weekly		√					Daily	√				Monthly		✓			Daily	✓			
Damp mop								Daily	✓				Monthly		✓							
Damp dust	Weekly *	✓			Monthly	✓		Daily	✓				Weekly	✓				Daily	✓			
Damp dust under beds																						
Clean sanitary fittings								Daily	✓				Daily	✓				Daily	✓			
Replenish disposables								Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓						Daily	✓				Daily	✓								
Clean bins	Weekly	✓											Weekly	✓								
Change locker bags																						
Fridge seal																		Daily	✓			
Wash toilet brush holders																						
High & low dust	Weekly	✓			Monthly	✓		Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓			Monthly	✓		Weekly	✓													
Machine buff			•					Weekly		✓			Monthly		✓							
Wash furniture & fixtures																						

^{*} All furniture, fixtures & fittings

Ward/Dept: Renal Unit

Task	Freq			Are		Freq	S		itar <u>y</u> eas	y	Freq	St	ore	R	oom	Freq		Of	ffices		Freq	Re	est	Roc	om
		х1	X	2 x3	x4		x 1	x2	х3	х4		x 1	x2	2 x	3 x4		x 1	1 x	2 x3	х4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Weekly	✓				Weekly	✓	,			Daily	✓			
Shampoo carpet																					Annually	✓			
Static mop	Weekly	✓																							
Damp mop	Daily	✓				Daily	✓				Weekly	✓													
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Weekly	√	,							
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓	,			Daily	✓			
Wash toilet brush holders						Weekly	✓																		
High & low dust	Weekly	✓				Weekly	✓				Monthly		✓			Weekly	√	,			Weekly	✓			
High dust																									
Internal glass & doors	Weekly	✓																							
Change curtains	Annually	√																							
Wash furniture																									
Machine buff	Weekly	✓																							

Ward/Dept: Renal Unit

Task	Freq			_	rea	Freq			chei		Freq	F	२००	ging		Freq		Ro	oms		Freq	4		uice	
Suction clean	Daily	X1 ✓	XZ	X3	x4	Daily	X1 √	XZ	X3	x4	Daily	X1	XZ	x3 x	4	Daily	X1 ✓	XZ	X3	x4	Daily	X1 ✓	XZ	X3	x4
Shampoo carpet	Annually	+ -					1				24	,				Annually	·				24,	<u> </u>		1	
Static mop	,	1.				Weekly	√		T							,	_	<u> </u>							
Damp mop						Daily	✓				Daily	√									Daily	√	Π	П	
Damp dust	Weekly	✓	Π	T		Daily	✓				Daily	√				Daily	✓			Π					
Clean sanitary fittings	_																				Daily	✓			
Replenish disposables																					Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Wash toilet brush holders																								•	
High & low dust											Weekly	✓				Weekly	✓				Weekly	✓	Π		
High dust	Weekly	✓																							
Internal glass & doors																									
Change curtains																									
Wash furniture	Annually			✓												Annually	✓								
Machine buff						Weekly	✓																		

Ward/Dept: Discharge Lounge

Task	Freq		Are	itary eas *	Freq		rido		Freq		Ro	nica om		Freq	Осс	siot	tion hera	al & apy
		x 1	x2	x3 x4		x1 x	2 x3	x4		х1	x2	х3	х4		x1	x2	х3	х4
Suction clean	Daily	✓			Daily	✓			Daily	✓				Daily	✓			
Damp mop	Daily	✓			Daily	✓								Daily	✓			
Damp dust	Daily	✓							Daily	✓								
Clean sanitary fittings	Daily	✓							Daily	✓				Daily	✓			
Replenish disposables	Daily	✓												Daily	✓			
Rubbish	Daily	✓							Daily	✓				Daily	✓			
Clean bins	Weekly	✓									<u> </u>							
Spray buff **																		
Wash toilet brush & holders	Weekly	✓																
Descale	Weekly	✓							Weekly	✓				Weekly	✓			
High & low dust	Weekly	✓							Weekly	✓				Weekly	✓			
High dust																		
Internal glass																		
Wet scrub	Annually	✓																
Shampoo carpet																		
Change curtains																		
Wash furniture																		
Machine buff	Weekly		✓						Weekly		✓							

^{*} Machine buff vinyl floors only (Twice weekly)

** Mondays & Wednesdays

Ward/Dept: Discharge Lounge

Task	Freq		Kitc	her	1	Freq	Lo	un	harç ge *	***	Freq		Offi	ces	}	Freq	TI Ph	hera ysid	oation apy / o *****
		x 1	x2	х3	х4		x 1	х2	х3	х4		x 1	x2	х3	х4		x 1	x2	x3 x4
Suction clean	Daily	✓				Daily	✓				****	✓				Weekly	✓		
Damp mop	Daily	✓				Daily	✓												
Damp dust	Daily	✓				Weekly	✓				Weekly	✓				Weekly	✓		
Clean sanitary fittings	Daily	✓																	
Replenish disposables	Daily	✓				Daily	✓												
Rubbish	Daily	✓				Daily	√				Daily	✓				Daily	✓		
Clean bins																			
Polish mirrors																			
Wash toilet brush holders																			
Descale	Weekly	✓														Weekly	✓		
High & low dust	Weekly	✓				Monthly		✓			Weekly	✓							
High dust						Weekly	✓												
Internal glass	Weekly	✓				Weekly	✓												
Wet scrub																			
Shampoo carpet						Annually	✓												
Change curtains						Annually	✓												
Wash furniture & Fittings						Annually	✓												
Machine buff ***	Weekly		✓																

^{***} Mondays & Wednesdays
**** Damp mop vinyl floors only

^{*****} Full clean on 17 week rotation

Ward/Dept: Offices

Task	Freq		nnex	Freq		Roc	ngin oms	Freq			alth	Freq		ation
Vacuum	Monthly							Monthly **	✓			*** & ****		
Shampoo carpet														
Scrub floor				Monthly	✓									
Damp mop				Fortnightly	✓									
Damp dust	Monthly	✓		Fortnightly	✓			Weekly *	✓			*** & ****	✓	
Damp dust								Monthly **	✓					
Wash & Static Floor								Weekly	✓					
Replenish disposables														
Rubbish														
Spray Buff								Fortnightly	✓					
Wash white door														
Change locker bags														
Fridge seal														
Record fridge temperature														
Wash toilet brush holders														
Clean locker tops				Fortnightly	✓									
High & low dust	Monthly	✓						Monthly **	✓			*** & ****	✓	
High dust				Fortnightly	✓			Weekly *	✓					
Internal glass				Fortnightly	✓									
Curtain rails														
Change curtains														
Wash furniture														
Machine buff														

Clean Domestic Office every 4 months

- * Corridor & Treatment Room
- ** All 4 offices
- *** Lecture Theatre, Chapel (2 rooms & Kitchen) Fortnightly
 **** Classroom 4 Monthly & Offices every 4 months

Ward/Dept: Offices

Task	Freq	A&E Offices (x6) x1 x2 x3 x4	Freq	Admin Offices		Medical Records	Freq	Conference Room x1 x2 x3 x4	Freq	Sterile Services Corridor ##
Vacuum			Every 4 months	✓	Weekly #	✓	Fortnightly	✓		
Shampoo carpet										
Static mop									Fortnightly	√
Damp mop									Fortnightly	· 🗸
Damp dust	Every 4 months	√					Fortnightly	✓		
Damp dust										
Clean sanitary fittings										
Replenish disposables										
Rubbish										
Clean bins										
Wash white door										
Change locker bags										
Fridge seal										
Record fridge temperature										
Wash toilet brush holders										
Descale										
High & low dust	Every 4 months	✓	Every 4 months	✓			Fortnightly	✓		
High dust										
Internal glass & doors										
Curtain rails										
Change curtains										
Wash furniture										
Machine buff										

[#] Rooms 8/1 and 7/2

^{##} Clean offices every 4 months

Ward/Dept: Social Club

Task	Freq	Chr	esh	Freq		Chr Toil		F	req	Fe	ale & male bilets	Freq	Fo	od Room	Freq		Hall	
		x1 x2	x3 x4		x1	x2	x3 x	_		x1 x	2 x3 x4	1	x1	x2 x3 x4	1	х1	x2 x3	3 x4
Suction clean	Daily	✓		Daily	✓			D	aily	✓		Daily	✓		Daily *	✓		
Static mop															Daily **	✓		
Damp mop	Daily	✓		Daily	✓			D	aily	✓		Daily	✓		Daily	✓		
Damp dust	Daily	✓		Daily	✓			D	aily	✓		Daily	✓		Daily	✓		
Clean sanitary fittings	Daily	✓		Daily	✓			D	aily	✓								
Replenish disposables	Daily	✓		Daily	✓			D	aily	✓								
Rubbish	Daily	✓		Daily	✓			D	aily	✓								
Clean bins	Weekly	✓		Weekly	✓			We	ekly	✓								
Remove climbing equipment from room to patio	Daily	✓										1						
Wash cubicle doors & walls				Monthly	✓			Мо	nthly	✓								
Clean shower cubicle								D	aily	✓								
Wash toilet brush & holders				Weekly	✓			We	ekly	✓								
High & low dust	Weekly	✓		Weekly	✓			We	ekly	✓		Weekly	✓		Weekly	✓		
High dust																		
Internal glass	Weekly	✓		Weekly	✓			We	ekly	✓								
Wash furniture																		
Machine buff	Weekly	✓		Weekly		✓		We	ekly	✓	<u> </u>	Weekly		✓	Weekly		√	

^{*} Stage
** wooden flooring

Ward/Dept: Social Club

Task	Freq	TV R		Freq	Pool		Freq		Bar	Freq		ridors	Freq	Squash Court
	5 "	x1 x2	x3 x4		x1 x2	x3 x4			x2 x3 x		x1 x	2 x3 x4		x1 x2 x3 x
Suction clean	Daily	✓		Daily	✓		Daily ***	✓		Daily	✓		Monthly	√
Static mop														
Damp mop							Daily ****	✓						
Damp dust	Daily	✓		Daily	✓		Daily	✓		Daily	✓		Monthly	✓
Clean sanitary fittings														
Replenish disposables														
Rubbish														
Clean bins														
Remove climbing equipment from room to patio														
Wash cubicle doors & walls														
Clean shower cubicle														
Wash toilet brush & holders														
High & low dust	Weekly	✓		Weekly	✓		Weekly	✓		Weekly	√			
High dust													Monthly	✓
Internal glass				Weekly	✓		Daily	✓		Weekly	✓			
Wash furniture	Annually		✓	Annually		✓	Annually		~	,				
Machine buff														

^{***} Carpet & vinyl flooring
**** Vinyl flooring

Ward/Dept: Anmer

Task	Freq			her		Freq		Toi			Freq		Offi			Freq			idor
Suction clean	Daily	X1 ✓	X2	х3	Х4	Daily	X1 ✓	XZ	X3	x4	Monthly	X1 ✓	X2	Х3	x4		<u>X1</u>	X2	x3 x4
Shampoo carpet	,					,					Annually	✓							
Static mop																Daily *	✓		
Damp mop	Daily	✓				Daily	✓									Weekly	✓		
Damp dust	Daily	✓				Daily	✓				Monthly	✓				Weekly		✓	
Clean sanitary fittings	Daily	✓				Daily	✓												
Replenish disposables	Daily	√				Daily	✓												
Rubbish	Daily	\				Daily	✓				Weekly	✓							
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓							
Wash white door																			
Change locker bags																			
Fridge seal	Daily	✓																	
Record fridge temperature																			
Wash toilet brush & holders						Weekly	✓												
Descale	Weekly	✓				Weekly	✓												
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓		
High dust																			
Internal glass & doors																			
Curtain rails																			
Change curtains																			
Wash furniture																			
Machine buff	Weekly	>				Weekly	✓									Weekly	✓		

^{*} Static edges weekly

Task	Freq	Streets (Up & Down)	Freq	Main Entrance Carpet	Freq	Main Entrance Stairs	Freq	Ent Toi	lain rance lets *	Freq	X-ray To	
Clean doors	Daily	✓										
Clean radiators												
Damp dust window ledges & ledges	Daily	✓										
Vacuum			Daily	✓								
Sweep					Daily	✓						
Мор					Daily	✓						
Clean glass					Daily	✓						
Clean toilets												
Through clean							Daily	✓				
Empty rubbish							Daily	✓		Daily	√	
Check & replenish disposables							Daily	✓		Daily	√	
Wash floor							Daily	✓		Daily	√	
Clean sanitary fittings										Daily	√	
Wash toilet brush & holders							Weekly	✓				

^{*} Repeat again later on in the morning

Task	Freq	S	v/Mar tairs 2 x3 x4	Freq	Coffee Lounge Stairs	Freq	Day Hospital	Freq	Shouldham Toilets x1 x2 x3 x4	Freq	Pathology Stairs	Freq	Т	rtuary oilet 2 x3 x4
Clean doors														
Clean radiators														
Damp dust window ledges & ledges														
Vacuum carpet														
Sweep	Daily	✓		Daily	✓					Daily	✓			
Мор	Daily	✓		Daily	✓					Daily	✓			
Clean glass	Daily	✓		Daily	✓					Daily	✓			
Clean toilets						Daily	✓	Daily	✓					
Through clean														
Empty rubbish												Daily	✓	
Check & replenish disposables												Daily	✓	
Wash floor												Daily	✓	
Clean sanitary fittings												Daily	✓	
Wash toilet brush & holders						Weekly	√	Weekly	√			Weekly	✓	

Task	Freq		ortu Staii	-	Freq		Sta	eacre irs x3 x4	Freq	L	Stair:	Freq		&E Fi Toile	ts	Freq		Toi	pel let x3 x4	Freq		Toile	ients ets
Clean doors																							
Clean radiators																							
Damp dust window ledges & ledges																							
Vacuum carpet																							
Sweep	Daily	✓			Daily	✓			Daily	✓													
Мор	Daily	✓			Daily	✓			Daily	✓													
Clean glass	Daily	✓			Daily	✓			Daily	✓													
Clean toilets																							
Through clean																							
Empty rubbish												Daily	✓			Daily	✓			Daily	✓		
Check & replenish disposables												Daily	✓			Daily	✓			Daily	✓		
Wash floor												Daily	✓			Daily	✓			Daily	✓		
Clean sanitary fittings												Daily	✓			Daily	✓			Daily	✓		
Wash toilet brush & holders												Weekly	✓			Weekly	✓			Weekly	✓		

Task	G.U.M. Cli Toilet	Freq	E.M.B.U.	Freq	Dietitians Office x1 x2 x3 x4	Freq	Infection Control Office x1 x2 x3 x4	Freq	Catering Areas x1 x2 x3 x4	Freq	Lifts
Clean doors											
Clean radiators											
Damp dust window ledges & ledges											
Vacuum carpet											
Sweep											
Мор											
Clean glass											
Clean toilet	5 times daily							Daily	√		
Through clean		Weekly	✓							Weekly	√
Empty rubbish		Weekly	✓	Daily	✓	Daily	✓	Daily	√		
Check & replenish disposables							· · · · · ·				
Wash floor											
Clean sanitary fittings											
Wash toilet brush & holders											

Task	Freq	Radiators, window ledges & ledges	Freq	Main Entrance Carpet	Freq	A&E Toilet	Freq	Main Entrance Toilets	Freq	X-ray Toilets
Clean doors		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4
Clean radiators										
	Daile									
Damp dust window ledges & ledges	Daily	✓	- "							
Vacuum			Daily	√						
Sweep										
Wash black edges										
Static ramp flat & slope area										
Check					Daily	✓	Daily	✓	Daily	✓
Мор										
Clean glass										
Clean toilet										
Through clean										
Empty rubbish										
High dust										
Wash floor										
Clean sanitary fittings										
Wash toilet brush & holders										

Task	Freq	Of	.L.S. fice	Freq	Day Hospital Entrance	Freq	Residence Entrance	Freq	Outpatients Toilets	Freq	
Clean doors		x1 x2	x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4
Clean radiators	-										
Damp dust window ledges & ledges											
Vacuum carpet	Weekly*	√	П	Daily	√	Daily	√				
Sweep											
Wash black edges											
Static ramp flat & slope area											
Check								Daily	√		
Мор											
Clean glass											
Clean toilet											
Through clean											
Empty rubbish	Daily	✓								Daily	✓
High Dust											
Wash floor											
Clean sanitary fittings											
Wash toilet brush & holders											

^{*} Wednesdays

Task	Freq	Main Entrance Stairs	Freq	Shouldham Toilets	Freq	Outside Breast Care Office	Freq	Streets	Freq	Ramp
Clean doors										
Clean radiators										
Damp dust window ledges & ledges										
Vacuum carpet					Daily	✓				
Sweep										
Wash black edges									***	✓
Static ramp flat & slope area									****	✓
Check	Daily	✓	Daily	✓						
Мор										
Clean glass										
Clean toilet										
Through clean										
Empty rubbish										
High dust							Daily **	✓		
Wash floor										
Clean sanitary fittings										
Wash toilet brush & holders										

^{**} Upper streets - Mondays & Wednesdays
*** Mondays, Wednesdays & Fridays
****Tuesdays & Thursdays

Ward/Dept: Communications - Saturday Morning

Task	Freq	١	&E F Vaiti Are	ng a	Freq	Ent Toi Cł Te	lain rance lets & napel oilet	Freq	L	Entr Caı	rpe	ce et	Freq	En S	Main itrand Stairs	ce	Freq		Т	rtuary oilet	
		х1	x2 >	(3 x	4	x1 x	2 x3 x4		х1	x2	x:	3 x4		x1 >	(2 x3	x4		х	1 x	2 x3	х4
Vacuum	Daily	✓						Daily	✓												
Мор	Daily	✓											Daily	✓			Daily	٧	/		
Buff	Daily	✓																			
Static	Daily	✓																			
Edges	Daily	✓			Daily	✓															
Clean/wet scrub					Daily	✓															
Replenish disposables					Daily	✓											Daily	٧	/		
Sweep													Daily	✓							
Clean glass													Daily	✓							
Check clean																					
Vacuum runners																					
Clean toilets																					
Damp dust																					
Spray buff																					
Rubbish																					

Ward/Dept: Communications - Saturday Morning

Task	Freq	Shouldham Toilets	Freq	Coffee Lounge Stairs	Freq	Day Hospital Toilets	Freq	Residence & Day Hospital Carpet	Freq	Main Entrance Toilets x1 x2 x3 x4	Freq	Lifts x1 x2 x3 x4	Freq	Catering
Vacuum		X1 X2 X3 X4		X 1 X 2 X 3 X 4		X 1 X 2 X 3 X 4	Daily			X1 X2 X3 X4		X1 X2 X3 X4		X X 2 X 3 X 4
Мор	Daily	√	Daily	√	Daily	√		 			Daily	√		
Buff														
Static														
Edges														
Clean/wet scrub														
Replenish disposables	Daily	✓			Daily	✓			Daily	✓			Daily	√
Sweep			Daily	✓							Daily	✓		
Clean glass														
Check clean									Daily	✓				
Vacuum runners											Daily	✓		
Clean toilets													Daily	✓
Damp dust													Daily *	✓
Spray buff													Daily **	√
Rubbish													Daily	✓

^{*} Office

^{**} All floors

Ward/Dept: Communications - Saturday Afternoon

Task	Freq	Dietitian Office	Freq	Infection Control Office	Freq	Spinal Assessment Rooms	Freq	Day Hospital Toilets	Freq	Main Entrance Toilets	Freq	Main Entrance Carpets	Freq	A&E Waiting Room
		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4
Vacuum	Daily	✓	Daily	✓	Daily	√					Daily	✓	Daily	✓
Мор					Daily	✓			Daily	✓				
Buff					Daily	✓								
Static														
Edges														
Clean/wet scrub														
Replenish disposables					Daily	√	Daily	√	Daily	√			Daily	√
Clean sink					Daily	✓								
Sanitize					Daily	√	Daily	√						
Sweep														
Clean glass														
Check clean														
Vacuum runners														
High dust	Daily	✓	Daily	√										
Clean toilets													Daily	√
Damp dust	Daily	✓	Daily	✓ 										
Spray buff														
Rubbish	Daily	✓	Daily	√	Daily	√								

Ward/Dept: Communications (Sunday Morning)

Task	Freq	٧	Vaiti Are	_	Freq		Entra Sta	ain ance airs		Freq	Er T	oile	nce	Freq	C	Main ntran arpe	ce ts	Freq			ifts	x 4
Vacuum	Weekly		<u> </u>	3 84		IX.	XZ	X3	×4		XII	<u> </u>	X3 X4	Weekly	7 7	XZ X.	3 84		Į X	I XZ	X3	X4
Sweep					Weekly	✓			╗					-				Weekly	✓	· T		
Damp mop	Weekly	✓			Weekly	√				Weekly	✓			1				Weekly	√			
Static Mop																						
Check																						
Wet scrub																						
Clean sanitary fittings										Weekly	✓											
Replenish disposables										Weekly	✓											
Rubbish												-										
Buff	Weekly	✓																				
Static edges	Weekly	✓																				

Ward/Dept: Communications (Sunday Morning)

Task	Freq	•	Cha Toil	-	Freq		\&E Sta	Freq		Toi	ance lets	Freq		Toi	uary ets	Freq	,	Toil	dham ets x3 x ²	
Vacuum																				
Sweep					Weekly	✓														
Damp mop	Weekly	✓			Weekly	✓		Weekly	✓			Weekly	✓							
Static Mop																				
Check																				
Wet scrub																Weekly	✓			
Clean sanitary fittings	Weekly	✓						Weekly	✓			Weekly	✓			Weekly	✓			
Replenish disposables	Weekly	✓						Weekly	✓			Weekly	✓			Weekly	✓			
Rubbish				•																
Buff																				
Static edges																				

Ward/Dept: Communications (Sunday Morning)

Task	Freq	I	_ou Sta		•	Freq	Residence / Day Hospital Carpets	Freq	West Wing Corridor (Up & Down)	Freq	Day Hospital Toilet	Freq	Entra Toi	ain ance lets
Vacuum		х1	x2	х3	x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2 x3 x4		x1 x2	x3 x4
Vacuum						Weekly	√							
Sweep	Weekly	✓												
Damp mop	Weekly	✓												
Static Mop								Weekly	✓					
Check										Weekly	✓	Weekly	✓	
Wet scrub														
Clean sanitary fittings														
Replenish disposables										Weekly	✓	Weekly	✓	
Rubbish														
Buff														
Static edges														

Ward/Dept: Communications (Sunday Afternoon)

Task	Freq	Catering Toilets	Freq	Shouldham Toilets	Freq	Ramp	Freq	Main Entrance Carpets
Vacuum		X 1 X 2 X 3 X 4		x1 x2 x3 x4	Daily	x1 x2 x3 x4	Daily	x1 x2 x3 x4 ✓
Sweep					,	'	24,	·
Damp mop	Daily	√						
Static Mop					Daily	√		
Check								
Wet scrub								
Clean sanitary fittings	Daily	✓						
Replenish disposables	Daily	✓	Daily	✓				
Sanitize			Daily	√				
Wash edges from bottom up to main street					Daily	√		
Rubbish	Daily	✓						
Spray Buff					Daily	✓		
Static edges								

Ward/Dept: Communications (Sunday Afternoon)

Task	Freq	ш	A8 Carp	oets	Freq		E Toilets	Freq	L	Entı To	ain rance ilets	Freq	L	Hos Toi	ay pita lets	
Vacuum	Daily	✓														
Sweep																
Damp mop					Daily	✓		Daily	✓							
Static Mop																
Check																
Wet scrub																
Clean sanitary fittings					Daily	✓		Daily	✓							
Replenish disposables					Daily	✓		Daily	✓			Daily	✓			
Sanitize												Daily	✓			
Wash edges from bottom up to main street																
Rubbish																
Spray Buff																
Static edges																

Ward/Dept: Communications (BITS)

Task	Freq	Ar V	E Wa ea (p visito toile	olus rs t)	Fre	q	Ent		nce	Freq			anc		Freq	Ľ	Hos Cor	ay pita rido	r	Freq	Н	sidence Day ospital
	D = '/-		x2 x	3 x	-		x1 x	2 x	3 x4			x2	2 x3	x4		x1	x2	х3	x4		x 1	x2 x3 x
Vacuum	Daily	✓			Dai	У	✓			Weeky	✓									Weekly		✓
Damp mop	Daily	✓								Daily	✓											
Machine buff	Daily	✓																				
Static mop	Daily	✓													Daily	✓						
Wash skirting boards	Daily	✓																				
Wet scrub	Annually			~	1																	
Shampoo Carpet					Annu	ally			✓													
Clean sanitary fittings										Daily	✓											
Replenish disposables										Daily	✓											
Rubbish										Daily	✓											
Damp dust										Daily	✓											
Wash bin										Weekly	✓											
High & low dust										Weekly	✓				Weekly	✓						
Spray buff															Weekly		✓					
Static again & wash edges															Weekly		✓					
Static again & wash skirting board																						
Sweep																						

Ward/Dept: Communications (BITS

Task	Freq	& l	Jpp Lov Sorri	Wing er and wer idors	Freq		Li	Wing fts	Freq	Mobile
Vacuum										
Damp mop					Weekly		✓			
Machine buff					Weekly	✓				
Static mop	Daily	✓			Weekly	✓				
Wash skirting boards										
Wet scrub										
Shampoo Carpet										
Clean sanitary fittings										
Replenish disposables										
Rubbish									Weekly	✓
Damp dust										
Wash bin										
High & low dust	Weekly	✓							Monthly	✓
Spray buff	Weekly		✓							
Static again & wash edges										
Static again & wash skirting board	Weekly		✓							
Sweep					Weekly			✓		

Ward/Dept: Communications (BITS) Monday

Task	Freq	Ar V	ea (isit 「oil	aiting plus ors et)	Freq	Amb Ent	E and outlance	Freq		nance	Freq	Day Hospital Corridor	Freq	ay F En	dence/D lospital trance	Freq	West Win Corridors	s
Vacuum	Daily	✓			Daily ***								Daily ***	✓				
Buff	Daily *	✓																
Static buff											Daily	√						
Spray buff											Daily	✓						
Static buff again & wash edges											Daily	√						
Vacuum & wash edges	Daily **	✓																
Static mop																Daily	✓	
Damp mop	Daily	✓																
Damp dust								Daily ***	* 🗸		Daily *****	√						
Clean kitchen area								Daily	✓									
Clean toilet								Daily	✓									
Replenish disposables								Daily	√									
Rubbish								Daily	✓									
Sweep stairs & lifts																Daily	✓	

***** Door frames, window frames & ledges

^{*} Using a brush
**After buffing
*** Front carpets
**** All offices & mobile

Ward/Dept: Communications (BITS) Tuesday

Task	Freq	A		(plu tors let)	ıs S	Freq	Am En	&E a bula itran	nce ce	Freq		nance		Freq	C	ver W Wing orrido	r	Freq		Co	lospi rridoi		Freq	West \ Corri	idor
		x1	x2	х3	х4		x1 >	(2 x	3 x4	•	x1 x	2 x3	х4		x1 >	2 x3	х4		X	1 x2	2 x3	х4		x1 x2	x3 x4
Vacuum	Daily	✓				Daily *	✓			Daily **	✓							Daily **	** 🗸	1					
Mop & buff using brush	Daily	✓																							
Static buff														Daily	✓			Daily	✓	-		1	Daily *****	✓	
Spray buff														Daily	✓										
Static & wash edges	Daily	✓												Daily	✓										
After buffing, vacuum & wash edges	Daily	✓																							
Sweep & mop stairs & lifts														Daily	✓										
Damp dust																									
Clean kitchen area										Daily	✓														
Replenish disposables										Daily	✓														
Rubbish										Daily	✓														
Clean toilets										Daily ***	✓		1												

^{*} Front carpets & main entrance carpet

** All offices & corridor on right hand side

^{*** &}amp; mobile

^{****} Day Hospital & Residences entrance
***** Upstairs

Ward/Dept: Communication (BITS) Wednesday

Task	Freq	A۱ ۱	rea (Visite toile		Freq	A&E and Ambulance Entrance	Freq	L	Finance	Freq	V	er West Ving 2 x3 x4	Freq	V	er West Ving 2 x3 x4
Vacuum	Daily	✓			Daily *					Daily ***					
Mop & buff using brush	Daily	✓													
After buffing, vacuum & wash edges	Daily	✓													
Static buff				•						Daily	✓		Daily ****	✓	
Spray buff										Daily	✓				
Static again & wash edges										Daily	✓				
Clean kitchen area							Daily	✓							
Replenish disposables							Daily	✓							
Rubbish							Daily	√							
Clean toilets							Daily	✓							
High dust							Daily **	√							
Static & mop lifts										Daily	✓				
Wash lift walls & vacuum grids										Daily	✓				
Static corridor & sweep stairs											•		Daily	✓	

^{*} Front carpets & main entrance carpet

** All of Finance & mobile

^{***} Residence & Day Hospital entrance carpets
**** Day Hospital corridor

Ward/Dept: Communications (BITS) Thursday

Task	Freq		E Wa	a	Freq	Amk	E and Dulan tranc	ice e	Freq		inanc	Freq	Day Ho Corr	idor	Freq		Hosp x2 x3	Freq	West Wing
Vacuum	Daily	✓			Daily *	✓			Daily **	✓					Daily ***	✓			
Mop & buff using brush	Daily	✓															-		
After buffing, vacuum & wash edges	Daily	✓																	
Static buff												Daily	✓					Daily ****	✓
Spray buff												Daily	✓						
Static again and wash edges												Daily	✓						
Clean kitchen area									Daily	✓									
Replenish disposables									Daily	✓									
Rubbish									Daily	✓									
High dust												Daily	✓						
Clean toilets									Daily	✓									
Sweep lifts & stairs											•							Daily	✓
Damp dust all edges & clean glass																		Daily	✓

^{*} A&E, Ambulance and Main Entrance carpets
** All offices on left hand side & mobile
*** Residence & Day Hospital Entrance carpet
**** Upper & Lower Corridor

Ward/Dept: Communications (BITS) Friday

Task	Freq	A	vis to	Wait a (plesitors oilet) 2 x3	us s	Freq	L	ance x3 x4	Freq	Ľ	Corı	t Wir ridor	'S	Freq	Ċ	orrio	spital dor
Vacuum	Daily	✓												Daily ****	✓		
Mop & buff using brush	Daily	✓															
After buffing, vacuum & wash edges	Daily	✓															
Rubbish						Daily	✓										
Clean kitchen area & wash floor						Daily	✓										
Replenish disposables						Daily *	✓										
Clean toilets & wash floor						Daily *	✓										
Static									Daily **	✓				Daily	✓		
Sweep & mop stairs and lifts									Daily	√							
Spray buff upper corridor, static again & wash edges									Daily	✓							
High dust									Daily ***	✓	,						

^{* &}amp; mobile

^{**} Upper & Lower corridor

*** Upper & Lower corridors

**** Residence & Day Hospital Entrance carpets

Ward/Dept: Sterile Services

Task	Freq		Pac Ar	kin ea	_	Freq		_	terile Room	-	Freq	۷	stri Vas	h R		Freq		Aut	oc	lav	⁄e	Freq	In	_	ulk ume	ent
		х1	x2	х3	x4		х1	X	2 x3	x4		х1	х2	х3	x4		х	1 x	2	х3	х4		х1	х2	x3	х4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	v	/				Daily	✓			
Shampoo carpet																										•
Static mop	Weekly	✓				Weekly	✓									Weekly	v	/								
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	v	/				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓										Weekly	✓			
Clean sanitary fittings		•		-	•				•		Daily	✓												•	•	•
Replenish disposables											Daily	✓														
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	V	/				Daily	✓			
Wash toilet brush & holders																										
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	V	/								
High dust																						Weekly	✓			
Internal glass	Monthly		✓			Monthly		V	/		Monthly		✓													
Wash walls						Every 4 months	✓				Every 4 months	✓														
Wet scrub											Weekly	✓														
S80 Dry											Weekly	✓														
Machine buff	Weekly	✓				Weekly	✓									Weekly	V	/								

Ward/Dept: Sterile Services

Task	Freq		ces	Freq	Ch R	ilets angii oom	ng s	Freq		Trol Wa	sh	Freq		Ro	Res om		Freq		Bull strun	nent	Freq			dors	Freq	Í	Don Cupk	ooar	ds
		x1 x2	x3 x4		x1 x	2 x3	x4		x 1	x2	x3 x4	1	x 1	x2	х3	х4		х1	x2 x	3 x4		x 1	x2	x3 x4			1 x2	2 x3	х4
Suction clean				Daily	✓			Daily	✓			Daily	✓				Daily	✓			Daily	✓			Weekl	/ •			Ш
Shampoo carpet												Annually	✓																
Static mop																													
Damp mop				Daily	✓			Daily	✓								Daily	✓			Daily	✓			Weekl	v v	/		
Damp dust				Daily	✓							Daily	✓				Weekly	✓			Weekly	✓							
Clean sanitary fittings				Daily	✓							Daily	✓												Daily	~	/		
Replenish disposables				Daily	✓							Daily	✓																
Rubbish	Daily	✓		Daily	✓							Daily	✓												Daily	v	/		
Wash toilet brush & holders				Weekly	✓																								
High & low dust				Monthly	✓							Monthly		✓															
High dust																					Weekly	✓							
Internal glass				Monthly	✓							Monthly		✓															
Wash walls																													
Wet scrub				Weekly	✓			Weekly	✓																				
S80 Dry				Weekly	✓			Weekly	✓																				
Machine buff									_																				

Ward/Dept: Breast Imaging Unit

Task	Freq			om		Freq				oom	Freq	Ma		ogra oom	iphy	Freq		oce Ar	ea	
Suction clean	Deily	Ĭ	x2	х3	х4	Deily		x2	X	3 x4	Daily	x1	x2	х3	х4	Deibe	ĺ	x2	х3	x4
Shampoo carpet	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Static mop																				
Damp mop	Daily	✓				Daily	✓			T	Daily	✓				Daily	√			
Damp dust	Weekly	∨				Weekly	∨				Weekly	∨				Weekly	∨			+
Clean sanitary fittings	Daily	∨				Weekiy		<u> </u>	<u> </u>		Daily	∨				Daily	∨			+
Replenish disposables	Daily	∨									Daily	∨				Daily	∨			
Rubbish	Daily	∨									Daily	∨				Daily	·			
Clean bins	Daily										Daily	· ·								
Wash white door																				
Change locker bags																				
Fridge seal																				
Record fridge temperature																				
Wash toilet brush holders																				
Descale																				
High & low dust	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓		\Box
High dust													•		1					
Internal glass & doors																				
Curtain rails																				
Change curtains																				
Wash furniture																				
Machine buff	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			

Ward/Dept: Breast Imaging Unit

Task	Freq	R	epo oom	า 18	2	Freq			om	_	Freq		x2	
Suction clean	Daily	✓				Daily	✓				Daily	✓		
Shampoo carpet							,					<u></u>		
Static mop														
Damp mop	Daily	✓				Daily	✓				Daily	✓		
Damp dust	Weekly	✓				Weekly	✓				Weekly	✓		
Clean sanitary fittings						Daily	✓							
Replenish disposables						Daily	✓							
Rubbish	Daily	✓				Daily	✓							
Clean bins														
Wash white door														
Change locker bags														
Fridge seal														
Record fridge temperature														
Wash toilet brush holders														
Descale														
High & low dust	Weekly		✓								Weekly		✓	
High dust		•				Weekly		✓						
Internal glass & doors														
Curtain rails														
Change curtains														
Wash furniture														
Machine buff	Weekly	✓				Weekly	✓				Weekly	✓		

Ward/Dept: Doctors Mess

Task	Freq		(Roo 24/1 24/1	4 &	Freq	x		00 1/2	m (20)	Freq	Ro	om	ultar (24	/17)	·		Sen Ro	on	ar	Freq		Kito Ar	ea	
Suction clean	Daily	✓			Weekly	_	/			Weekly	✓				Weekly	✓				Daily	✓			
Shampoo carpet																								
Static mop																								
Damp mop	Daily	✓																		Daily	✓			
Damp dust	Daily	✓																		Daily	✓			
Clean sanitary fittings	Daily	✓			Daily	~	/			Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓			Daily	~	/			Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	~				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓			Weekly	~	/			Weekly	✓				Weekly	✓				Weekly	✓			
Wash splashbacks & cubical doors	Weekly	✓																						
Wet scrub	Annually			✓																Annually				✓
Fridge seal																								
Record fridge temperature																								
Wash toilet brush holders	Weekly	✓																						
Descale				·																				
High & low dust	Weekly	✓			Weekly	~	/			Weekly	✓				Weekly	✓				Weekly	✓			
High dust																								
Internal glass & doors																								
Curtain rails																								
Change curtains																								
Wash furniture																								
Machine buff	Weekly		✓																					

Ward/Dept: Doctors Mess

Task	Freq		ning		Freq		ea	_	Freq		Room	Freq	Stor		
Suction clean	Daily	✓			Daily	✓			Daily	✓		Monthly	~		
Shampoo carpet											'			_	
Static mop															
Damp mop	Daily	✓			Daily	✓			Daily	✓		Monthly	~		
Damp dust	Daily	✓			Daily	✓			Daily	✓		Monthly	~	,	
Clean sanitary fittings															
Replenish disposables															
Rubbish															
Clean bins	Weekly	✓			Weekly	✓			Weekly	✓					
Wash splashbacks & cubical doors															
Wet scrub	Annually			✓											
Fridge seal															
Record fridge temperature															
Wash toilet brush holders															
Descale															
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓					
High dust															
Internal glass & doors															
Curtain rails															
Change curtains															
Wash furniture	Annually			✓	Annually			✓	Annually		✓				
Machine buff															

Ward/Dept: Finance

Task		Mor	•				day		edn		J		hur					day	
	x 1	x2	х3	х4	x1	x2	x3 x4	x 1	x2	х3	х4	x1	x2	х3	х4	x1	x2	х3	х4
Vacuum all carpets between toilets & door with swipe	✓																		
Clean all kitchen surfaces	✓							✓				✓				✓			
Empty bin in kitchen area	✓							✓											
Replenish disposables in kitchen area	✓							√											
Wash floor	✓							√											
Empty all bins																✓			
Clean toilets & sinks	✓											✓				✓			
Damp dust	✓							✓											
Deep clean toilet brushes & holders	√																		
Clean kitchen surfaces & descale					✓			1											
Empty bins in toilet area	✓																		
Replenish disposables in toilet area	✓																		
Clean toilets & descale					✓			1											
High dust					✓			1											
Vacuum all offices between swipe door & back of Finance					✓														
Full clean toilets								✓											
Clean all glass												✓							
Wash black edges												✓							

Ward/Dept: E.C.G.

Task	Freq	,		iting rea	9	Freq			ica oms		Freq		Kito	cher	า	Freq		Offi	ces	•
		x 1	x2	х3	x4		x1	x2	х3	x4		x 1	x2	х3	x4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop *	Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Clean sanitary fittings											Daily	✓								
Replenish disposables											Daily	✓								
Rubbish	Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Clean bins											Weekly	✓								
Descale											Weekly	✓								
High dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Machine buff	Weekly	✓				Weekly	✓									Weekly	✓			

^{*} Hard floors only in Offices

Ward/Dept: West Dereham

Task	Freq	L	ay Roo		Freq		Sir Ro	ys / ngle oms	: S	Freq	С	Sanitar Areas lean/Di Utility	rty	Freq		Nur Stat	tior)	Freq		Ro		
		x1	x2 x3	х4		х1	x2	x3	х4		x1	x2 x3	х4		x 1	x2	х3	х4		x1	x2	х3	х4
Suction clean	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Damp mop					Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Damp dust	Daily *	✓			Daily *	✓				Daily	✓			Daily *	✓				Daily	✓			
Damp dust under beds					Weekly	✓																	
Clean sanitary fittings					Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Replenish disposables					Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Clean bins	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Change locker bags					Daily	✓																	
Fridge seal																							
Wash toilet brush & holders										Weekly	✓												
High & low dust	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓			Weekly	✓													Weekly	✓			
Machine buff			•		Weekly		✓							Weekly		✓			Weekly		✓		
Wash furniture & fixtures	Annually			✓	Annually				✓														

^{*} All furniture, fixtures & fittings

Ward/Dept: West Dereham

Task	Freq	,	We New Sem Ro	ces est vton ninal om	r	Freq	S	Sup	ment/ oply oms	Freq		Corr			Freq	С	ome	oar	rd	Freq			hen	
Suction clean	Weekly	ΧI	XZ	х3	Х4		X 1 2	XZ	x3 x4	Daily	XI √	XZ	XS	х4	Monthly	ΧI	x2 ✓	ΧS	Х4	Daily	XI √	XZ	x3 >	4
Damp mop	recitiy									Daily	▼				Monthly		∨			Duny	•			
	14/2 2/2/2 *					Manthle					_						V			Delle		Т	Т	
Damp dust	Weekly *	✓				Monthly	✓			Daily	✓				Weekly	✓				Daily	✓			
Damp dust under beds																								
Clean sanitary fittings										Daily	✓				Daily	✓				Daily	✓			
Replenish disposables										Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓								Daily	✓				Daily	✓								
Clean bins	Weekly	✓													Weekly	✓								
Change locker bags																								
Fridge seal																				Daily	✓			\Box
Wash toilet brush holders																								
High & low dust	Weekly	✓				Monthly	✓			Weekly	✓				Weekly	✓				Weekly	✓			\Box
Internal glass	Weekly	✓				Monthly	✓			Weekly	✓													
Machine buff										Weekly		✓			Monthly		✓							
Wash furniture & fixtures																								

^{*} All furniture, fixtures & fittings

Ward/Dept: Endoscopy

Task	Freq		Corri lecep		Freq			tme oms		Freq		Sanita Areas	•	Freq		Offi	ces		Freq	ŀ	(itc	hen	1
		x 1	x2	(3 x	4	x 1	x2	х3	x4		x 1	x2 x3	3 x4		x 1	x2	x 3	κ4		x1	x2	х3	x4
Suction clean	Daily	✓			Daily	✓				Daily	✓			Weekly	✓				Daily	✓			
Damp mop	Daily	✓			Daily	✓				Daily	✓								Daily	✓			
Damp dust	Daily	✓			Daily	✓				Daily	✓			Weekly	✓				Daily	✓			
Clean sanitary fittings										Daily	✓								Daily	✓			
Replenish disposables					Daily	✓				Daily	✓								Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Static mop	Weekly	✓			Weekly	✓																	
Wash toilet brush holders										Weekly	✓												
Clean fridge seal																			Weekly	✓			
High dust	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Low dust																							
Shampoo carpets														Annually	✓								
Curtain Rails																							
Machine buff	Weekly	✓			Weekly	✓																	
Change curtains														Annually	✓								

Ward/Dept: Endoscopy

Task	Freq		om upl			Freq	Re	est l	Roc	m	Freq	C	har Ro	ngir om	_	Freq		Wa	ard	
		x 1	x2	х3	x4		x 1	x2	х3	х4		x 1	x2	х3	x4		x 1	x2	х3	x4
Suction clean	Weekly	✓				Weekly	✓				Daily	✓				Daily	✓			
Damp mop	Weekly	✓									Daily	✓				Daily	✓			
Damp dust	Weekly	✓				Weekly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓																		
Replenish disposables																				
Rubbish						Daily	✓				Daily	✓				Daily	✓			
Static mop											Weekly	✓				Weekly	✓			
Wash toilet brush holders																				
Descale																				
High dust						Weekly	✓				Weekly	✓				Weekly	✓			
Low dust																Weekly	✓			
Shampoo carpet						Annually	✓													
Curtain Rails																Weekly	✓			
Machine buff											Weekly	✓				Weekly	✓			
Change curtains																				

Ward/Dept: Radiology

Task	Freq		ntrand		Freq		anita Area	-	Freq	R	ecep	otion	Freq	Wa	aitin	g Area	Freq	,	MRI F	looms		Freq	/1	Roc	tion	Freq	R	oom	ation s (7 vice)
		х1	x2 x	3 x4		x1	x2 >	(3 x4		x1	x2	x3 x4		х1	x2	x3 x4			1 x2	x3 x			x1	х2	x3 x4		x1	x2 x	3 x4
Suction clean	Daily	✓			Daily	✓			Weekly	✓			Daily	✓			Daily	v			1	Daily	✓			Daily	✓		
Shampoo carpet									Annually		✓		Annually		✓														
Damp mop	Daily	✓															Daily	~	/			Daily	✓			Daily	✓		
Damp dust					Daily	✓			Weekly	✓			Daily	✓			Daily	V	/			Daily	✓			Daily	✓		
Clean sanitary fittings					Daily	✓																				Daily	✓		
Replenish disposables					Daily	✓											Daily		/			Daily	✓			Daily	✓		
Rubbish	Daily	✓			Daily	✓			Daily	✓			Daily	✓			Daily	~	/			Daily	✓			Daily	✓		
Clean bins					Weekly	✓							Weekly	✓			Weekly	/ \	/							Weekly	✓		
Wash toilet brush holders					Weekly	✓																							
Wet scrub floors	Annually	/ /			Annually	✓															Ar	nually	/			Annually	✓		
High & low dust	Monthly	,	✓		Weekly	✓			Weekly	✓			Weekly	✓			Monthl	у	✓		И	eekly	✓			Weekly	✓		
High dust																													
Internal glass	Weekly	✓																								Weekly	✓		
Change bed linen																													
Wash furniture													Annually		✓														
Machine buff	Weekly	✓			Weekly	✓											Weekly	/	/		И	eekly	✓			Weekly	✓		

Ward/Dept: Radiology

Task	Freq		Offi		╛	Freq		Cı	ang ıbic	les		Freq		,	Area		Freq		taff R		Freq	Ľ	/ Ch	ang oor		Freq		R	n Ca oon	n		Freq	L	Cupk	nestic board
		X 1	x2	х3	х4			x1)	(2 x	3 x				x1 x	2 x	3 x4		x1	x2 x	3 x4		х	1 x	2 x	3 x4		X	1 x2	2 x3	3 x4	_		_	х2	x3 x4
Suction clean	Weekly	✓				Daily		✓				Weekly		✓			Daily	✓			Daily	~	/			Weekly	✓	_			W	/eekly	✓		
Shampoo carpet																	Annually		✓							Annually	✓	1							
Damp mop						Daily		✓				Daily		✓																	ļи	/eekly	✓		
Damp dust	Weekly	✓															Weekly	✓								Weekly	✓	1			W	/eekly	√		
Clean sanitary fittings																	Daily	✓								Daily	✓	/			1	Daily	√		
Replenish disposables																	Daily	✓								Daily	✓	/							
Rubbish	Daily	√				Daily		✓				Daily		✓			Daily	✓			Daily	~	/			Daily	~	/			1	Daily	√		
Clean bins																																			
Wash toilet brush holders																																			
Wet scrub floors						Annuall	y	✓			1	Annually	V	✓							Annually	· •	/												
High & low dust	Monthly		✓			Monthl	y	✓				Weekly	,	✓			Weekly	✓								Weekly	✓	/			М	onthly	√		
High dust																					Weekly	~	/												
Internal glass	Weekly	✓			\exists												Weekly	✓																	
Change bed linen		•																								Daily	~	/							
Wash furniture																																			
Machine buff						Monthl	y	✓				Weekly		✓							Weekly	~	/												

Ward/Dept: Physiotherapy

Task	Freq	;		itar <u>y</u> eas	y	Freq	С	Wa	idor & iiting eas	&	Freq		Off	ices	•	Freq	R	est	: Ro	om	Freq		Trea	natio itmer	
		х1	x2	х3	х4		x 1	x2	2 x3 x	κ4		x 1	x2	х3	x4		х1	X2	2 x	3 x4		x 1	x2	x3 x	4
Suction clean	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓														Daily	✓			
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Weekly			✓	
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓														Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Static	Daily	✓				Daily	✓														Daily	✓		-	
Clean toilet brushes	Weekly	✓																							
Curtain rails (in bed area)	Weekly	✓																							
Machine scrub & suction dry																									
Machine buff	Weekly	✓				Weekly	✓														Weekly	✓			

^{*} Monday, Wednesday & Friday ** Tuesday & Thursday

SPOTS & SPILLAGES, DUST & DEBRIS, PAINTWORK, WALLS & DOORS - ALL AS OCCURS

Ward/Dept: Physiotherapy

Task	Freq	Ну	drot Po	thera ool	ару	Freq	R	ec	eptio	on	Freq		St Ro	ore oms		Freq	I -	om upb		
		x 1	х2	х3	х4		х1	x2	2 x3	х4		x 1	x2	х3	х4		x 1	x2	х3	х4
Suction clean	Weekly	✓				Weekly	✓				Weekly	✓				Monthly	✓			
Damp mop	Weekly *			✓		Weekly			✓		Weekly	✓				Monthly	✓			
Damp dust	Weekly	✓				Daily	✓									Monthly	✓			
Clean sanitary fittings	Daily	✓														Daily	✓			
Replenish disposables	Daily	✓														Daily	✓			
Rubbish	Daily	✓				Daily	✓									Daily	✓			
Clean bins	Weekly	✓																		
High & low dust	Monthly		✓			Monthly		✓			Monthly		✓			Monthly	✓			
Internal glass	Monthly	✓																		
Static						Daily	✓				Daily	✓								
Clean toilet brushes								•	•											
Curtain rails																				
Machine scrub & suction dry	Monthly **		✓																	
Machine buff						Weekly	✓				Weekly	✓				Monthly	✓			

SPOTS & SPILLAGES, DUST & DEBRIS, PAINTWORK, WALLS & DOORS - ALL AS OCCURS

Ward/Dept: Occupational Therapy

Task	Freq	St	aff ⁻	Toil	ets	Freq		Wai	idor ting ea		Freq		Offi			Freq	L		_ Su		Freq		He	ht 8 avy sho		Freq	Qui	et R	oom
		_	x2	х3	х4	î	x1	x2	x3	х4		х1	х2	х3	х4		X 1	l x	2 x3	3 x4	î	x1	x2	x3	x4		x 1	x2 x	3 x4
Suction clean	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓		
Damp mop	Daily	✓				Daily	✓									Daily	✓				Daily	✓							
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	√				Daily	✓				Daily	✓		
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓				Daily	✓							
Replenish disposables	Daily	✓				Daily	✓									Daily	✓				Daily	✓							
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓		
Clean bins	Weekly	✓				Weekly	✓									Weekly	√	•			Weekly	✓							
High & low dust	Weekly	✓				Weekly	✓				Monthly		✓			Weekly	√	•								Weekly	✓		
Static	Daily	✓				Daily	✓									Daily	√	•			Daily	✓							
Clean toilet brushes	Weekly	✓																											
Curtain rails																					Weekly	✓							
Internal glass	Weekly	✓				Weekly	✓				Weekly	✓																	
Machine buff	Weekly	✓				Weekly	✓									Weekly	√				Weekly	✓							

Ward/Dept: Audiology

Task	Freq		Of	fic	es	Freq	So		d Pr oms		Freq	W	aiting <i>A</i>	rea	Freq	V		shc ea	р
		x 1	XZ	2 >	x3 x4	l .	x 1	x2	х3	х4		x 1	x2 x3	х4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Damp mop															Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Clean bins	Weekly	✓				Weekly	✓								Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓			
Internal glass	Weekly	✓																	
Scrub floor															Monthly	✓			
Wash furniture	Annually			•	✓	Annually			✓		Annually		✓						

Ward/Dept: Spencer (Psychology)

Task	Freq		Office	Freq		orrid	lors	Freq		ets x3 x4	Freq	x1		hen	4	Freq		Lif	ells &	Freq	Clinic I 1 (Pa Reli	ain ef)
Suction clean	Weekly	✓		Weekly	✓											Weekly	✓			Weekly *	✓	
Damp mop								Daily	✓													
Damp dust	Every 4 months	✓		Every 4 months	✓						Daily	√	,		E	very 4 months	✓			Weekly *	✓	
Clean sanitary fittings								Daily	✓		Daily	✓	,									
Replenish disposables								Daily	✓		Daily	✓	,									
Rubbish	Weekly	✓						Daily	✓		Daily	✓	,							Weekly *	✓	
Fridge seal											Weekly	✓	,									
Record fridge temperature																						
Wash toilet brush & holders								Weekly	✓													
Descale								Weekly	✓													
High dust	Every 4 months	✓		Every 4 months	✓			Weekly	✓		Weekly	√	·		E	very 4 months	✓			Monthly	√	

^{*} Thursdays & Fridays

Ward/Dept: Pharmacy

Task	Freq		spens Area x2 x3	Freq		Vaitii	tient ng Ar	ea	Freq		et Areas	Freq	Inf	Drug orma x2 x	tion	Freq	;	Stor	nacy res x3 x4	Freq	Ľ	Rooi	cking ms x3 x4	Freq	F	arenti Rooms	3
Suction clean	Daily	✓		Daily	, v	/			Daily	✓		Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Shampoo carpet																											
Static mop																											
Damp mop	Daily	✓							Daily	✓		Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Damp dust				Daily	,	/						Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Clean sanitary fittings	Daily	✓							Daily	✓																	
Replenish disposables									Daily	✓																	
Rubbish									Daily	✓																	
Clean bins	Weekly	✓		Weekl	y v	/			Daily	✓		Weekly	√			Weekly	✓			Weekly	✓			Weekly	✓		
Damp dust worktops	Daily	✓																									
Clean shelf in rotation	Weekly	✓																									
Damp dust storage shelves																											
Record fridge temperature																											
Wash toilet brush holders									Weekly	✓																	
Full Clean																											
High & low dust	Weekly	✓		Weekl	y v	/			Weekly	✓		Weekly	· 🗸			Weekly	✓			Weekly	✓			Weekly	✓		
High dust																											
Internal glass & doors																											
Curtain rails																											
Change curtains																											
Wash furniture																											
Machine buff	Weekly	✓							Weekly	✓		Weekly	· 🗸			Weekly	✓			Weekly	✓			Weekly	✓		

Ward/Dept: Pharmacy Pharmacy

Task	Freq		Quali Contr Roor	ol n	Freq	R	tocla	ıs	Freq			ices		req	Inspe Lable	e Ro	om	Freq		Vash Up Room	Freq	Ľ	Store	า	Freq		Ro	eepe om	
Suction clean	Daily	X1 ✓	x2 x	3 X4	Daily	x1 ≥	(2 X	3 X4	Daily	X1 ✓	x2	x3 x4		Daily	x1 x	2 x3	Х4	Daily	X1 ✓	x2 x3 x	4 Weekly	_	k2 x3	3 X4	Daily	x1 ✓	X2	х3	х4
Shampoo carpet									Annually		√							,				1							
Static mop									-												Daily	✓	Т	П					
Damp mop	Daily	√			Daily	√			Daily	✓			D	Daily	✓			Daily *	✓		Weekly	· 🗸							
Damp dust	Daily	✓			Daily	✓			Daily	✓			D	Daily	✓			Daily	✓		Daily	√			Daily	✓			
Clean sanitary fittings																													
Replenish disposables																													
Rubbish									Daily	✓															Daily	✓			
Clean bins	Weekly	✓			Weekly	✓			Weekly	✓			We	eekly	✓			Weekly	✓		Weekly	√			Weekly	✓			
Damp dust worktops																													
Clean shelf in rotation																													
Damp dust storage shelves																													
Record fridge temperature																													
Wash toilet brush holders																													
Full Clean																													
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓			We	eekly	✓			Weekly	✓		Weekly	✓			Weekly	✓			
High dust																													
Internal glass & doors																													
Curtain rails																													
Change curtains																													
Wash furniture																													
Machine buff	Weekly	✓			Weekly	✓							We	eekly	✓			Weekly	✓		Weekly	· 🗸			Weekly	✓			

^{*} Vinyl Only

Ward/Dept: Pharmacy

Task	Freq		orric			Freq			Roo		Freq	Asceptic Suite & Ward Service Room x1 x2 x3 x4	Freq	Asceptic Suite Outer Changing Room	Freq	Asceptic Suite (must suit up)	Freq	C	DS Room' ontrolled Drugs	Freq	Sei (S Re	Vard rvices Store com)
Suction clean	Daily	Λ1 √	^_	<u> </u>	_	Daily		72	AU /	^-		X1 X2 X3 X4		AT AZ AO AT		XI XZ XO XT	Weekly	√	AZ AJ AT	Daily	√ / A	2 70 74
Shampoo carpet																						
Static mop	-																Daily	✓				
Damp mop	Daily	√	П	Т	Т	Daily	√		П				Weekly	√			Weekly	√		Daily	✓	
Damp dust						Daily	✓			Т	Daily	✓								Daily	✓	
Clean sanitary fittings																						
Replenish disposables																						
Rubbish																						
Clean bins	Weekly	✓			V	Veekly	/ /															
Damp dust worktops									<u> </u>													
Clean shelf in rotation																						
Damp dust storage shelves										Ī	Weekly	✓										
Record fridge temperature																						
Wash toilet brush holders																						
Full Clean															Monthly **	✓						
High & low dust	Weekly	✓			V	Veekly	/ /													Weekly	✓	
High dust				,							Weekly	✓									•	•
Internal glass & doors																						
Curtain rails																						
Change curtains																						
Wash furniture																						
Machine buff	Weekly	✓			V	Veekly	/ /													Weekly	✓	

^{**} Special chemicals needed & 2 people required to undertake the task. NO VACUUM CLEANERS ALLOWED. Alternate Y&X monthly.

Ward/Dept: Pathology (Ground Floor)

Task	Freq		-	ood om	l	Freq		Off	ices	ies/	Freq	٦	Foil St San	ents ets & aff itary	& y	Freq	In	ner	eptic	ice	Freq	x1	Wa A	lain aitin area	g	Freq	Rest		
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly			✓		Daily	✓	<i>′</i>			Daily	✓		
Damp mop	Daily	✓				Daily	✓				Daily	✓														Daily	√		
Damp dust	Daily	✓				Weekly		✓			Daily	✓				Weekly			✓		Daily	✓	<i>,</i>			Weekly		✓	
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓				Daily	✓									Daily	✓		
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓									Daily	✓		
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓	ì			Daily	✓		
Make bed and change towel if used																													
Wash toilet brush holders																													
Descale																													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓	1			Monthly	✓	-	
Internal glass	Weekly	✓														Monthly	✓												
Wash furniture																					Annually				✓	Annually			✓
Machine buff	Weekly			✓		Weekly			✓		Weekly			✓		Weekly			✓							Weekly	✓		

- 1. Do not clean laboratory sink
- 2. Bench tops and shelves will be cleaned by Pathology staff
- Rubbish bins which contain contaminated materials will be dealt with by Pathology staff. These bins will be clearly marked
 Special care should be taken with regard to the wearing of rubber gloves & washing of hands
- 5. Patients toilets off of the waiting area should always have a supply of disposable cups available6. All disposables i.e. soap, toilet roll, hand towels etc must be replaced as required

SPOTS & SPILLAGES, DUST & DEBRIS, PAINTWORK, WALLS & DOORS MUST ALL BE DONE AS OCCURS

Ward/Dept: Pathology (Ground Floor)

Task	Freq	L		Room	Freq		orri			Freq			ices		Freq			ite		Freq		Roc		
		x1	х2	x3 x4		х1	x2	х3	х4		х1	х2	2 x3	х4	î	х1	х2	х3	х4		x 1	x2	x3 x4	1
Suction clean	Weekly	✓			Daily	✓				Weekly	✓				Daily	✓				Weekly		✓	丄	_
Damp mop	Weekly	✓			Daily	✓									Weekly			✓						
Damp dust					Weekly		✓								Weekly			✓		Weekly	✓			
Clean sanitary fittings					Daily	✓									Daily	✓								
Replenish disposables					Daily	✓									Daily	✓								ı
Rubbish	Daily	✓			Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Make bed & change towel if used															Daily	✓								Ī
Wash toilet brush holders																								
Descale																								
High & low dust	Weekly	✓			Monthly	✓				Monthly		✓			Weekly	✓				Monthly		✓		
Internal glass					Weekly	✓				Monthly		✓								Monthly		✓		
Wash furniture															Annually				✓	Annually			✓	,
Machine buff	Weekly	✓			Weekly			✓							Weekly			✓						

- 1. Do not clean laboratory sink
- 2. Bench tops and shelves will be cleaned by Pathology staff
- Rubbish bins which contain contaminated materials will be dealt with by Pathology staff. These bins will be clearly marked
 Special care should be taken with regard to the wearing of rubber gloves & washing of hands

Special care should be taken with regard to the wearing of rubber gloves & washing of rubber.
 Patients toilets off of the waiting area should always have a supply of disposable cups available.
 All disposables i.e. soap, toilet roll, hand towels etc must be replaced as required.
 SPOTS & SPILLAGES, DUST & DEBRIS, PAINTWORK, WALLS & DOORS MUST ALL BE DONE AS OCCURS.

Ward/Dept: Pathology (Upper)

Task	Freq	C	Corr	ido	rs	Freq	9	Steri Ro	ilisii oom	_	Freq	Re	est	Roc	om	Freq			ator Pre	-
		x1	x2	х3	x4		x 1	x2	х3	х4		x1	x2	х3	x4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust	Weekly		✓			Daily	✓				Daily	✓				Daily	✓			
Static mop	Weekly	✓									Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	√									Daily	✓				Daily	✓			
Replenish disposables	Daily	✓									Daily	✓				Daily	✓			
Rubbish	Daily	✓									Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Wash toilet brush & holders																				
High & low dust	Monthly				✓	Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓																		
Wash furniture											Annually				✓					
Machine buff	Weekly		✓			Weekly	✓				Weekly		✓			Weekly		✓		

- 1. Do not clean laboratory sink
- 2. Bench tops and shelves will be cleaned by Pathology staff
- 3. Rubbish bins which contain contaminated materials will be dealt with by Pathology staff. These bins will be clearly marked
- 4. Special care should be taken with regard to the wearing of rubber gloves & washing of hands
- 5. Patients toilets off of the waiting area should always have a supply of disposable cups available
- 6. All disposables i.e. soap, toilet roll, hand towels etc must be replaced as required

SPOTS & SPILLAGES, DUST & DEBRIS, PAINTWORK, WALLS & DOORS MUST ALL BE DONE AS OCCURS

Ward/Dept: Pathology (Upper)

Task	Freq		Sani Are	itary eas	Freq	La	& V	ato Vor eas		Freq	ı		ords ore	Freq			esti ooar	_
		x 1	x2	x3 x4		x 1	x2	х3	х4		x 1	x2	х3	x4	x 1	x2	х3	x4
Suction clean	Daily	✓			Daily	✓				Weekly	✓			Daily	✓			
Damp mop	Daily	✓			Daily	✓				Weekly	✓			Monthly		✓		
Damp dust	Daily	✓			Daily	✓				Weekly	✓			Monthly	✓			
Static mop	Weekly	✓			Weekly	✓												
Clean sanitary fittings	Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Replenish disposables	Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Clean bins	Weekly	✓			Weekly	✓								Weekly	✓			
Wash toilet brush & holders	Daily	✓																
High & low dust	Weekly	✓			Weekly	✓				Weekly	✓			Monthly	✓			
Internal glass																		
Wash furniture																		
Machine buff	Weekly		✓		Weekly		✓			Weekly		✓		Monthly		✓		

- 1. Do not clean laboratory sink
- 2. Bench tops and shelves will be cleaned by Pathology staff
- 3. Rubbish bins which contain contaminated materials will be dealt with by Pathology staff. These bins will be clearly marked
- 4. Special care should be taken with regard to the wearing of rubber gloves & washing of hands
- 5. Patients toilets off of the waiting area should always have a supply of disposable cups available
- 6. All disposables i.e. soap, toilet roll, hand towels etc must be replaced as required

SPOTS & SPILLAGES, DUST & DEBRIS, PAINTWORK, WALLS & DOORS MUST ALL BE DONE AS OCCURS

Ward/Dept: A&E

Task	Freq	Re		cita oms	tion	Freq	C	Nur Stat orri Cub	ion dor	, &	Freq	Ki		en/S oom		Freq		Publ aff T		
		x 1	x2	х3	х4		x1	x2	х3	x4		x 1	x2	х3	x4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓									Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Wash toilet brush holders																Weekly	✓			
Wash plastic walls						Monthly	✓													
Wet scrub																Monthly	✓			
Wash doors																				
Descale											Weekly	✓								
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Curtain rails						Weekly	✓													
Machine buff	Weekly		✓			Weekly		✓								Weekly	✓			
Wash furniture																				

Ward/Dept: A&E

Task	Freq		Slu	ıice	!	Freq	F	Rela Ro	tive om	s'	Freq	_	Domest Supboa		Freq		Pat litin		: rea
		x 1	x2	х3	х4		x 1	x2	х3	х4		x 1	x2 x3	х4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Weekly	✓			Daily	✓			
Damp mop	Daily	✓									Weekly	✓			Daily	✓			
Damp dust						Weekly	✓								Daily	✓			
Clean sanitary fittings	Daily	✓									Daily	✓							
Replenish disposables	Daily	✓																	
Rubbish						Daily	✓				Daily	✓			Daily	✓			
Clean bins	Weekly	✓									Weekly	✓							
Wash toilet brush holders																			
Wash plastic walls																			
Wet scrub															Annually				✓
Wash doors															Weekly	✓			
Descale	Weekly	✓																	
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓			
Curtain rails																			
Machine buff	Weekly		✓								Weekly	✓			Daily	✓			
Wash furniture						Annually				✓									

Ward/Dept: A&E (Evening)

Task	Freq	С	Are orri	idor	,	Freq		Wai Ar	ain iting rea		Freq		ecept		Freq		kam	•	edic tion			Offices	Fre			Plas Roc	om	
		x1	x2	x 3	х4		х1	x2	х3	х4		x 1	x2 x3	x4		х1	x2	х3	х4		х1	x2 x3 x	4		x 1	x2	х3	х4
Suction clean	Daily	✓				Daily	✓				Daily	✓			Daily	✓				Weekly	✓		Dail	y	✓			
Damp mop	Daily	✓				Daily	✓								Daily	✓							Dail	y	✓			
Damp dust	Daily	✓									Daily	✓			Daily	✓				Weekly	✓		Dail	V	✓			
Clean sanitary fittings															Daily	✓							Dail	V	✓			
Replenish disposables															Daily	✓							Dail	V	✓			
Rubbish						Daily	✓				Daily	✓					•			Daily	✓		Dail	V	✓			
Clean bins						Weekly	✓								Weekly	✓							Week	dy	✓			
Wet scrub																							Week	dy		✓		
Descale																							Monti	ıly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓		Week	dy	✓			
Internal glass & doors	Weekly	✓				Weekly	✓				Weekly	✓											Week	dy	✓			
Curtain rails															Weekly	✓												
Machine buff	Weekly		✓												Weekly		✓											
Wash furniture						Annually				✓																		

Ward/Dept: Terrington

Task	Freq	F	Rooi Wa Cori	, Sides	& r	Freq				om x4	Freq		Sani Are	eas		Freq			Pant	
Suction clean	Daily	✓	7.2	AU	7.	Daily	✓.		7.0		Daily	√		7.0	χ.	Daily	√		7.0	<u> </u>
Shampoo carpet						,										,				
Damp mop	Daily	✓	Π	П		Daily	✓	Π			Daily	✓				Daily	✓	П	П	
Damp dust	Daily	✓				Daily	✓									Daily	✓			
Clean sanitary fittings							<u> </u>	<u> </u>	<u> </u>		Daily	✓								
Replenish disposables						Daily	✓				Daily	✓				Daily	✓			
Rubbish						Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean white doors											Weekly	✓								
Clean fire doors																				
Clean mirror											Daily	✓								
Change locker bags	Daily	✓																		
Clean sink & still																Daily	✓			
Fridge seal																Daily	✓			
Record fridge temperature																Daily	✓			
Wash toilet brush holders											Weekly	✓								
Descale						Weekly	✓				Weekly	√				Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																		
Curtain rails	Weekly	✓																		
Bed cleaning	Weekly	✓																		
Machine buff	Weekly			✓		Weekly			✓		Weekly		✓			Weekly		✓		

Ward/Dept: Terrington

Task	Freq	(Corı	vice rido	r	Freq		Offi		Freq	С	upl	nesti poai	rd
Suction clean	Daily	✓				Weekly	✓			Weekly	✓			
Shampoo carpet						Annually		✓						
Damp mop	Daily	✓								Weekly	✓			
Damp dust	Daily	✓				Weekly	✓							
Clean sanitary fittings														
Replenish disposables														
Rubbish						Daily	✓			Daily	✓			
Clean bins						Weekly	✓			Weekly	✓			
Clean white doors	Weekly	✓												
Clean fire doors	Weekly	✓												
Clean mirror														
Change locker bags														
Clean sink & still														
Fridge seal														
Record fridge temperature														
Wash toilet brush holders														
Descale														
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓			
Internal glass & doors	Weekly	✓												
Curtain rails														
Bed cleaning														
Machine buff	Weekly		✓							Weekly	✓			

Ward/Dept: Necton

Task	Freq	w	ard	Are	as	Freq	Ş		itary eas	,	Freq		Nur Stati Slu	on	&	Freq		Offi	ces		Freq	Cı	Sto	ore parc	sk
			x2	х3	х4			x2	х3	х4			x2	х3	х4			x2	x3 >	۲4			x2	х3	х4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓													
Replenish disposables	Daily	✓				Daily	✓				Daily	✓													
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Clean white doors						Monthly	✓																		
Clean fire doors																									
Clean bins						Weekly	✓																		
Change locker bags	Daily	✓																							
Collect empty crockery																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
Descale						Weekly	✓				Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓								Weekly		✓								Weekly		✓		
Wash furniture																Annually			\Box	/					

Ward/Dept: Necton

Task	Freq	(Wa Cor	ard rido		Freq		 rvic rrid	_	Freq	Da	ay R	Room	Freq	С	up	nesti boar	rd	Freq	Wa	ard	Pan	itry
			x2	х3	х4			2 x3	x4		x 1	x2	x3 x4		_	x2	x3	x4			x2	х3	x4
Suction clean	Daily	✓				Daily	✓							Weekly					Daily	✓			—
Damp mop	Daily	✓				Daily	✓				1			Weekly	✓				Daily	✓			
Damp dust	Daily	✓								Daily	✓			Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓												Daily	✓				Daily	✓			
Replenish disposables	Daily	✓																					
Rubbish	Daily	✓				Daily	✓							Daily	✓				Daily	✓			
Clean white doors																							
Clean fire doors																							
Clean bins	Weekly	✓																	Weekly	✓			
Change locker bags																							
Collect empty crockery										Daily	✓												
Fridge seal																			Daily	✓			
Record fridge temperature																			Daily	✓			
Wash toilet brush holders																							
Descale	Weekly	✓																					
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓																
Curtain rails																							
Bed cleaning																							
Machine buff	Weekly		✓			Weekly	✓							Weekly	✓				Weekly	✓			
Wash furniture										Annually			✓										

Ward/Dept: Necton Rehab

Task	Freq			reas	Freq		Ro	ysio oom		Freq		Ar	itar		Freq	S	Stati Slu	rses ion iice	&	Freq			ices	
Suction clean	Daily	x1 ✓	x2 x	3 x4	Daily	x1 ✓	X2	2 x3	х4	Daily	x1 ✓	х2	х3	х4	Daily	x1 ✓	x2	х3	х4	Weekly	x1 ✓	x2	х3	x4
Damp mop	Daily	∨			Daily	∨				Daily	∨				Daily	∨				Weekly				
Damp dust	Daily	∨			Daily	∨	+			Daily	∨				Daily	∨				Weekly	√	1		
Clean sanitary fittings	Daily	∨			Daily	v				Daily	∨				Daily	∨				Daily	∨		\vdash	
		∨									∨					∨					∨			\vdash
Replenish disposables	Daily				Delle					Daily					Daily	_				Daily	_			$\vdash\vdash$
Rubbish	Daily	✓			Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean white doors										Weekly	✓													
Clean fire doors							_																	
Clean bins	Weekly	✓			Weekly	✓	L			Weekly	✓													
Change locker bags	Daily	✓																						
Fridge seal																								
Record fridge temperature																								
Wash toilet brush holders										Weekly	✓													
Descale										Weekly	✓													
High & low dust	Weekly	✓			Weekly	✓				Weekly	✓				Weekly	/ /				Weekly	✓			
Internal glass & doors	Weekly	✓			Weekly	✓				Weekly	✓									Weekly	✓			
TV arms	Weekly	✓																						
Curtain rails	Weekly	✓																						
Bed cleaning	Weekly	✓																						
Machine buff	Weekly		✓		Weekly		✓			Weekly		✓			Weekly	/	✓							
Wash furniture					Annually				✓											Annually				✓

Ward/Dept: Necton Rehab

Task	Freq		rea			Freq	(ard rido	r	Freq		Serv			Freq			mes	stic ard	Freq	Wa	ard	Pan	itry
		1	x2	х3	х4		х1	x2	x3	х4		x 1	x2	х3	х4				2 x	3 x4		x 1	x2	х3	х4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓	•			Daily	✓			
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓	,			Daily	✓			
Replenish disposables	Daily	✓				Daily	✓																		
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓	,			Daily	✓			
Clean white doors											Weekly	✓													
Clean fire doors											Weekly	✓													
Clean bins	Weekly	✓				Weekly	✓									Weekly	✓				Weekly	✓			
Change locker bags																									
Fridge seal																					Daily	✓			
Record fridge temperature																					Daily	✓			
Wash toilet brush holders																									
Descale	Weekly	✓				Weekly	✓														Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors						Weekly	✓																		
TV arms																									
Curtain rails																									
Bed cleaning																									
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly	✓								
Wash furniture																									

Ward/Dept: Oxborough

Task	Freq	L	ard .			Freq		Ar	itar eas		Freq	S		ion iice	&	Freq		Offi			Freq		apb		
Suction clean	Daily	x1 ✓	x2	х3	х4	Daily	x1 ✓	x2	х3	х4	Daily	x1 ✓	x2	х3	x4	Weekly	x1 ✓	x2	х3	x4	Daily	x1 ✓	x2	х3	<u>x4</u>
Damp mop	Daily	∨				Daily	∨				Daily	∨				Weekly	•				Daily	∨			
Damp dust	Daily	▼				Daily	∨				Daily	∨				Weekly	√				Daily	∨			
Clean sanitary fittings	Daily	▼				Daily	v ✓				Daily	∨				Weekly					Dany	_			
Replenish disposables	Daily	√				Daily	· ✓				Daily	· ✓													
Rubbish	Daily	· /				Daily	· ✓				Daily	· ✓				Daily	√			Т					
Clean white doors		1				Monthly	· ✓									,									
Clean fire doors						,																			
Clean bins						Weekly	√																		
Change locker bags	Daily	√				-	l	<u> </u>																	
Collect empty crockery																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
Descale						Weekly	✓				Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓															•								
TV arms		-																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓								Weekly		✓								Weekly		✓		
Wash furniture																Annually				✓					

Ward/Dept: Oxborough

Task	Freq			ard ridc		Freq		Cor	vice rido	r	Freq		-	Room	Freq	C	upl	nesti boar	rd	Freq	Wa	ırd l	Pan	try
	- "		x2	х3	x4				x3	x4		x 1	x2	x3 x4			x2	х3	x4			x2	х3	х4
Suction clean	Daily	✓				Daily	✓								Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓					T		<u> </u>	Weekly	✓				Daily	✓			
Damp dust	Daily	✓									Daily	✓			Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓													Daily	✓				Daily	✓			
Replenish disposables	Daily	✓														_								
Rubbish	Daily	✓				Daily	✓								Daily	✓				Daily	✓			
Clean white doors																								
Clean fire doors																								
Clean bins	Weekly	✓																		Weekly	✓			
Change locker bags																								
Collect empty crockery											Daily	✓												
Fridge seal																				Daily	✓			
Record fridge temperature																				Daily	✓			
Wash toilet brush holders																								
Descale	Weekly	✓																						
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓																	
TV arms																								
Curtain rails																								
Bed cleaning																								
Machine buff	Weekly		✓			Weekly	✓								Weekly	✓				Weekly	✓			
Wash furniture											Annually			✓										

Ward/Dept: Pentney

Task	Freq		ay Ro		Freq		Bay Sin Roc	ngl om	e IS	Freq		San Are Slu	as iice	& e	Freq		St	urse	n	Freq		Ro	tmer		Freq		Offi		
Suction clean	Daily	x1 ✓	x2 x	3 x4	Daily	x1 ✓	x2	x:	3 x4	Daily	x1 ✓	x2	x3	3 x4	Daily			2 x	3 x4	Daily	x1 ✓		х3	x4	Weekly		x2	х3	х4
	Dally	V									✓				Daily	√				•				\dashv	weekiy	✓			
Damp mop Damp dust	Daily	✓			Daily Daily	√				Daily Daily	V					×	/			Daily	√			-	Weekly				
•	Dally	V				√				Dally	· ·				Daily	·				Daily	\ <u>\</u>				weekiy	✓			
Damp dust under beds					Weekly	√				Doily		Τ		Т	Doily			Т	Т	Doily		Π	Π						
Clean sanitary fittings					Daily	√				Daily	✓			-	Daily	✓	,			Daily	√								
Replenish disposables	Deile			T	Daily	√				Daily	✓				Daily	✓	,			Daily	√			-	Daile		l		
Rubbish	Daily	√		-	Daily	√				Daily	✓				Daily	√	,			Daily	√				Daily	√			\vdash
Clean bins	Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean white doors																													
Clean fire doors						ı	ı	1	1																				
Change locker bags					Daily	✓			_																				
Clean sink & still																													
Fridge seal																													
Record fridge temperature																													
Wash toilet brush holders										Weekly	✓																		
Descale																													
High & low dust	Weekly	✓			Weekly	✓				Weekly	√				Weekly	✓	/			Weekly	✓				Weekly	✓			
Internal glass & doors					Weekly	✓																							
Curtain rails					Weekly	✓																							
Machine buff					Weekly		✓			Weekly		✓			Weekly			/		Weekly		✓							
Wash furniture	Monthly	✓			Monthly	✓																			Annually				✓

Ward/Dept: Pentney

Task	Freq		Ro	pme	l	Freq		Corr	ard rido		Freq		ard			Freq	C	Dom Supl	boa	ard	Freq	(Ser Corr	ido	r
	5 "			x3	х4			х2	х3	х4			x2	х3	х4			х2	x 3	3 x4			х2	х3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓	<u> </u>		<u> </u>	Daily	✓				Daily	✓				Daily	✓	<u> </u>	<u> </u>		Daily	✓			\vdash
Damp dust						Daily	✓		Ш		Daily	✓									Daily	✓			\Box
Damp dust under beds																									
Clean sanitary fittings						Daily	✓									Daily	✓								
Replenish disposables						Daily	✓									Daily	✓								
Rubbish						Daily	✓				Daily	✓				Daily	✓								
Clean bins						Weekly	✓				Weekly	✓				Weekly	✓								
Clean white doors						Weekly	✓														Weekly	✓			
Clean fire doors						Weekly	✓														Weekly	✓			
Change locker bags																									
Clean sink & still											Daily	✓													
Fridge seal											Daily	✓													
Record fridge temperature											Daily	✓													
Wash toilet brush holders														•	•										
Descale											Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors						Weekly	✓																		
Curtain rails																									
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓		
Wash furniture																									

Ward/Dept: Shouldham

Task	Freq		oon	ility n/Pro om *	ер	Freq	F	our	es é sid	le	Freq		(itche corrid	•	Freq	_		-	rs om	Freq	Office	s
		х1	x2	2 x3	х4		х1	x2	х3	х4		X	1 x2	(3 x	Ī.	x1	x2	х3	х4		x1 x2 x3	3 x4
Vacuum carpet	Daily	✓				Daily	✓				Daily	✓			Daily	✓						
Scrub floor	Quarterly	√				When able	✓				Quarterly	✓										
Shampoo Carpets															Monthly	✓						
Damp mop	Daily	✓				Daily	✓				Daily	√										
Clean sink & bin	Daily	✓				Daily	✓				Daily	√										
Clean Toilet						Daily	✓															
Wash toilet brush holders						Weekly	✓															
Wash bins	Weekly	✓				Weekly	✓				Weekly	√										
Damp dust	Daily	✓				Daily	✓				Daily	√			Weekly	✓				Weekly	✓	
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	√										
Clean bathrooms						Daily	✓															
Rubbish	Daily		✓			Daily	✓				Daily	√			Daily	✓				Weeky	✓	
Clean under beds						Weekly	✓															
Check & clean fridge						Weekly	✓				Weekly	√										
Pull fridges out						Weekly	✓															
High dust	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓	

^{*} Tuesdays - Pull fridge out

MONDAYS CLEAN ALL TOILET BRUSHES

** Tuesdays - High dust & rails

KEY TO THE BINS HANG IN THE SLUICE ON LEFT AS YOU GO IN

*** Mondays - Damp dust all ledges & skirting board

Check bins in utility room & sluice at end of day and check toilets on Macmillan end

**** Do not clean bath as staff do it

<u>Weekends</u>

Saturdays - Offices in Shouldham corridor. High dust, damp dust, Bin & Hoover Sundays - Macmillan office (just through on Terrington ward, code 235)

High dust, damp dust, Bin , Hoover.

NO NEED TO DO ANYTHING ON MACMILLAN END ON WEEKENDS.

Ward/Dept: Shouldham

Task	Freq	b	Ma athr	00	m	Freq	St	aff	Toi	let	Freq		SIL	iice		Freq		Nurs Stati			Freq		anitary Areas
		х1	x2	х3	х4		x 1	х2	х3	х4		х1	х2	х3	х4			x2	х3	х4		x1 >	(2 x3 x4
Vacuum carpet						Daily	✓				Daily	✓				Daily	✓						
Scrub floor	Monthly	✓				Monthly	✓				Quarterly	✓											
Shampoo Carpets		-					-								-								
Damp mop	Daily	✓				Daily	✓				Daily	✓											
Clean sink & bin	Daily	✓				Daily	✓				Daily	✓											
Toilet	Daily	✓																					
Wash toilet brush holders																					Weekly	✓	
Wash bins																					Weekly	✓	
Damp dust											Daily	✓				Daily	✓						
Clean sanitary fittings						Daily	✓																
Clean bathrooms																							
Rubbish																Daily	✓						
Clean under beds																							
Check & clean fridge																							
Pull fridges out																							
High dust	Weekly	✓				Weekly	✓				Weekly	✓											

* Tuesdays - Pull fridge out

MONDAYS CLEAN ALL TOILET BRUSHES

** Tuesdays - High dust & rails

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Macmillan end

Weekends

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Macmillan Clinic Ward/Dept:

Unlock all doors with Master 18 key

Task	Freq	C	cep orri	ain otioi dors	s *	Freq	F	rea Roc	nic atme	ent **	Freq		ayr	arge oom	Freq		che	Freq		Caı	re **	Day *
Suction clean	Daily	✓				Daily	✓				Daily	✓			Daily	✓		Daily	✓			
Scrub floor																						
Shampoo Carpets	Quarterly	✓									Quarterly	✓										
Damp mop						Daily	✓								Daily	✓						
Clean sink & bin						Daily	✓								Daily	✓		Daily	✓			
Clean glass doors											Daily	✓										
Damp dust	Daily	✓				Daily	✓				Daily	✓			Daily	✓		Daily	✓			
Rubbish	Daily	✓									Daily	✓										
Clean toilets																						
Clean furniture	Quarterly	✓				Quarterly	✓				Quarterly	✓										
High dust															Weekly	✓						

^{*} Monday - High dust & damp dust ledges and skirting board ** Thursday - High dust, spray buff, damp dust all edges.

FRIDAY - DAMP DUST ANY LEDGES IN CORRIDORS IF NOT HAD TIME DURING WEEK. EMPTY BIN IN KITCHEN AGAIN AT LUNCHTIME.

^{***} Wednesday - High dust, move all furniture to damp dust all edges. NO NEED TO HOOVER.

^{****} Wednesday - Move all furniture and spray buff.

Ward/Dept: Macmillan Clinic Unlock all doors with Master 18 key

Task	Freq	R	Che oon	n **	**	Freq		Ar	nita	5	Freq			uic			Freq			**			Freq	Ar Corr	eption eas / idors *	
		х1	x2	х3	х4		х1	x 2	2 x3	x4			X	2 x	3 x	4		X	X2	2 >	(3)	x4		x1 x2	2 x3 x4	丩
Suction clean	Daily	✓				Daily	✓				Daily	✓														
Scrub floor	Quarterly	✓				Quarterly	✓																			
Shampoo Carpets																										
Damp mop	Daily	✓				Daily	√				Daily	✓					Daily	✓								
Clean sink & bin	Daily	✓				Daily	√				Daily	✓					Daily	✓								
Clean glass doors																										
Damp dust	Daily	✓																					Daily	✓		
Rubbish																										
Clean toilets						Daily	✓																			
Clean furniture	Quarterly	✓																								
High dust						Weekly	✓																			

^{*} Monday - High dust & damp dust ledges and skirting board ** Thursday - High dust, spray buff, damp dust all edges.

FRIDAY - DAMP DUST ANY LEDGES IN CORRIDORS IF NOT HAD TIME DURING WEEK. EMPTY BIN IN KITCHEN AGAIN AT LUNCHTIME.

^{***} Wednesday - High dust, move all furniture to damp dust all edges. NO NEED TO HOOVER.

^{****} Wednesday - Move all furniture and spray buff.

Ward/Dept: Stanhoe

Task	Freq		ys 8 Roo	ms		Freq		Cori		or	Freq		Ro	tme		Freq			uice		Freq	Pr		Ro *	om	Freq		Sani Are	eas	
Suction clean	Daily	X1	x2	X3)	X4	Daily	X1 ✓	XZ	ХJ	x4	Daily	X1 ✓	XZ	х3	Х4	Daily	X1 ✓	XZ	XJ	x4	Daily	X1	XZ	X	3 x4	Daily	x1 ✓	XZ	ХЗ	<u>X4</u>
		V			+		_					Ť										V		-		•				\vdash
Damp mop	Daily	V				Daily	✓				Daily	✓				Daily	✓	_			Daily	_		<u> </u>		Daily	✓			
Wet scrub											Annually	<u></u>			✓															
Static Mop		T			_		1	ı	1				1	1	ı		ı		-	Т		ı	ı	<u> </u>				1		
Damp dust	Daily	✓			_	Daily	✓				Daily	✓				Daily	✓				Daily	✓	<u> </u>			Daily	✓			<u> </u>
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓		\bot							Daily	✓			<u></u>
Replenish disposables	Daily	✓									Daily	✓														Daily	✓			<u></u>
Rubbish	Daily	✓									Daily	✓				Daily	✓									Daily	✓			ł
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			1
Change locker bags	Daily	✓																												
Fridge seal																														
Record fridge temperature																														
Wash toilet brush holders																										Weekly	✓			
Change shower curtain																										Annually				✓
Descale																Weekly	✓									Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Daily	✓																												
Curtain rails	Weekly	✓																												
Bed cleaning	Weekly	√																												
Machine buff	Weekly		✓			Weekly		✓								Weekly		✓			Weekly		✓							

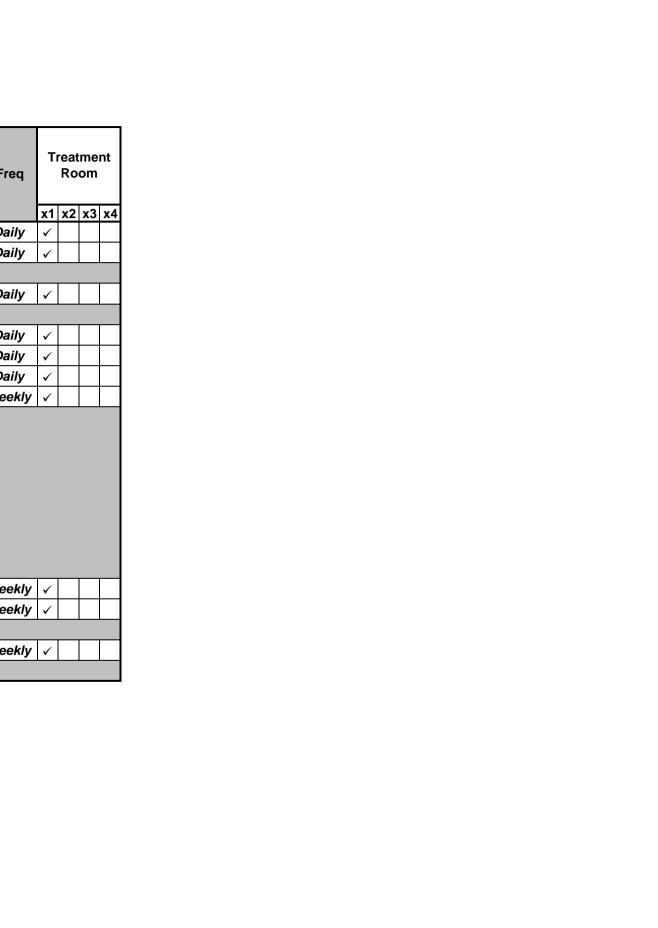
^{*} Do Not clean work surface in this area.

Ward/Dept: Stanhoe

Task	Freq	Cup	bbish boar	d	Freq	Cı	upb	esti	rd	Freq	Co	ervice erridor	Freq		ard Pa		Freq		Offic		
Overtion along	Daile	x1 x	2 x3 :			x1	х2	х3	x4		x1 x	2 x3 x4		X1	x2 x	3 x4	ï		x2	х3	<u>x4</u>
Suction clean	Daily	✓		-	Daily	✓				144 - 14	П	. 1	Daily	✓			Weekly	✓			
Damp mop	Daily	✓			Daily	✓		J		Weekly	<u> </u>		Daily	✓			Weekly	✓			
Wet scrub												<u> </u>									
Static Mop			<u> </u>							Daily	✓		Daily	✓		\perp	Weekly	✓			
Damp dust	Daily	✓		V	Veekly	✓				Daily	✓										
Clean sanitary fittings																					
Replenish disposables																					
Rubbish					Daily	✓											Daily	✓			
Clean bins				V	Veekly	✓							Weekly	✓							
Change locker bags																					
Fridge seal													Daily	✓							
Record fridge temperature													Daily	✓							
Wash toilet brush holders																-					
Change shower curtain																					
Descale													Weekly	✓							
High & low dust	Weekly	✓		ν	Veekly	✓				Weekly	✓		Weekly	✓			Weekly	✓			
Internal glass & doors										Weekly	✓										
Curtain rails																					
Bed cleaning																					
Machine buff	Weekly	✓								Weekly	✓		Weekly		✓		Weekly	✓			

Ward/Dept: West Raynham

Task	Freq		Phy Ro	/sic om		Freq		Sir Ro	ys / ngle oms	· •	Freq	,	Are Slu	itary as & ıice	;	Freq		Nur Sta	tion)	Freq		eat Ro	om	
Suction clean	Daily	x1 ✓	x2	х3	х4	Daily	x1 ✓	x2	х3	х4	Daily	x1 ✓	x2	х3	х4	Daily	x1 ✓	x2	х3	х4	Daily	x1 ✓	х2	х3	х4
Damp mop	Daily	∨				Daily	∨				Daily	∨				Daily	<u> </u>				Daily	∨			
Static Mop	Daily	<u> </u>	<u> </u>			Daily	·				Daily	v				Daily	_				Dally	<u> </u>			
Damp dust	Daily	✓	Τ			Daily	√		Τ		Daily	√		 		Daily	<u>√</u>				Daily	✓			
Damp dust under beds	Daily	v				Weekly	∨				Daily	•				Daily	_				Dally	<u> </u>			
Clean sanitary fittings						Daily	∨				Daily	√	l			Daily	√			1	Daily	✓	I		
Replenish disposables						Daily	∨				Daily	∨				Daily	<u>∨</u>				Daily	∨			
Rubbish	Daily	✓	Τ			Daily	∨				Daily	∨				Daily	<u>∨</u>				Daily	∨			
Clean bins	Monthly					Weekly	∨				Weekly	-				Weekly	<u>√</u>				Weekly	∨			
Clean white doors	WOITHIN	· ·				Weekiy	·				Weekiy	•				Weekiy	_				Weekiy	<u> </u>			
Clean fire doors																									
Change locker bags						Daily	√	l	Ι																
Clean sink & still						Daily	·																		
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders											Weekly	✓													
Descale																									
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓														Weekly	✓			
TV arms						Weekly	✓																		
Machine buff	Weekly	✓				Weekly		✓								Weekly		✓			Weekly	✓			
Wash furniture	Monthly	✓				Monthly	✓																		



Ward/Dept: West Raynham

Task	Freq		fice		Freq		Ro	ome		Freq		orri			Freq				ntry	Freq	C	upl	nest	rd	Freq	L	Coi	rvice	or
Suction clean	Weekly	x1 x ✓	2 X3	X4	Weekly	X1 ✓	X2	х3	X4	Daily	X1 ✓	X2	х3	х4	Daily	X1 ✓	X2	X	3 x4	Monthly	X1	X2 ✓	Х3	x4	Daily	X¹ √	I XZ	X3	3 x4
Damp mop	11001119	1 .			Weekly	· ✓				Daily	· ✓				Daily	· ✓				Monthly		·			Daily	· •		1	+
Static Mop						•				,					,	<u> </u>		<u> </u>		Monthly		· ✓				<u> </u>			
Damp dust	Weekly	✓	Т		Monthly	✓				Daily	✓				Daily	✓		Π	Т		ļ	ļ		<u>. </u>	Daily	√	Τ	T	T
Damp dust under beds																													
Clean sanitary fittings									ľ	Daily	✓									Daily	✓								
Replenish disposables										Daily	✓									Daily	✓								
Rubbish	Daily	✓								Daily	✓				Daily	✓				Daily	✓								
Clean bins	Weekly	✓								Weekly	✓				Weekly	✓				Weekly	✓								
Clean white doors																									Weekly	√			
Clean fire doors																									Weekly	✓			
Change locker bags																													
Clean sink & still															Daily	✓													
Fridge seal															Daily	✓													
Record fridge temperature															Daily	✓													
Wash toilet brush holders																													
Descale														ľ	Weekly	✓		Τ											
High & low dust	Weekly	✓			Monthly	✓				Weekly	✓				Weekly	✓				Monthly	✓		Π		Weekly	√			T
Internal glass & doors										Weekly	✓							<u> </u>											
TV arms																													
Machine buff										Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓		
Wash furniture	Annually			✓											Annually				✓										

MONITOR AND MAINTAIN CLEANLINESS AND TIDINESS OF ALL AREAS THROUGHOUT THE DAY

PATIENT RELATED DUTIES

- 1) Assist patients to complete their menu cards, collect and return to the Kitchen on breakfast trolley.
- 2) Assist with the distribution of patients' meals.
- 3) Assist with patients' meals.
- 4) Assist with fluid and food charts.
- 5) Undertake beverage preparartion and distribute.
- Collect meal trays, stack trolleys ready for Kitchen.
- 7) Collect and wash up beverage crockery.
- 8) Collect water jugs and glasses. Wash up, refill and return to patients.
- 9) Arrange and care for patients' flowers/plants and wash vases as necessary.
- 10) Strip and make empty beds.
- 11) Tidy linen trolleys/cupboards as required.
- 12) Take simple telephone messages and relay to nursing staff.
- 13) Direct patients/visitors in ward and hospital areas.
- 14) Maintain a clean and tidy ward environment.
- 15) Report faults and repairs through repair book on the ward.
- 16) Undertake any other duties which may be reasonably required by the ward staff.
- 17) Spots and spillages, dust and debris, paintwork walls and doors; all as occurs.

Ward/Dept: West Walton

Task	Freq	Si	Ba _j ider	ys / oor		Freq		Are ean	itary eas i/Dir lity	rty	Freq		Nur Sta			Freq		Offi	ces
		x1	x2	х3	x4		x1	x2	х3	x4		x1	x2	х3	х4		x 1	x2	x3 x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly		✓	
Damp mop	Daily	✓				Daily	✓				Daily	✓							
Damp dust	Daily *	✓				Daily	✓				Daily *	✓				Weekly *	✓		
Damp dust under beds	Weekly	✓																	
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓							
Replenish disposables	Daily	✓				Daily	✓				Daily	✓							
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓		
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓		
Change locker bags	Daily	✓																	
Fridge seal																			
Wash toilet brush & holders						Weekly	✓												
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓		
Internal glass	Weekly	✓														Weekly	✓		
Machine buff	Weekly		✓								Weekly		✓						
Wash furniture & fixtures	Annually				✓														

^{*} All furniture, fixtures, & fittings

Ward/Dept: West Walton

Task	Freq	Su Ro	oment / pply oms	Freq		orr			Freq	С	om upk	oai	rd	Freq	,	Kitcl /Par	itry
		x1 x2	2 x3 x4		x 1	x2	х3	х4		x1	x2	х3	х4		x 1	x2	x3 x4
Suction clean				Daily	✓				Monthly		✓			Daily	✓		
Damp mop				Daily	✓				Monthly		✓						
Damp dust	Monthly	✓		Daily	✓				Weekly	✓				Daily	✓		
Damp dust under beds																	
Clean sanitary fittings				Daily	✓				Daily	✓				Daily	✓		
Replenish disposables				Daily	✓				Daily	✓				Daily	✓		
Rubbish				Daily	✓				Daily	✓							
Clean bins				Weekly	✓				Weekly	✓							
Change locker bags																	
Fridge seal														Daily	✓		
Wash toilet brush holders																	
High & low dust	Monthly	✓		Weekly	✓				Weekly	✓				Weekly	✓		
Internal glass	Monthly	✓		Weekly	✓												
Machine buff				Weekly		✓			Monthly		✓						
Wash furniture																	

Ward/Dept: G.U.M.

Task	Freq		Roo	ation m	Freq			ng A		Freq			ffic	es 3 x4	Fre	9		s Room	Freq	L		rato	ory x4	Freq		ectro Door	
Suction clean	Daily	√	AZ /	AU A4	Daily	∧ 1	Λ2	. 73	^7	Daily	7	<u> </u>		J 7-	Wee		★1 ★2	2 73 74	Daily	<u> </u>	^	Α.	^4	Daily	√	^_ ^	J A4
Damp mop	Daily	√			Daily	√												L L	Daily	√							
Damp dust	Daily	✓			Daily	✓													Daily	✓							
Clean sinks	Daily	✓								Daily	١,	✓															
Descale metal sink																			Daily	✓							
Clean sanitary fittings																											
Replenish disposables										Daily	,	✓															
Rubbish	Daily	✓																									
Clean bins	Daily	✓								Daily	,	/															
Wash chairs					Annually	✓																					
Curtain change																											
Wash toilet brush holders																											
High & low dust	Weekly	✓			Weekly	✓				Weekly	,	✓							Weekly	✓							
Internal glass																								Daily	✓		
Wash walls	Annually	✓																									
Wet scrub floor	Annually	✓			Annually	✓													Annually	✓							
Machine buff					Weekly	✓																					
Shampoo carpet																								Annually		v	/
Wash furniture & Fixtures																											

Ward/Dept: G.U.M.

Task	Freq	L		idors	Freq		Slui			Freq	<u> </u>	anita Area	s	Freq		Roo		Freq		Ro	nging om	Freq	C		oard
Custian alson	Deile		x2	x3 x4			x2	x3 x	4	Delle	x1	x2 x	3 x4		x1	x2	x3 x4		x1	х2	x3 x4		х1		x3 x4
Suction clean	Daily	✓			Daily	✓			-	Daily	✓			Daily	✓			Daily	√			Monthly		✓	
Damp mop	Daily	✓			Daily	✓				Daily	✓				1 1	-		Daily	✓			Monthly		✓	
Damp dust					Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Clean sinks																									
Descale metal sink																									
Clean sanitary fittings					Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Replenish disposables					Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Rubbish					Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓		
Clean bins					Weekly	✓				Weekly	✓			Weekly	✓							Weekly	✓		
Wash chairs																									
Curtain change																									
Wash toilet brush holders										Weekly	✓														
High & low dust	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓		
Internal glass																									
Wash walls																									
Wet scrub floor	Annually	✓																							
Machine buff	Weekly	✓																							
Shampoo carpet																									
Wash furniture & Fixtures																						Annually	✓		

Ward/Dept: ITU & CCU (Mornings)

Task	Freq		aff Toilets	Freq			Area:	Freq		Ro	tors om x3 x4	Freq	То	oilet	itors Roc	om	Freq	1	ntients	
Suction clean				Daily	✓															
Wet scrub																	Annually	,	/	
Shampoo carpet								Weekly	✓											
Wash floor				Daily	✓							Daily	✓				Daily	✓		
Clean water fountains				Daily	✓			Daily	✓											
Damp mop																				
Bleach sink plugs				Weekly	✓															
Suction clean ceiling vents				Weekly	✓												Weekly	✓		
Clean glass				Weekly	✓															
Dust fire hydrants				Weekly	✓															
Damp dust																				
Clean sanitary fittings	Daily	✓										Daily	✓				Daily	✓		
Replenish disposables	Daily	✓		Daily	✓							Daily	✓				Daily	✓		
Rubbish	Daily	✓		Daily	✓			Daily	✓			Daily	✓				Daily	✓		
Clean bins	Weekly	✓		Weekly	✓							Weekly	✓				Weekly	✓		
Clean splashback				Weekly	✓															
Clean worktops																				
Clean sink & still				Daily	✓															
Clean Sluicemaster																				
Wash toilet brush holders	Weekly	✓										Weekly	✓				Weekly	✓		
High & low dust	Weekly	✓		Weekly	✓			Weekly	✓											
Clean wet signs																				
Machine buff				Weekly		✓														

Ward/Dept: ITU & CCU (Mornings)

Task	Freq	Kito Co	tients then & CCU rridor	Freq	;	_arge Sma Sluic x2 x	II	Freq	Ro	oom to s slu	n (n ma ice	Freq	Corridor (next to ITU Visitors Room)	Freq	Domestic Cupboard x1 x2 x3 x4
Suction clean	Daily	✓		Daily	✓			Weekly	✓			Daily	✓		
Wet scrub															
Shampoo carpet															
Wash floor														Daily	✓
Clean water fountains															
Damp mop	Daily	✓		Daily	✓			Weekly	✓			Daily	✓		
Bleach sink plugs															
Suction clean ceiling vents															
Clean glass															
Dust fire hydrants	Weekly	√													
Damp dust	Weekly	✓						Weekly	✓			Weekly	✓		
Clean sanitary fittings															
Replenish disposables	Daily	✓													
Rubbish	Daily	✓		Daily	✓			Weekly	✓						
Clean bins				Weekly	✓						•				
Clean splashback															
Clean worktops	Daily	✓													
Clean sink & still	Daily	✓		Daily	✓			Daily	✓					Daily	✓
Clean Sluicemaster				Daily	✓										
Wash toilet brush holders															
High & low dust	Weekly	√		Weekly	✓			Weekly	✓			Weekly	✓	Weekly	✓
Clean wet signs														Weekly	✓
Machine buff	Weekly	√		Weekly	✓			Weekly		✓		Weekly	✓	Weekly	✓

Ward/Dept: CCU (Evenings)

Task	Freq		hangii Room	s	Freq		Ro	ndry om		Freq	L			ilets	Freq		Ro	tives om	Freq			Roc		Freq	Sto	uipment re Room
		х1	x2 x3	x4			х2	х3	х4		x1	1 x2	x:	3 x4			х2	x3 x4		х1	х2	х3	х4		x 1	x2 x3 x4
Suction clean	Daily	✓			Monthly	✓				Daily	✓		L		Daily	✓			Daily	✓						
Shampoo carpet															Annually			✓	Annually		✓					
Static mop																										
Damp mop	Daily	✓			Monthly	✓				Daily	✓	·														
Damp dust	Daily	✓													Daily	✓										
Clean sanitary fittings	Daily	✓								Daily	✓	,														
Replenish disposables										Daily	✓	<i>,</i>														
Rubbish	Daily	✓								Daily	✓	<i>,</i>							Daily	✓				Daily	✓	
Wash toilet brush & holders										Weekly	√	,														
High & low dust																										
High dust locker tops	Weekly	✓																								
Internal glass																										
Clean furniture															Annually			✓	Annually		✓					
Wet scrub																										
High dust										Weekly	√	·			Weekly	✓			Weekly	✓						
Clean large bin (inside & out)																										

Ward/Dept: CCU (Evenings)

Task	Freq	R		tives ilet	Freq	v	Vard	d Are	a	Freq		trance erridor	Freq		ome upbo		Freq	Kit	che Ro		
		x1	х2	x3 x4		x 1	1 x2	x3	х4		x1 x	2 x3 x4	1		x2 x	(3 x	1	x 1	x2	х3	х4
Suction clean	Daily	✓								Daily	✓		Weekly	✓			Daily	✓			
Shampoo carpet																	Annually			✓	
Static mop																					
Damp mop	Daily	✓								Daily	✓						Daily	✓			
Damp dust													Weekly	✓							
Clean sanitary fittings	Daily	✓			Daily	√	,						Daily	✓			Daily	✓			
Replenish disposables	Daily	✓			Daily	✓	,										Daily	✓			
Rubbish	Daily	✓			Daily	✓	,						Daily	✓			Daily	✓			
Wash toilet brush & holders							-														
High & low dust																					
High dust locker tops																					
Internal glass																					
Clean furniture																					
Wet scrub																					
High dust	Weekly	✓											Weekly	✓			Weekly	✓			
Clean large bin (inside & out)				•													Weekly	✓			

Ward/Dept: MAU

Task	Freq	Sid	Cori de I & S	, Wa rido Roo Store	r, ms	Freq			mer om	nt	Freq	ı	Rela Ro	ativ oom		Freq		Slu	ıice	•	Freq	Wa	ırd	Pan	ntry
		х1	x2	x3	х4		x1 >	x2	х3	х4				2 x3	x4		1	x2	х3	x4		x 1	x2	х3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓	-			Daily	✓				Daily	✓			
Shampoo carpet				1							Annually		✓				,								
Damp mop	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings																					Daily	✓			
Replenish disposables																					Daily	✓			
Rubbish						Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Wash white door						Weekly	✓									Weekly	✓				Weekly	✓			
Change locker bags	Daily	✓																							
Fridge seal																					Daily	✓			
Record fridge temperature																					Daily	✓			
Wash toilet brush holders																									
Descale																Weekly	✓				Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓									Weekly	✓													
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly			✓		Weekly			✓							Weekly		✓			Weekly		✓		

Ward/Dept: MAU

Task	Freq			eas		Freq			ices		Freq	C	upl	est	rd	Freq			Roor	
Suction clean	Daily	x1 ✓	x2	х3	х4	Weekly	x1 ✓	x2	х3	x4	Weekly	x1 ✓	x2	х3	х4	Weekly	x1 ✓	x2	x3	κ 4
	Daily					Weekiy	V				Weekiy	·				Weekiy	_			
Shampoo carpet	Delle										14/2 2/-/2		l	l		14/2 2/2/2				
Damp mop	Daily	✓				144 44	I . I		I	ı	Weekly	✓				Weekly				_
Damp dust	Daily	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓																		
Replenish disposables	Daily	✓							•			1	1		1					
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓													
Wash white door	Weekly	✓																		
Change locker bags																				
Fridge seal																				
Record fridge temperature																				
Wash toilet brush holders	Weekly	✓																		
Descale																				
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors																				
Curtain rails																				
Bed cleaning																				
Machine buff	Weekly		✓								Weekly	✓				Weekly	✓			

Ward/Dept: Dermatology

Task	Freq			ng Aı orrido		Freq	Т	The reat Roc ubi	me om	nt	Freq	Ex		inat	ion	Freq		Kito	her	1
		x 1	x2	2 x3	х4		x 1	x2	х3	х4		x 1	x2	x3	x4		х1	x2	х3	х4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Static Mop	Weekly	✓				Weekly	✓									Weekly	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings																Daily	✓			
Replenish disposables																Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean toilet brush & holders																				
Wash furniture	Annually	✓																		
Change curtains	Annually	✓				Monthly			✓		Annually	✓								
Wall wash						Monthly			✓											
High dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																		
Low dust																				
Machine buff	Weekly	✓				Weekly	✓									Weekly	✓			

* Rooms: 14/23, 14/3 & 14/29

Ward/Dept: Dermatology

Task	Freq	;		itar <u>y</u> eas	•	Freq	Labo	orato	ory	Freq		Offi			Freq		ome upb		
		x 1	x2	х3	x4		x1 x2	2 x3	x4		x 1	x2	х3	х4			x2	х3	х4
Suction clean	Daily	✓				Daily	✓			Weekly	✓				Weekly	✓			
Static Mop	Weekly	✓													Weekly	✓			
Damp mop	Daily	✓				Daily	✓								Weekly	✓			
Damp dust	Daily	✓								Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓								Daily	✓				Daily	✓			
Replenish disposables	Daily	✓								Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Clean toilet brush & holder	Weekly	✓																	
Wash furniture																			
Change curtains										Annually	✓								
Wall wash																			
High dust	Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			
Internal glass & doors																			
Low dust						Weekly	✓								Weekly	✓			
Machine buff	Weekly	✓					·								Weekly	✓			

Ward/Dept: Outpatients

Task	Freq	Wa	rrido aitino area		Freq	(0	e C lear day wee	ned s a	5	Freq		Slu	iice		Freq	;	Sist Off	-	_	Freq	Tı	reat Ro	men om	t
		x1 x2	2 x3	x4		х1	x2	х3	х4		x 1	x2	х3	x4		x 1	x2	х3	x4		х1	x2	x3 x	х4
Vaccum floor	Daily	✓			Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓			Daily	✓				Daily	✓													
Damp dust					Daily	✓									Daily	✓				Daily	✓			
Static mop	Weekly	✓	,		Weekly		✓			Weekly	✓				Weekly		✓			Weekly		✓		
Shampoo carpet																								
Wet scrub																								
Clean sanitary fittings					Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables					Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	✓									Daily	✓				Daily	✓			
Clean coloured doors	Weekly	✓																						
Polish desks	Weekly	✓																						
Clean toilet brushes & holders		* '																						
Low dust					Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
High dust	Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓			Weekly	✓																		
Machine buff	Weekly	✓			Weekly		✓			Weekly	✓				Weekly		✓			Weekly		✓		
Mop edges after buffing	Weekly	✓			Weekly		✓								Weekly		✓			Weekly		✓		
Curtain change					Annually	✓																		
Wash furniture	Weekly	✓																						

Ward/Dept: Outpatients

Task	Freq	(0	Clea day	lets ned ys a ek)	17 1	Freq	(0	clea da	nics aned ys a ek)	7 b	Freq		sual Aid Room	Freq	F		d T oor	est n	Freq		om upb		
		х1	x2	х3	x4		х1	x2	2 x3	x4		x1	x2 x3 x	4	x 1	x2	2 x	3 x4		x 1	x2	х3	х4
Vacuum floor	Daily	✓				Daily	✓				Daily	✓		Daily	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓												Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓											
Static mop						Weekly		✓															
Shampoo carpet											Annually	✓		Annually	✓								
Wet scrub	Annually		✓																1				
Clean sanitary fittings	Daily				✓	Daily	✓				Daily	✓		Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓		Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓		Daily	✓				Daily	✓			
Clean coloured doors																							
Descale	Weekly	✓																	Weekly	✓			
Clean toilet brushes & holders	Weekly	✓																					
Low dust	Weekly	✓				Weekly	✓				Weekly	✓		Weekly	✓				Weekly	✓			
High dust	Weekly	✓				Weekly	✓				Weekly	✓		Weekly	✓				Weekly	✓			
Internal glass						Weekly	✓																
Machine buff						Weekly		✓															
Mop edges after buffing						Weekly		✓															
Curtain change						Annually	✓																
Wash furniture																							

^{*} Clinic room numbers include: 13/39, 13/41, 13/42, 13/43, 13/44, 13/10 & 15/4

Ward/Dept: West Wing Outpatients (Day Hospital)

Task	Freq		San Are		-	Freq	_	om			Freq	С	orri	ido	rs	Freq		_	tore		Freq	Ю	Roo	mei ms nics	/
		х1	x2	х3	х4		x 1	x2	х3	х4		x1	x2	х3	х4		x1	ΧŹ	2 x3	X4	1	х1	x2	х3	х4
Suction clean	Daily	✓				Monthly		✓			Weekly			✓		Monthly		✓			Weekly		✓		
Damp mop	Daily	✓				Monthly		✓			Daily	✓				Monthly		✓			Daily	✓			
Damp dust	Daily	✓				Monthly	✓				Weekly	✓				Monthly	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓														Daily	✓			
Replenish disposables	Daily	✓				Daily	✓														Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Spray buff **		•						-	•		Weekly		✓												
Wash toilet brush & holders	Weekly	✓																			Weekly	✓			
Descale	Weekly	✓																							
High dust	Weekly	✓																							
High & low dust	Weekly	✓				Monthly	✓				Weekly	✓				Monthly	✓				Weekly	✓			
Internal glass	Weekly	✓																			Weekly	✓			
Wash furniture											Annually	✓									Annually	✓			
Curtain change																					Annually			✓	
Clean carpet																									
Machine buff	Weekly		✓			Monthly		✓			Weekly		✓								Weekly		✓		

^{*} Machine buff vinyl floors only ** Mondays & Wednesdays

Ward/Dept: Day Hospital - Outpatients

Task	Freq	L		rea		Freq	L	irty		_	Freq	I	Diabeti Kitche	n	Freq	L		ices		Freq		Cli	lch nic	
		x1	x2	х3	х4		x1	x2	х3	х4		х1	x2 x3	х4		x1	x2	х3	х4		x1	x2	х3	х4
Suction clean	Daily	✓				Daily	✓				Daily	✓			****	✓				Daily	✓			
Damp mop						Daily	✓				Daily	✓								Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓			Weekly	✓				Daily	✓			
Clean sanitary fittings						Daily	✓				Daily	✓								Daily	✓			
Replenish disposables						Daily	✓				Daily	✓								Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓			Daily	✓				Daily	✓			
Polish mirrors							•	•	-						Daily	✓							•	
Wash toilet brush holders																								
Descale																				Weekly	✓			
High dust	Daily	✓																						
High & low dust						Weekly	✓				Weekly	✓			Weekly	✓				****	✓			
Internal glass	Weekly	✓									Weekly	✓								Weekly	✓			
Wash furniture & Fittings	Annually	✓																		Annually	✓			
Curtain change															Annually	✓				Annually			✓	
Clean carpet	Annually	✓													Annually	✓				Annually	✓			
Machine buff ***											Weekly		✓							Weekly	✓			

Wheelchair Office, Chief Dietitian's Office & Speech Therapy Office - on 17 week rotation for the collection of rubbish

^{***} Mondays & Wednesdays

**** Damp mop vinyl floors only

***** Suction cleaning on 17 week rotation

Ward/Dept: Day Surgery (Arthur Levin)

Task	Freq	L	Bay		Freq			hen	Freq	Di	an U Sanita Areas rty U	ary & tility	Freq	C	Ma ece hild Are Corr	otio ren a & rido	s' r	Freq	I	Roo	ulting	Freq			ces	
	- "	x1	x2	x3 x4	i		x2	x3 x4	1		x2 x	3 x4			x2	х3	х4		x1	х2	x3 x4	î	x1		х3	x4
Suction clean	Daily	√		\perp	Daily	✓			Daily	✓		丄	Daily	✓				Daily	✓			Weekly		✓		
Shampoo Carpets													Annually		✓			Annually		✓		Annually		✓		
Damp mop	Daily	✓			Daily	✓			Daily	✓			Daily	✓												
Damp dust	Daily	✓							Daily	✓								Daily	✓			Weekly	✓			
Clean sanitary fittings									Daily	✓																
Replenish disposables									Daily	✓					_									_		
Rubbish	Daily	✓							Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Clean bins	Weekly	✓			Weekly	✓			Weekly	✓								Weekly	✓			Weekly	✓			
Wash toilet brush holders									Weekly	✓													•			
Descale					Weekly	✓			Weekly	✓														_		
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓			
Internal glass & doors	Weekly	✓							Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓			
Curtain rails	Weekly	✓																								
Machine buff	Weekly		✓		Weekly		✓		Weekly		✓															

Ward/Dept: Day Surgery (Arthur Levin)

Task	Freq		Sto			req	Со	₋ink rrido		Freq	С	ome	oard	Freq		Ro	nina om		Freq			Roor		Freq			Roo	╛	Freq	C	Male Fema hang Rooi	ale ging m
			x2 x	(3 x			x1 x	2 x3				x2 x	(3 x4		х1	х2	х3	х4		х1	x2	х3	х4		x 1	1 x2	х3	х4			x2 x	(3 x4
Suction clean	Weekly	✓		丄	Di	aily	✓		И	Veekly	✓			Weekly		✓			Daily	✓				Daily	✓			_	Daily	✓	丄	ot
Shampoo Carpets														Annually		✓			Annually		✓			Annually		✓						
Damp mop					Di	aily	✓		И	Veekly	✓																		Daily	✓		
Damp dust	Weekly	✓			We	ekly	✓		И	Veekly	✓			Weekly	✓				Daily	✓				Daily	✓	,			Daily	✓		
Clean sanitary fittings										Daily	✓								Daily	✓				Daily	✓	,			Daily	✓		
Replenish disposables										Daily	✓					_			Daily	✓				Daily	✓	,			Daily	✓		
Rubbish					Di	aily	✓		-	Daily	✓			Daily	✓				Daily	✓				Daily	✓	,			Daily	✓		
Clean bins														Weekly	✓				Weekly	✓									Weekly	✓		
Wash toilet brush holders																													Weekly	✓		
Descale																			Weekly	✓				Weekly	✓				Weekly	✓		
High & low dust	Weekly	✓			We	ekly	✓		И	Veekly	√			Weekly	✓				Weekly	✓				Weekly	✓	,			Weekly	✓		
Internal glass & doors									И	Veekly	✓																					
Curtain rails																																
Machine buff	Weekly	✓			We	ekly	· •		И	Veekly	✓																		Weekly	ı _]	✓	

Ward/Dept: Day Surgery - Arthur Levin (Evenings)

Task	Freq	Pr	nas ep x2	Roc	om	Freq			ove	ry x4	Freq		quip Sto	ore		Freq	Seminar Room	
Suction clean	Daily	√	\L	۸٥	A-T	Daily	√	\ <u>^</u>	- 70	7 T	Daily	∧	A <u>L</u>	AU	A-T		X	^-
Damp mop	Daily	√				Daily	√				Daily	√						
Damp dust	Daily	✓				Daily	✓											
Clean sanitary fittings	Daily	✓				Daily	✓											
Replenish disposables	Daily	✓				Daily	✓											
Check & empty bins	Daily	✓				Daily	✓									Daily	√	
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓						
Internal glass	Daily	✓									Weekly	✓						
Wet scrub	Daily	✓																
Ceiling & wall wash	Every 4 months	✓																
Machine buff											Monthly *	✓						

^{*} If access can be gained

Ward/Dept: Day Surgery - Arthur Levin (Evenings)

Task	Freq			rile om		Freq		om upt			Freq		Toi	ets
		x 1	x2	х3	x4		x1	x2	х3	х4		x 1	x2	x3 x4
Suction clean	Daily	✓				Weekly	✓							
Damp mop	Daily	✓				Weekly	✓							
Damp dust	Daily	✓				Weekly	✓							
Clean sanitary fittings						Daily	✓				Daily	✓		
Replenish disposables						Daily	✓				Daily	✓		
Check & empty bins						Daily	✓				Daily	✓		
High & low dust	Weekly	✓												
Internal glass	Weekly	✓												
Wet scrub														
Bed cleaning														
Machine buff	Monthly*	✓												

^{*} If access can be gained

Ward/Dept: Denver

Task	Freq			Areas	Freq			y Rod		Freq		Sto	ore		Freq		San Ar	eas		Freq		Sta	irses ation	Freq			ces
		х1	x2	x3 x4		X	1 x	2 x3	x4		х1	x2	х3	х4		х1	x2	х3	x4		х1	X2	2 x3 x4		x 1	x2	x3 x4
Suction clean	Daily	✓			Daily	~				Monthly		✓			Daily	✓				Daily	✓						
Damp mop	Daily	✓								Monthly		✓			Daily	✓				Daily	✓						
Damp dust	Daily	✓			Daily	~	/			Monthly	✓				Daily	✓				Daily	✓			Weekly	✓		
Clean sanitary fittings	Daily	✓													Daily	✓				Daily	✓			Daily	✓		
Replenish disposables	Daily	✓			-										Daily	✓				Daily	✓			Daily	✓		
Rubbish	Daily	✓			Daily	~	/								Daily	✓				Daily	✓			Daily	✓		
Change locker bags	Daily	✓															-	•				•					•
Wash toilet brush holders															Weekly	✓											
Descale															Weekly	✓								Weekly	✓		
High & low dust	Weekly	✓			Weekly		/			Monthly	✓				Weekly	✓				Weekly	✓						
Internal glass & doors	Weekly	✓			Weekly		/			Monthly	✓									Weekly	✓			Weekly	✓		
Machine buff	Weekly		✓												Weekly	,	✓			Weekly		✓		Weekly		✓	
Wash furniture	Annually			✓	Annuall	y			✓																		

Ward/Dept: Denver

Task	Freq		Corrido		Freq	_	Serv Corri	idor	Freq	L		l Pa	_	Freq	C	up	nest boa	rd	Freq		regi B	nrly nan- ay		Freq	As	sess Ba	
Suction clean	Daily	X1 ✓	x2 x3	Х4	Daily	X1 ✓	XZ	x3 x4	Daily	X1 ✓	X	2 x3) X4	Weekl	_	XZ	2 x3	Х4	Daily	X1 ✓	XZ	х3	Х4	Daily	X1 ✓	XZ .	x3 x4
Damp mop	Daily	√			Daily				July	•		+		Weekl					Dany					Duny			
Damp dust	Daily	·			Weekly		√		Daily	√		Т	Т	Weekl													
Clean sanitary fittings	Daily	· ✓					1-1		Daily	· ✓				Daily					Daily	√				Daily	√		
Replenish disposables	Daily	√							Daily	1				Daily	-				Daily	√				Daily	√		
Rubbish	Daily	✓			Daily	√			Daily	✓				Daily	-				Daily	√				Daily	✓		
Change locker bags Wash toilet brush holders												,					1										
Descale	Weekly	✓							Weekly	✓																	
High & low dust	Weekly	✓		1	Monthly	/	✓		Weekly	✓				Weekl	/				Weekly	✓				Weekly	✓		
Internal glass & doors	Weekly	✓			Weekly	✓					-								Weekly	✓				Weekly	✓		
Machine buff	Weekly		✓		Weekly	,	✓		Weekly	✓																	
Wash furniture			•																Annually				✓	Annually			✓

Ward/Dept: Elm

Task	Freq	w	ard	Are	eas	Freq	D	ay	Roc	m	Freq	E	-	pr	nent e	Freq	•	San Ar	itar eas	-	Freq			ses	
		x 1	x2	х3	x4		x 1	X	2 x3	x4		x 1	x 2	2 >	(3 x4		x1	x2	х3	х4		x1	x2	х3	х4
Suction clean	Daily	✓				Daily	✓				Monthly		✓			Daily	✓				Daily	✓			
Damp mop	Daily	✓									Monthly		✓			Daily	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Monthly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓														Daily	✓				Daily	✓			
Replenish disposables	Daily	✓														Daily	√				Daily	✓			
Rubbish	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Change locker bags	Daily	✓																							
Wash toilet brush holders																Weekly	✓								
Descale																Weekly	✓								
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	√				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓				Monthly	✓									Weekly	✓			
TV arms	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓													Weekly		✓			Weekly		✓		
Wash furniture	Annually				✓	Annually				✓															

Ward/Dept: Elm

Task	Freq	Offi	ces	Freq	(Corr	rido	r	Freq		Ser Corr			Freq	Wa	ard Pa	antry	Freq		om upb		
		x1 x2	x3 x4		x 1	x2	х3	х4		x1	x2	х3	х4		x 1	x2 x	3 x4		x1	x2	х3	х4
Suction clean				Daily	✓				Daily	✓				Daily	✓			Weekly	✓			
Damp mop				Daily	✓				Daily	✓								Weekly	✓			
Damp dust	Weekly	✓		Daily	✓				Weekly		✓			Daily	✓			Weekly	✓			
Clean sanitary fittings	Daily	✓		Daily	✓									Daily	✓			Daily	✓			
Replenish disposables	Daily	✓		Daily	✓									Daily	✓			Daily	✓			
Rubbish	Daily	✓		Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Change locker bags																						
Wash toilet brush holders																						
Descale	Weekly	✓		Weekly	✓									Weekly	✓							
High & low dust				Weekly	✓				Monthly		✓			Weekly	✓			Weekly	✓			
Internal glass & doors	Weekly	✓		Weekly	✓				Weekly	✓												
TV arms																						
Curtain rails																						
Bed cleaning																						
Machine buff	Weekly	✓		Weekly		✓			Weekly		✓			Weekly	✓							
Wash furniture																						

Ward/Dept: Feltwell

Task	Freq		rd Ar		Freq		Are	itary eas		Freq		St	pme ore		Freq	5		on lice	&	Freq		reat Ro	om	
Suction clean	Daily	X . ✓	<u> </u>	<u> </u>	Daily	√	\ <u></u>	XO /	` '	Monthly	Χ.	√	, AG	Α.	Daily	√		ΛŪ	X.	Daily	χ. ✓	~_	Αυ	<u> </u>
Vacuum carpet																								
Damp mop	Daily	√		Т	Daily				✓	Monthly		✓			Daily	√				Daily	✓			
Static Mop															-									
Damp dust	Daily	✓		Т	Daily				√	Monthly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓			Daily				✓						Daily	✓				Daily	✓			
Replenish disposables	Daily	✓			Daily				✓						Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily				✓						Daily	✓				Daily	✓			
Clean sink & still																								
Fridge seal																								
Record fridge temperature																								
Wash toilet brush holders					Weekly	✓																		
Descale					Weekly	✓																		
High & low dust	Weekly	✓			Weekly	✓				Monthly	✓				Weekly	✓				Weekly		✓		
Internal glass & doors	Weekly	✓													Weekly	✓								
TV arms	Weekly	✓																						
Curtain rails	Weekly	✓																						
Bed cleaning	Weekly	✓																						
Machine buff *	Weekly		✓		Weekly		✓			Monthly		✓			Weekly		✓			Weekly		✓		
Wash furniture	Annually			✓																				

^{*} Spinal Room only (in Laser & Spinal Room schedule)

Ward/Dept: Feltwell

Task	Freq	Cor	vice ridor x3 x4	Freq	8	ser Roc & Spina Room	I	Freq		Office	es 3 x4	Freq		Pant	Freq	С	upbo	estic pard
Suction clean				Daily	✓			Weekly	✓			Daily	✓		Weekly	✓		
Vacuum carpet				Daily	✓					•			•	·			•	
Damp mop	Weekly	✓		Daily	✓							Daily	✓		Daily	✓		
Static Mop	Daily	✓																
Damp dust								Weekly	✓						Weekly	✓		
Clean sanitary fittings				Daily	✓													
Replenish disposables				Daily	✓							Daily	✓		Daily	✓		
Rubbish				Daily	✓										Daily	✓		
Clean sink & still												Daily	✓		Daily	✓		
Fridge seal												Daily	✓					
Record fridge temperature												Daily	✓					
Wash toilet brush holders																		
Descale																		
High & low dust	Weekly	✓		Weekly	✓			Weekly	✓			Weekly	✓		Weekly	✓		
Internal glass & doors	Weekly	✓																
TV arms																		
Curtain rails																		
Bed cleaning																		
Machine buff *	Weekly	✓		Weekly	✓							Weekly	✓		Weekly	✓		
Wash furniture				Annually			✓	Annually			✓			 				_

^{*} Spinal Room only (in Laser & Spinal Room schedule)

Ward/Dept: Gayton

Task	Freq		rd Are reatme Room	ent s	Freq	Are	eas toil	itary / Sta ets x3	aff	Freq	S	tore	ment (x2)	Fre	ęq		Stat	rses ion uice	&	Freq	Exa F	ffices / minatior cooms
Suction clean	Daily	✓			Daily	✓				Monthly		✓		Dai	ly	✓				Daily	✓	
Vacuum carpet																						
Damp mop	Daily	✓			Daily				✓	Monthly		✓		Dai	ly	✓				Daily	✓	
Static Mop																						
Static edges																						
Spray buff																						
Damp dust	Daily	✓			Daily				✓	Monthly	✓			Dai	ly	✓				Daily	✓	
Clean sanitary fittings	Daily	✓			Daily				✓					Dai	ly	✓				Daily	✓	
Replenish disposables	Daily	✓			Daily				✓					Dai	ly	✓				Daily	✓	
Rubbish	Daily	✓			Daily				✓					Dai	ly	✓				Daily	✓	
Clean sink & still																						
White doors																						
Fire doors																						
Fridge seal																						
Record fridge temperature																						
Wash toilet brush holders					Weekly	✓		T														
Descale					Weekly	✓																
High & low dust	Weekly	✓			Weekly	✓				Monthly	✓			Wee	kly	✓				Weekly	,	/
Internal glass & doors	Weekly	✓												Wee	kly	✓						
TV arms	Weekly	✓																				
Curtain rails	Weekly	✓																				
Bed cleaning	Weekly	✓																				
Machine buff	Weekly		✓		Weekly		✓			Monthly		✓		Wee	kly		✓			Weekly	Ι Τ,	/
Wash furniture	Annually			✓																		

Ward/Dept: Gayton

Task	Freq		Ward orride	ors	Freq		Ro		Freq	(orr	/ice idor		eq		(x		Freq	C	upb	estic oard
Overtion along		x1	x2 x	3 x4		1	х2	x3 x4	Weekly		х2	x3 x	_	:1		х2	x3 x		_	x2	x3 x4
Suction clean					Daily	✓			weekiy	✓			Da	IIY	✓			Weekly	′ ✓		
Vacuum carpet			<u> </u>		Daily	✓							-	<u></u>							
Damp mop	Weekly	✓			Daily	✓				1 1	ı		Da	ily	✓			Daily	✓		
Static Mop	Daily	✓	\perp						Weekly	✓			_								
Static edges									Weekly	✓			_								
Spray buff									Weekly	✓											
Damp dust					Weekly	✓			Weekly	✓								Weekly	′ ✓		
Clean sanitary fittings					Daily	✓															
Replenish disposables					Daily	✓							Da	ily	✓			Daily	✓		
Rubbish					Daily	✓												Daily	✓		
Clean sink & still													Da	ily	✓			Daily	✓		
White doors									Weekly	✓											
Fire doors									Weekly	✓											
Fridge seal													Da	ily	✓						
Record fridge temperature													Da	ily	✓						
Wash toilet brush holders																					
Descale																					
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓			Wee	ekly	✓			Weekly	/		
Internal glass & doors	Weekly	✓																			
TV arms																					
Curtain rails																					
Bed cleaning																					
Machine buff	Weekly	✓											Wee	kly	✓			Weekly	/ /		
Wash furniture					Annually			✓	Annually			✓	,								

Ward/Dept: Leverington

Task	Freq	Ľ	Roo	Sidens	Freq	L	Sani Are	eas	Freq		Sto	ore	ent s	Freq	s	Slu	rses ion uice	&	Freq		Offi Sem Roo	nina oms	ır
Suction clean	Daily	✓			Daily	✓	7	210	 Daily	√				Daily	✓				Weekly	√			
Damp mop	Daily	✓			Daily	✓			Daily	✓				Daily	✓								
Static Mop																							
Damp dust	Daily	✓					_							Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓			Daily	✓								Daily	✓								
Replenish disposables	Daily	✓			Daily	✓								Daily	✓								
Rubbish	Daily	✓			Daily	✓								Daily	✓				Daily	✓			
Clean bins					Weekly	✓								Weekly	✓								
Change locker bags	Daily	✓																					
Fridge seal																							
Record fridge temperature																							
Wash toilet brush holders					Weekly	✓																	
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																	Weekly	✓			
TV arms	Weekly	✓																					
Curtain rails	Weekly	✓																					
Bed cleaning	Weekly	✓																					
Machine buff	Weekly		✓		Weekly		✓		Weekly		✓			Weekly		✓							
Wash furniture	Annually			✓													-		Annually				✓

Ward/Dept: Leverington

Task	Freq		amin Roo	m	Freq			idors	Freq		/ard Pantry	Freq	С	Service orride	or	Freq	С	om upb	oar	rd
Suction clean	Daily	✓			Daily	✓			Daily	√	/					Weekly	✓			
Damp mop	Daily	✓			Daily	✓						Weekly	✓	\top		Weekly	✓			
Static Mop												Daily	✓							
Damp dust	Daily	✓			Daily	✓			Daily	√	·									
Clean sanitary fittings	Daily	✓			Daily	✓			Daily	√	/					Daily	✓			
Replenish disposables	Daily	✓			Daily	✓			Daily	✓	<i>,</i>									
Rubbish	Daily	✓			Daily	✓			Daily	✓	<i>′</i>					Daily	✓			
Clean bins	Weekly	✓			Daily	✓			Weekly	✓	<i>,</i>									
Change locker bags					Weekly	✓														
Fridge seal									Daily	✓										
Record fridge temperature									Daily	✓	·									
Wash toilet brush holders			_				_													
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓	<i>^</i>	Weekly	✓			Weekly	✓			
Internal glass & doors	Weekly	✓			Weekly	✓						Weekly	✓							
TV arms																				
Curtain rails																				
Bed cleaning																				
Machine buff	Weekly		✓		Weekly		✓		Weekly	✓		Weekly	✓			Weekly	✓			
Wash furniture									Annually		✓									

Ward/Dept: Theatres

Task	Freq	ı	neat Deli Roc	ain tres very om .	y J	Freq	L	rride 2 x3	or 3 x4	Freq		:ove	ery		req	L	Cor	irty rido	rs	Freq	x1	Slu x2	
Vacuum	Weekly	✓				Daily	✓			Daily	✓			L	aily	√				Daily	✓		
Static Mop						Daily	✓			Daily	✓				aily	✓				Weekly	✓		
Ceilings	Monthly				✓																		
Walls	Monthly				✓					Annually	✓												
Clean toilet brushes	Weekly	✓																					
Clean bins	Weekly	✓																					
Descale	Weekly	✓																					
Carpets																							
Curtains										Monthly		✓											
Furniture																							
Scrub vinyl floors	Weekly	✓								Weekly	✓			W	eekly	' ✓				Weekly	✓		
Scrub floors & suck dry	Daily	✓																					
Mop vinyl floors	Daily	✓				Daily	✓																
Paper towels	Daily	✓								Daily	✓			L	aily	✓				Daily	✓		
Damp mop										Daily	✓									Daily	✓		
Static Mop															aily	✓							
High & Low dust																							
Damp dust	Daily	✓				Daily	✓			Weekly	✓			W	eekly	' ✓							
Clean sanitary fittings	Daily	✓								Daily	✓									Daily	✓		
Rubbish						Daily	✓			Daily	✓												
High dust										Weekly	✓			W	eekly	· 🗸							
Glass																							
Machine buff	Weekly	✓				Daily	✓			Weekly	✓			W	eekly	· 🗸				Weekly	✓		

Ward/Dept: Theatres

Task	Freq	Equipment Store	Freq	Toile	Freq	Locker Tops	Freq	L	itchen	Freq		Rooms	Freq		ces
Vacuum	Weekly	√	Daily	✓			Daily	✓		Daily	✓		Daily	✓	
Static Mop			Daily	✓											
Ceilings															
Walls							Annually	✓		Annually	✓				
Clean toilet brushes															
Clean bins															
Descale															
Carpets										Annually	✓		Annually	✓	
Curtains										Annually	✓		Annually	✓	
Furniture										Annually	✓		Annually	✓	
Scrub vinyl floors							Daily	✓							
Scrub floors & suck dry															
Mop vinyl floors															
Paper towels			Daily	✓											
Damp mop	Weekly	✓	Daily	✓			Daily	✓							
Static Mop															
High & Low dust	Weekly	✓													
Damp dust					Weekly	✓	Daily	✓		Daily	✓		Daily	✓	
Clean sanitary fittings			Daily	✓			Daily	✓							
Rubbish			Daily	✓						Daily	✓				
High dust							Weekly	✓		Weekly	✓		Weekly	✓	
Glass					Weekly	✓				Weekly	✓				
Machine buff			Daily	✓			Daily	✓							

Ward/Dept: Fracture Clinic

Task	Freq		Cli	ultir nic oms	•	Freq		Off	ices	6	Freq	_	Wai	rido tino ea	_
			x2	х3	x4		x 1	x2	х3	х4			x2	х3	х4
Vacuum floor	Daily	✓				Weekly	✓				Daily	✓			
Sweep floor															
Scrub floor															
Mop floor	Daily	✓									Daily	✓			
Damp dust	Daily	✓				Every 4 months	✓				Weekly	✓			
Shampoo carpet						Annually	✓								
Static mop	Weekly		✓								Weekly		✓		
Clean sanitary fittings	Daily	✓													
Replenish disposables	Daily	✓													
Rubbish	Daily	✓				Daily	✓				Daily	✓			
Descale	Weekly *	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			
Machine buff	Weekly		✓								Weekly		✓		
Mop edges after buffing	Weekly		✓								Weekly		✓		
Wall Wash	Annually	✓									Annually	✓			
Wash furniture	Annually		✓								Annually		✓		
Change curtains	Monthly			✓		Annually	✓				Annually	✓			

^{*} Tuesdays

Ward/Dept: Fracture Clinic

Task	Freq		Sluice		Freq		in Pla Roor	n	Freq		Pla Ro	dren ster	,
Vacuum flaar		x1	x2 x3	x4		x1	x2 x	3 x4		x1	x2	х3	x4
Vacuum floor		1	T			ı	Т	T					
Sweep floor	Daily	✓			Daily	✓			Daily	✓			
Scrub floor					Mon-Wed-Fri	✓			Mon-Wed-Fri	✓			
Mop floor	Daily	✓			Tue-Thur	✓			Daily	✓			
Damp dust	Daily	✓			Daily	✓			Daily	✓			
Shampoo carpet													
Static mop													
Clean sanitary fittings	Daily	✓			Daily	✓			Daily	✓			
Replenish disposables	Daily	✓			Daily	✓			Daily	✓			
Rubbish	Daily	✓			Daily	✓							
Descale	Weekly *	✓			Weekly *	✓			Weekly *	✓			
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓			
Machine buff													
Mop edges after scrubbing	Daily	✓			Daily	✓			Daily	✓			
Wall Wash					Monthly			✓	Monthly				✓
Wash furniture													
Change curtains					Monthly		✓	,	Monthly			✓	

Ward/Dept: Brancaster

Task	Freq	Waiti Co	rrido	r	Freq		ses	ay ssme		Freq		Sani Are	eas	y x4	Freq		amii Roc	om	Freq		Roc	call oms	•
Suction clean	Daily	√			Daily	✓				Daily	✓				Daily	✓			Weekly	✓			
Damp mop										Daily	✓				Daily	√							
Damp dust	Daily	✓			Daily	✓				Daily	✓				Daily	✓			Weekly	✓			
Shampoo carpets	Annually	✓	/	1	Annually				✓										Annually		✓		
Curtain change	Annually	✓	/	-	Annually		✓												Annually	✓			
Curtain rails					Weekly	✓									Weekly	✓							
Change bed linen								·											Daily	✓			
Clean sanitary fittings					Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Replenish disposables					Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Clean bins	Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓							
Change locker bags																							
Wash toilet brush & holders										Weekly	✓												
Descale					Weekly	✓				Weekly	>				Weekly	✓			Weekly	✓			
High dust	Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓			
Internal glass & doors	Weekly	✓																					
TV arms																							
Bed cleaning																							
Machine buff															Weekly	✓							
Wash furniture	Annually	✓			Annually		✓								Annually	✓							

Ward/Dept: Brancaster

Task	Freq		Off	s 3 x4	Freq	R	est	her Roo	 Freq	x1		uice	x4	Freq	С	omoupb	oar	d
Suction clean	Weekly	✓			Daily	✓			Weekly	✓				Weekly	✓			
Damp mop					Daily	✓			Weekly	✓				Weekly	✓			
Damp dust	Weekly	✓			Daily	✓			Weekly	✓				Weekly	✓			
Shampoo carpet	Annually	✓			Annually			✓										
Curtain change	Annually	✓																
Curtain rails																		
Change bed linen																		
Clean sanitary fittings					Daily	✓			Daily	✓				Daily	✓			
Replenish disposables					Daily	✓			Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	✓			Daily	✓								
Clean bins					Weekly	✓			Weekly	✓								
Change locker bags																		
Wash toilet brush & holders																		
Descale					Weekly	✓			Weekly	✓								
High dust	Weekly	✓			Weekly	✓			Weekly	✓				Weekly	✓			
Internal glass & doors																		
TV arms																		
Bed cleaning																		
Machine buff					Monthly	✓			Monthly		✓							
Wash furniture																		

Ward/Dept: Castleacre

Task	Freq	Nu Tı	ırseı	Areas ries & ment ms			Sanitai Areas	-	Freq	;	Nur: Stat	ion		Freq		ice o Vard	n	Freq	Office on Corridor	Freq		Store oboard	Freq		/ard rrido	
		х1	x2	x3 x4		x 1	x2 x3	x4		х1	x2	х3	х4		x1 x	2 x3	х4		x1 x2 x3 x4		x1 x	2 x3 x		x1 x	2 x3	x4
Suction clean	Daily	✓			Daily	✓			Daily	✓				Daily	✓					Monthly	٧	/	Daily	✓		
Damp mop	Daily	✓			Daily	✓			Daily	✓													Daily	✓		
Damp dust	Daily	✓			Daily	✓			Daily	✓				Weekly	✓								Weekly		1	
Clean sanitary fittings	Daily	✓			Daily	✓			Daily	✓				Daily	✓								Daily	✓		
Replenish disposables	Daily	✓			Daily	✓			Daily	✓				Daily	✓								Daily	✓		
Rubbish					Daily	✓			Daily	✓				Daily	✓			Weekly	✓				Daily	✓		
Clean bins	Weekly	✓			Weekly	✓			Weekly	✓																
Change locker bags	Daily	✓																								
Wash toilet brush holders					Weekly	✓																				
Descale			_		Weekly	✓																				
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓				Weekly	✓					Monthly	✓		Weekly	✓		
Internal glass & doors			_						Weekly	✓				Weekly	✓					Monthly	✓		Weekly	✓		
TV arms	Weekly	✓																								
Bed cleaning	Weekly	✓																								
Machine buff	Weekly		✓		Weekly		✓		Weekly		✓												Weekly	~	1	
Wash furniture	Annually			✓																						

Ward/Dept: Castleacre

Task	Freq			rvic	-	Freq		omest		Freq		Slu	ice)	Freq	Wa	ard	Par	ntry	Freq	s		Rest om	Freq	(Ser Corr Offi	ido	r
		х1	x2	2 x3	х4		x 1	x2 x3	x4		х1	х2	х3	х4		х1	x2	х3	х4		х1	x2	x3 x4		x 1	x2	х3	х4
Suction clean	Daily	✓				Weekly	✓			Daily	✓				Daily	✓				Daily	✓			Weekly	✓			
Damp mop	Daily	✓				Weekly	✓			Daily	✓				Daily	✓				Daily	✓							
Damp dust	Weekly		✓			Weekly	✓			Daily	✓				Daily	✓				Daily	✓			Weekly	✓			
Clean sanitary fittings						Daily	✓			Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Replenish disposables										Daily	✓				Daily	✓				Daily	✓			Daily	✓			
Rubbish	Daily	✓								Daily	✓				Daily	✓								Weekly	✓			
Clean bins																				Weekly	✓							
Change locker bags																												
Wash toilet brush holders																												
Descale																												
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓			
Internal glass & doors	Weekly	✓																										
TV arms																												
Bed cleaning																												
Machine buff	Weekly		✓			Weekly	✓			Weekly		✓			Weekly		✓											
Wash furniture																												

Ward/Dept: CDS

Task	Freq	ı	Norma Delive Room	ry	Freq	Ob	serva Ward		Freq		Nurse: Statio		Freq	W	unge / aiting oom	Freq			nita: reas	-	Freq		Roc	ice / ding om & ices		Freq	(or	nly s orric	dors small dor, arpet	ı
		х1	x2 x3	x4		х1	x2 x3	x4		х1	x2 x3	x4		x1 x	2 x3 x4	_	_	1 x	2 x3	3 x4		_	l x2	x3	x4		x1	x2	x3 x	4
Suction clean	Daily	✓			Daily	✓			Daily	✓			Daily	✓		Daily	′ ,	/			Weekly	✓				Daily	✓			
Damp mop	Daily	✓			Daily	✓			Daily	✓						Daily	/ v	/								Daily	✓			
Damp dust	Daily	✓			Daily	✓			Daily	✓			Daily	✓		Daily	/ v	/							1	Weekly		✓		
Clean sanitary fittings	Daily	✓			Daily	✓			Daily	✓						Daily	′ v	/			Daily	✓				Daily	✓			
Replenish disposables	Daily	✓			Daily	✓			Daily	✓						Daily	′ \	/			Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	✓			Daily	✓			Daily	✓		Daily	′ ,	/			Weekly	√				Daily	✓			
Clean bins	Weekly	✓							Weekly	✓						Weekl	ly v	/												
Change locker bags	Daily	✓																												
Wash toilet brush holders																Weekl	ly 、	/												
Descale	Weekly	✓			Weekly	✓										Weekl	ly v	/												
High & low dust	Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓		Weekl	ly v	/			Monthly		✓			Weekly	✓			
Internal glass & doors	Weekly	✓			Weekly	✓															Monthly		✓			Weekly	✓			
TV arms	Weekly	✓																												
Curtain rails					Weekly	✓																								
Bed cleaning																														
Machine buff	Weekly		✓		Weekly		✓		Weekly		✓					Weekl	ly	~								Weekly		✓		٦
Wash furniture											•		Annually	~	/															

Ward/Dept: CDS

Task	Freq	Staff			Freq	Cı	upb	estic oard	Freq	L		Pan		Freq	Co	ervice	r	Freq		Offices	Freq	Bed	n-call droom	Freq	Ch F	urses anging Room
	- "	x1 x	2 x3	_		-	x2	x3 x4		_	x2	х3	х4		x1 x	2 x3	х4		x 1	x2 x3 x			2 x3 x4			(2 x3 x
Suction clean	Daily	✓			Weekly	_			Daily	✓				Daily	✓			Weekly	✓		Weekly	√		Daily	✓	$\perp \perp$
Damp mop					Weekly	✓																				
Damp dust	Daily	✓			Weekly	✓			Daily	✓				Weekly	, ,	/		Weekly	✓		Weekly	✓		Daily	✓	
Clean sanitary fittings					Daily	✓			Daily	✓								Daily	✓					Daily	✓	
Replenish disposables					Daily	✓			Daily	✓								Daily	✓					Daily	✓	
Rubbish	Daily	✓			Daily	✓			Daily	✓														Daily	✓	
Clean bins									Weekl	y 🗸								Weekly	✓							
Change locker bags																										
Wash toilet brush holders																										
Descale									Weekl	v 🗸																
High & low dust	Weekly	✓			Weekly	✓			Weekl	y 🗸				Weekly	✓			Weekly	✓		Weekly	✓		Weekly	✓	
Internal glass & doors																										
TV arms																										
Curtain rails																										
Bed cleaning																					Daily	✓				
Machine buff					Weekly	✓			Weekl	<i>y</i>	✓													Weekly	,	✓
Wash furniture	Annually	,	/					•										Annually		✓						

Ward/Dept: NICU

Task	Freq		eedir Roon	•	Freq			tien roo		Freq			ırses ation	Freq		ncu	ot & bato		Freq		Larg Nurse		Freq	L	Are Cha	itar as & ngin oms	k ig
		х1	x2 x3	3 x4		x 1	x2	x3	х4		x 1	X	2 x3 x4		х1	x2	х3	х4		х1	x2 x	3 x4		Χ´	l x2	x3	х4
Suction clean					Daily	✓																	Daily	✓			
Damp mop	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Static Mop	Daily	✓								Daily	✓			Daily	✓				Daily	✓							
Damp dust	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Clean sanitary fittings	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Replenish disposables	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓			Daily	✓				Daily	✓			Daily	✓			
Pull out trolleys daily												_															
Clean bins	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			Weekl	/ <			
Wash toilet brush holders																							Weekl	/ ~			
High & low dust *	Weekly	✓			Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓			Weekl	/ ~			
Internal glass & doors	Weekly	✓			Weekly	✓								Weekly	✓												
Curtain rails				·		•									•												
Machine buff	Weekly		✓							Weekly		√	/	Weekly		✓							Weekl	/	✓		
Wash furniture																											

^{*} all high dusting to be completed when there are no babies in the room. Where possible, ask the Nurse first.

Ward/Dept: NICU

Task	Freq	С	orri	dors	8	Freq	_		ice dor		Freq	Sta	ıff F	00	oms	Freq	Р		ry / em	Milk	Freq	_		est		Freq			n K roo	
		x 1	x2	x 3	κ4		x1 2	(2)	x3 x	۷4		x1	x2	хЗ	x4		х	1 x	2 x	3 x4		x 1	x2	х3	x4		x 1	x2	х3	х4
Suction clean						Daily	✓				Daily	✓									Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	~				Weekly	✓				Daily	✓			
Static Mop	Daily	✓														Daily	~	/												
Damp dust	Daily	✓			٦						Daily	✓				Daily	~	1			Weekly	✓				Daily	✓			
Clean sanitary fittings	Daily	✓			╗						Daily	✓				Daily	~	1			Daily	✓				Daily	✓			
Replenish disposables	Daily	✓			╗						Daily	✓				Daily	~	/			Daily	✓				Daily	✓			
Rubbish	Daily	✓			╗						Daily	✓				Daily	~	/			Daily	✓				Daily	✓			
Pull out trolleys daily																Daily	~	1												
Clean bins											Weekly	✓				Weekly	~	1												
Wash toilet brush holders																														
High & low dust *	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	~	/			Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓									Monthly		✓																	
Curtain rails				•								•			٠											Weekly	✓			
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		V	/		Weekly	✓								
Wash furniture											Annually		✓																	

Ward/Dept: Rudham

Task	Freq	В	Sed A	rea	Freq	PI	lay	Roc	om	Freq	:	San Ar	itar eas	-	Freq		Equ Stor Cu _l		nen	Freq			rses		Freq		eatn Roo		nt
			x2 x	3 x4			х2	х3	х4		1	1	х3	x4		_	x1 x	2 x	3 x4		1	х2	х3	х4		x1	x2 x	х3	х4
Suction clean	Daily	✓			Daily	✓				Daily	✓				Week	-	✓			Daily	✓				Daily	✓			
Damp mop	Daily	✓					1	1		Daily	✓				Week	-	✓			Daily	✓				Daily	✓			
Damp dust					Daily	✓				Daily	✓				Week	y	✓			Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓			Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Replenish disposables	Daily	✓			Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Rubbish	Daily	✓			Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Clean bins	Weekly	✓			Weekly	✓				Daily	✓									Weekly	✓				Weekly	✓			
Clean white doors																													
Clean fire doors																													
Change locker bags	Daily	✓																											
Clean sink & still																													
Fridge seal																													
Record fridge temperature																													
Wash toilet brush holders										Weekly	✓																		
Descale																													
High & low dust	Weekly	✓			Weekly	✓				Weekly	✓				Week	y	✓			Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																		Weekly	✓								
Curtain rails	Weekly	✓																											
Bed cleaning	Weekly	✓																											
Machine buff	Weekly		✓												Week	y	✓			Weekly		✓			Weekly		✓		
Wash furniture	Annually			✓	Annually	,			✓																				

Ward/Dept: Rudham

Task	Freq		Offi			Freq	(Cor	vice rido	r	Freq				idor	Freq	C	up	nest boa	rd	Freq		ard I		Í
	147 77		x2	х3	х4			x2	x3	х4			х2	х3	х4			x2	x3	х4			х2	х3	х4
Suction clean	Weekly	✓				Daily	✓				Daily	✓	_			Weekly	✓	-			Daily	✓			\vdash
Damp mop			1	ı		Daily	✓				Daily	✓	-			Weekly	✓				Daily	✓			
Damp dust	Weekly	✓				Weekly	✓				Daily	✓				Weekly	✓								
Clean sanitary fittings											Daily	✓				Daily	✓								
Replenish disposables			-					1			Daily	✓				Daily	✓								
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins											Weekly	✓				Weekly	✓				Weekly	✓			<u> </u>
Clean white doors						Weekly	✓																		
Clean fire doors						Weekly	✓																		
Change locker bags																									
Clean sink & still																					Daily	✓			
Fridge seal																					Daily	✓			
Record fridge temperature																					Daily	✓			
Wash toilet brush holders																									
Descale																					Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors						Weekly	✓				Weekly	✓													
Curtain rails																									
Bed cleaning																									
Machine buff						Weekly		✓			Weekly		✓			Weekly	✓				Weekly		✓		
Wash furniture	Annually				✓																				

Ward/Dept: Roxburgh

Task	Freq	Co		a/ lors	Freq	L	Roo		Freq	R	Officece	ptic	n	Freq		itcher		Freq		Are		Freq		Cup		rd
Suction clean	Daily	X1	XZ X	(3 X	Daily	X1	XZ	x3 x4	Weekly	_	XZ	X3	х4	Daily	X1 2	x2 x3	Х4	Daily	X1	XZ	x3 x	Weekly	_	1 x2	2 X3	X4
Shampoo carperts	Dany		+		Annually	•		√	Annually	+			√	Dany				Duny	ľ			11001117				
Damp mop	Daily	\	Т		, iiiiii	<u> </u>			Weekly	-			Ť	Daily	√			Daily	V			Weekly	π,	/		
Damp dust	Daily	√			Daily	√	П		Weekly	-				Daily	· ✓			Daily	√			Weekly		/		
Clean sanitary fittings			_											Daily	√			Daily	√			Daily		/		
Replenish disposables														Daily	√			Daily	✓			Daily	_	/		
Rubbish	Daily	√	Т	Т	Daily	√	П		Weekly	√	Т			,				Daily	√			Daily		/		
Clean bins	Weekly	√			Weekly	√			-					Weekly	✓			Weekly	√							
Wash toilet brush holders																		Weekly	1							
Descale														Weekly	√			Weekly	√							
High dust	Weekly	√	Т		Weekly	√	П	Т	Weekly	✓	П			Weekly	-			Weekly	1			Weekly	/ \	/		
Low dust														-								Weekly	-	/		
Machine buff	Weekly		✓						Weekly	✓												Weekly	/ \	/		
Wash furniture	Monthly			√																						

DOMESTIC SERVICES ON DUTY CLEANING STAFF

Ward:	

DATE	SIGNATURE 1 *	PRINT NAME	SIGNATURE 2 *	PRINT NAME

^{*} This signature is to certify that the ward detailed above has been cleaned in accordance with the Trust's Cleaning Schedule for this area.