## Appendix 1: Cleaning responsibilities framework

The example cleaning responsibility framework below gives suggested cleaning frequencies and recommends responsibilities to meet safe standards. However, within each of the broad headings is a much greater range of specific items for which a national list is not appropriate.

It is a guide only. Each organisation will need to determine its own cleaning responsibilities, adding further items if required, and frequencies, completing these on the right-hand side.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Recommended** | **Recommended** | **Recommended** | **Organisation Agreed** | **Organisation Agreed** | **Organisation Agreed** |
| **No.** | **Element** | **After Patient Use or if****visibly soiled** | **Daily Clean Responsibility** | **Periodic Clean****Responsibility** | **After Patient Use or if****visibly soiled** | **Daily Clean****Responsibility** | **Periodic Clean****Responsibility** |
| 1 | Bed pan (reusable), bed pan holder, patient wash bowls. | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 2 | Bed pan washer / macerator. | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 3 | Other sluice equipment including sluice sink and equipment holders. | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 4 | Commodes. | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 5 | Patients hoists. | Ward/Dept Clinical team | N/A | Cleaning Team |  |  |  |
| 6 | Weighing scales including neonatal, seated, and standing scales. | Ward/Dept Clinical team | N/A | Ward/Dept Clinical team |  |  |  |
| 7 | Medical equipment e.g., intravenous infusion pumps, drip stands and pulse oximeters, medical gas bottles and stands, walking aids. Refer to local protocol for medical equipment connected to and not connected to a patient. | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 8 | Wheelchairs (organisation owned). Refer to local protocol. | Ward/Dept Clinical team | N/A | Ward/Dept Clinical team |  |  |  |
| 9 | Patient fans - with accessible blade. Refer to local risk assessment and protocol. | Ward/Dept Clinical team | N/A | Estates |  |  |  |
| 10 | Patient TV and bedside entertainment systems including head pieces. | Cleaning Team | N/A | Cleaning Team |  |  |  |
| 11 | Notes and drugs trolleys and patient clipboards. | Cleaning Team | Cleaning Team | Cleaning Team |  |  |  |
| 12 | All chairs and couches (soft furniture). | N/A | Cleaning Team | N/A |  |  |  |
| 13 | Patient beds - frame, wheels, castors, head, foot, cot sides, nurse call and control panels, including carers beds in the clinical area. Non patient beds including on- call beds - clean as per local protocol. | Cleaning Team | Cleaning Team | Cleaning Team |  |  |  |
| 14 | Patient bed and trolley mattresses. Refer to local protocol for inspection of mattress integrity and ingression. | Cleaning Team | N/A | Cleaning Team |  |  |  |
| 15 | Patient trolleys and treatment couches. Trolleys with x-ray storage and oxygen cylinders clean according to local protocol. | Cleaning Team | N/A | Cleaning Team |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Recommended** | **Recommended** | **Recommended** | **Organisation Agreed** | **Organisation Agreed** | **Organisation Agreed** |
| **No.** | **Element** | **After Patient Use or if****visibly soiled** | **Daily Clean Responsibility** | **Periodic Clean****Responsibility** | **After Patient Use or if****visibly soiled** | **Daily Clean****Responsibility** | **Periodic Clean****Responsibility** |
| 16 | Patient toys (premises owned). Refer to local protocol and risk assessment. | Ward/Dept Clinical team | N/A | Ward/Dept Clinical team |  |  |  |
| 17 | Switches, sockets and data points, trunking, handrails, and wall fixtures. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 18 | Walls - accessible up to 2 metres. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 19 | Ceilings and walls - not accessible above 2 metres and ceiling lights. | N/A | N/A | Cleaning Team |  |  |  |
| 20 | Floor - hard including skirtings. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 21 | Floor - soft including skirtings. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 22 | All doors including ventilation grilles. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 23 | All windows including frames where accessible. | N/A | N/A | Estates |  |  |  |
| 24 | All internal glazing including partitions (excluding mirrors and windows). | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 25 | Mirrors. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 26 | Dispenser cleaning - hand wash, hand sanitisers, paper towel holders, toilet roll holders, all alcohol dispensers and hand dryers, including glove and apron dispensers. Replenish as required. | N/A | Cleaning Team | N/A |  |  |  |
| 27 | All elements of showers. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 28 | Toilets, bidets, urinals, and toilet brushes. | Ward/Dept Clinical team | Cleaning Team | N/A |  |  |  |
| 29 | Sinks and taps. | N/A | Cleaning Team | N/A |  |  |  |
| 30 | Baths and taps. | Ward/Dept Clinical team | Cleaning Team | N/A |  |  |  |
| 31 | Radiators including cover. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 32 | Low surfaces - low level pipes and low-level trunking. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 33 | Middle surfaces - window sills, non-patient furniture, tables, desks, shelves and ledges, work surfaces and cupboards exteriors. This does not include items covered by other elements in this list, i.e., switches & sockets. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 34 | High surfaces including curtain rails, staff locker tops that are accessible, and high surfaces around patient bed areas. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 35 | Bedside lockers. | Cleaning Team | Cleaning Team | Cleaning Team |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Recommended** | **Recommended** | **Recommended** | **Organisation Agreed** | **Organisation Agreed** | **Organisation Agreed** |
| **No.** | **Element** | **After Patient Use or if****visibly soiled** | **Daily Clean Responsibility** | **Periodic Clean****Responsibility** | **After Patient Use or if****visibly soiled** | **Daily Clean****Responsibility** | **Periodic Clean****Responsibility** |
| 36 | Over bed tables and dining tables. | Cleaning Team | Cleaning Team | Cleaning Team |  |  |  |
| 37 | All waste receptacles (does not include euro/wheelie bin). | Cleaning Team | Cleaning Team | Cleaning Team |  |  |  |
| 38 | Linen and general-purpose trolleys. | N/A | N/A | Cleaning Team |  |  |  |
| 39 | Replenishment of consumables. | N/A | Cleaning Team | Cleaning Team |  |  |  |
| 40 | Ventilation grilles extracts and inlets. | N/A | N/A | Cleaning Team |  |  |  |
| 41 | Lighting including overhead, bedside, wall mounted examination lights both fixed and portable. | Cleaning Team | Cleaning Team | Cleaning Team |  |  |  |
| 42 | Electrical items in multi-use areas - specifically computers and phones for example at nurses' station, computers on wheels (COWs) and workstations on wheels (WOWs), computer casing only. | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 43 | Curtains and blinds (disposable and fabric). | Cleaning Team | N/A | Cleaning Team |  |  |  |
| 44 | Dishwashers. Descale as per local protocol. | N/A | Cleaning Team/Catering (to be determined locally) | Cleaning Team/Catering (to be determined locally) |  |  |  |
| 45 | Fridges and freezers (patient and staff areas). | N/A | Cleaning Team/Catering (to be determined locally) | Cleaning Team/Catering (to be determined locally) |  |  |  |
| 46 | Fridges and freezers clinical (including but not limited to bloods fridges, medicine fridges, ice freezers for physio departments) | Ward/Dept Clinical team | Ward/Dept Clinical team | Ward/Dept Clinical team |  |  |  |
| 47 | Ice machines, hot water boilers and cold-water machines including drip trays. Follow local Infection Prevention and Control guidelines. Follow local protocol for descaling. | N/A | Cleaning Team/Catering (to be determined locally) | Cleaning Team/Catering (to be determined locally) |  |  |  |
| 48 | Kitchen cupboards. | N/A | Cleaning Team/Catering (to be determined locally) | Cleaning Team/Catering (to be determined locally) |  |  |  |
| 49 | Microwaves and traditional cookers/ovens. | N/A | Cleaning Team/Catering (to be determined locally) | Cleaning Team/Catering (to be determined locally) |  |  |  |
| 50 | All cleaning equipment including cleaning trolley. | N/A | Cleaning Team | N/A |  |  |  |
| 51\* | External Areas (Including gate handles, door entry systems, seating, and bins) | N/A | N/A | Cleaning / Estates Team |  |  |  |
| 52\* | External Signage | N/A | N/A | Cleaning / Estates Team |  |  |  |
| 53\* | Vehicle Exterior (Including exterior panels, windscreen, windows & glass, lights, indicators, mirrors, number plates and wheels) | N/A | N/A | Cleaning/Clinical Team |  |  |  |
| 54\* | Exterior vehicle cupboards (including removing contents) | N/A | N/A | Cleaning/Clinical Team |  |  |  |
| 55\* | Cab Area - Cab floor & footwell, internal doors & pockets, cab seats (Front, Back & Underneath), seatbelts, doors & pockets, dashboard and steering wheel, instrument panel, centre console (including radios and mobile phone) | N/A | N/A | Cleaning/Clinical Team |  |  |  |
| 56\* | Cab Area - Roof panels, side & back panels | N/A | N/A | Cleaning/Clinical Team |  |  |  |
| 57\* | Patient Area / Saloon - Patient entrance, steps, floor & door well, interior cupboard facia, cleaning of all visible surfaces, suction unit, trolley bed, stretchers and chairs, removal of linen and clinical waste  | Cleaning/Clinical Team | Cleaning/Clinical Team | Cleaning/Clinical Team |  |  |  |
| 58\* | Patient Area / Saloon - Interior cupboards, contents removed, clean interior, side panels, ceilings, windows, glass & blinds, interior lighting, patient seating & seat frames including seat belts, oxygen bottles, scoop stretcher removal & clean, fire extinguisher, life pack 12/15/1000, response bag internal & external, general splints / FRAC packs, wheelchair, spinal board's & pads | N/A | N/A | Cleaning/Clinical Team |  |  |  |
| 59\* | Patient Area / Saloon - Tail lift ramp, grab rails & saloon tracks | N/A | N/A | Cleaning/Clinical Team |  |  |  |
| 60\* | Decontamination Cleaning  | Cleaning/Clinical Team | Cleaning/Clinical Team | N/A |  |  |  |