



Health Department

Dear Colleague

THE NHSSCOTLAND NATIONAL CLEANING SERVICES SPECIFICATION

Prevention and control of HAI is a high-profile priority issue for NHSScotland. A major 3-year programme of work was laid out in the SEHD Ministerial Action Plan on HAI, now being actioned by the Scottish HAI Task Force, of which I am the Chair. One of the immediate priorities was to develop updated technical requirements for rigorous and effective cleaning processes to be used in NHS specifications for cleaning services. **Cleaning services staff are an essential part of the multidisciplinary approach to increased public, patient and staff safety.** A key message from the HAI Task Force is that hygiene, particularly clean hands and clean hospitals, is everyone's responsibility, in the prevention and control of infection.

My previous letter to you on this issue was to seek views on a consultation document outlining these technical requirements. From August 2003, in the interim period before consultation was finalised, NHS bodies were asked to use the draft consultation document as interim guidance

The enclosed final document (see <http://www.scotland.gov.uk/publications/hai2>) has been developed by an HAI Task Force multidisciplinary working group under the chair of Heather Knox, Director of Facilities, Ayrshire and Arran Primary Care NHS Trust. This document has taken account of all views expressed from the very helpful consultation process.

This final document is to be implemented with immediate effect by NHS Boards across all clinical areas. In addition, the principles underpinning this guidance can be applied across all healthcare settings, including beyond the NHS. This is of necessity a sizeable document, covering as it does a wide variety of premises, environments and items to be cleaned, the actual specification codes for any one physical setting (e.g. Code G for Health Centres) are relatively concise.

**From the
Chief Medical
Officer**

**Dr E M Armstrong,
FRCS(Ed) FRCP(Glas, Ed)
FRCGP FFPH**

St. Andrew's House
Edinburgh EH1 3DG
Telephone 0131-244 2836
Fax 0131-244 2835
E-mail: cmo@scotland.gsi.gov.uk

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For action

To:
Chief Executives of NHS Boards
Chief Executive of The State Hospital
Chief Executive of the Scottish
Ambulance Service
The Care Commission
The Health and Safety Executive
Hospices in Scotland registered with the
Care Commission
Hospitals in Scotland registered with the
Care Commission
Clinical Director, SCIEH

For information

Further enquiries

Mrs Margaret Tannahill
Project Leader Healthcare Associated
Infection Task Force
Scottish Executive Health Department
St Andrew's House
Edinburgh EH1 3DG
E-mail:
Margaret.tannahill@scotland.gsi.gov.uk
OR
Dr Peter Christie
Senior Medical Officer
Scottish Executive Health Department
St Andrew's House,
Edinburgh EH1 3DG
E-mail:
Peter.christie@scotland.gsi.gov.uk

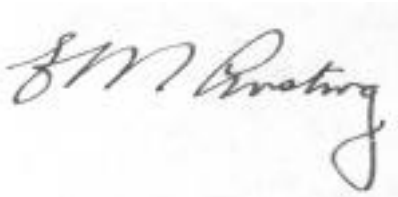
The document also focuses on the crucial issues of performance management and, particularly, the importance of staff training and development.

I would ask that NHS Board Chief Executives distribute copies of this letter and the attached document to:

- Divisional Chief Executives
- Hotel Services Managers or equivalents (for further distribution to in-house or contracted-out Cleaning Services Managers)
- Directors of Facilities
- The Senior Infection Control Manager (per HDL 2001(10))
- Infection Control Teams

Please accept my thanks for your assistance with this important initiative.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E M Armstrong', written in a cursive style.

DR E M ARMSTRONG

**THE NHSSCOTLAND NATIONAL CLEANING SERVICES
SPECIFICATION**

HEALTHCARE ASSOCIATED INFECTION TASK FORCE

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1. INTRODUCTION

Context

Healthcare Associated Infection (HAI) is a priority issue for NHSScotland, important both in terms of the safety and well-being of patients and staff, and of the resources consumed by potentially avoidable infections. HAI is equally important for healthcare services in the private, independent and voluntary sectors.

Cleaning services staff are an essential part of the multidisciplinary approach in improving patient, staff and public safety. For prevention and control of infection to work effectively, critical activities such as cleaning and hand hygiene have to be embedded into everyday practice. There must be a culture of **"Infection Control is everybody's business"** with integration of best practice into routine activities. In other words, simply an understanding and belief that "this is the way we do things round here".

The profile of prevention and control of HAIs has been transformed within the past few years. Significant milestones include:

- The Carey Report "Managing the risks of healthcare associated infections in NHSScotland" (August 2001);
- The NHS Quality Improvement Scotland (NHS QIS)/Clinical Standards Board for Scotland (CSBS) HAI Infection Control Standards (December 2001) and Cleaning Services Standards (June 2002);
- "A framework for national surveillance of healthcare associated infection in Scotland" (July 2001);
- The Antimicrobial Resistance Strategy and Scottish Action Plan (June 2002);
- The Ministerial HAI Action Plan "Preventing infections acquired while receiving healthcare" (October 2002);
- The Audit Scotland review of cleaning services and the NHSQIS review of HAI infection control standards (both published January 2003);
- The "Champions" educational initiative (April 2002).

A major programme of work to improve the prevention and control of HAI across NHSScotland was laid out in the Scottish Executive Health Department's (SEHD) Ministerial Action Plan on HAI. The Action Plan also detailed the formation of a Scottish HAI Task Force under the chair of the Chief Medical Officer.

One of the immediate priorities for the HAI Task Force was the development of updated technical requirements for cleaning processes to be used in NHS specifications for

cleaning services. An HAI Task Force working group was formed in 2003 to develop the National Cleaning Services Specification. This multidisciplinary working group included representation from NHS support and clinical services, the non-NHS care sector including independent hospital representation, members of the public, and staff partners (Full membership at Appendix 1).

The draft National Cleaning Services Specification was issued for widespread consultation in 2003 and the final document takes account of the views expressed. In the interim period before the Cleaning Specification was finalised, NHSScotland was asked to implement this draft guidance. **The Cleaning Specification is written to be applicable throughout Scotland wherever healthcare is being delivered (e.g. acute, primary care and independent contractor settings), within the NHS as well as in the private, independent and voluntary sectors.** The importance of environmental cleanliness in non-NHS sectors is reflected in the Regulation of Care (Requirement as to Care Services) (Scotland) Regulation 2002 and the National Care Standards.

"Partnership for Care: Scotland's Health White Paper", issued in 2003, contained proposals for changes to the governance arrangements for local NHS systems. This included the dissolution of the remaining Trusts and the development of single-system working where this does not already exist. This is intended to improve service organisation and delivery throughout NHSScotland. Organisational terminology should be interpreted as appropriate to the new unified structure.

The National Cleaning Services Specification

Audit Scotland published "A clean bill of health? A review of domestic services in Scottish Hospitals" in April 2000. This review made a number of recommendations aimed at improving the quality and effectiveness of hospital cleaning.

As a result of growing concern regarding HAI, the SEHD established the Carey Working Group to "address and make recommendations for a comprehensive framework for managing risk in healthcare settings with respect to infection control, decontamination and cleaning services". The Group's report "Managing the Risk of Healthcare Associated Infection in NHSScotland" recommended that NHSScotland adopt a standard approach to risk management in relation to HAI. The Group also developed draft standards for infection control, cleaning services and decontamination. The challenge was to develop realistic standards which were both achievable and stretching, and which would improve performance to meet current statutory, mandatory or good practice requirements. The intention was that the draft standards be passed over to CSBS (now NHS QIS) for development and implementation.

"Our National Health: A Plan for Action, A Plan for Change" launched in December 2000 states: "Every healthcare system will be expected to deliver the service standards established by the CSBS on food, cleanliness, infection control and other matters".

Following the Minister for Health and Community Care's acceptance of the recommendations of the Carey Working Group, in June 2001, an HAI Reference Group was established by CSBS to finalise HAI related standards. The final version of the HAI Cleaning Services Standards was published in June 2002.

A follow-up review to assess progress against the recommendations within "A clean bill of health?" was undertaken by Audit Scotland between March and May 2002. The resultant report "Hospital Cleaning – Performance Audit" (published in January 2003), highlighted variations in the levels of observed cleanliness in wards and public areas. The report also looked at the frequency of cleaning tasks, staff input to cleaning and monitoring, recruitment and retention of staff, management arrangements and the application of policies and procedures. The review incorporated a baseline assessment of compliance with the NHS QIS standards for cleaning services and a review of cleanliness levels observed in hospitals, providing the first national snapshot. Local auditors, together with domestic service managers (acting as peer reviewers), visited 74 hospitals throughout Scotland. In summary, a very good or acceptable level of cleanliness was found in more than 70% of wards and 80% of public areas reviewed. Almost half of the hospitals had very good or acceptable levels of cleanliness in all areas reviewed. Over 25% of hospitals, however, demonstrated a clear need for improvement, with the remainder in need of some minor improvement.

2. METHODOLOGY

2.1 At the outset of the project, agreement was reached with Audit Scotland on utilising the specifications of those organisations which could demonstrate compliance with the majority of the NHS QIS HAI Cleaning Services Standards and in particular, prove their ability, for example, to manage systems and technical specifications. On this basis, the following organisations were identified:

- NHS Grampian (Acute and Primary)
- Greater Glasgow Primary Care NHS Organisation
- Ayrshire and Arran Primary Care NHS Organisation

2.2 Having reviewed the specifications, it was noted that each of these had been based on the Scottish Health Management Efficiency Group's (SCOTMEG) Review of Domestic Services in 1987. The Group agreed that this should be used as the foundation for the new Cleaning Services Specification, with demonstrable links to the NHS QIS HAI Cleaning Services Standards throughout the process. The document reflects the changes in practice since SCOTMEG and also current best practice.

2.3 In accordance with Audit Scotland's Guide for Hospital Domestic Services (1999), the Group recognised that only certain items could be subject to national guidelines while others would be subject to local policy. The Group agreed that a framework should be provided to assist managers, responsible for providing effective cleaning services, develop and define local policies and procedures to ensure a consistent approach to cleanliness. This will help ensure high quality services which are focused on service users and based on sound best practice principles.

2.4 From the outset, the Group agreed that in order to ensure flexibility, the technical specification must be both an input and an output model.

2.5 The SCOTMEG task definitions have been revised and the outcome measures published in August 2003 by NHS Estates Leeds (Standards of Cleanliness in the NHS) have been used.

2.6 Coding of areas and accommodation types have been updated to reflect changes in practice and to highlight particular areas of risk.

2.7 The Cleaning Services Specification addresses the issues necessary to improve performance against the Cleaning Services Standards within all NHS Scotland healthcare premises.

2.8 While this document contains general information on, for example, cleaning of fixtures and fittings, another HAI Task Force working group has produced an NHSScotland Code of Practice for the local management of hygiene and HAI, which includes guidance on environmental cleanliness and the cleaning of basic ward equipment.

3. PERFORMANCE MANAGEMENT

3.1 Introduction

3.1.1 Regular monitoring, audit and benchmarking of cleaning services are mechanisms through which Operating Divisions can assess the efficiency and effectiveness of the cleaning service. The outcomes of these processes will also allow staff and service users to form a view of the quality of cleanliness in healthcare premises.

3.1.2 The basis for all monitoring, audit and benchmarking audit activities must be firmly rooted in agreed and common standards which are widely recognised and in the public domain. Within cleaning services in NHS Scotland, the following are 'source' documents containing key standards and examples of good practice against which Operating Divisions can measure their own performance:

- Audit Scotland - A clean bill of health? (2000)
- NHS QIS/CSBS Standards - Healthcare Associated Infection (HAI) - Cleaning Services (2002)
- Audit Scotland- Hospital Cleaning (2003)

3.1.3 The above sources are now complimented by the outcome standards published in this Cleaning Services Specification which includes clear outcomes for each cleaning procedure carried out by cleaning services staff. In addition, it sets out clear task descriptions and frequencies, both of which are key to the achievement of acceptable standards and which can be monitored in an objective manner.

3.2 Service Monitoring

3.2.1 Service monitoring must be an integral part of the day-to-day provision of the cleaning service with responsibility for ensuring an effective monitoring system. This monitoring process should normally be undertaken by the service provider and formally approved by the Operating Division.

3.2.2 Monitoring is the on-going assessment of the outcomes of cleaning processes. It must also assess the extent to which cleaning procedures are being carried out correctly. An effective monitoring system will be properly designed and implemented. It should not only assess overall effectiveness and provide the basis for a continuous improvement approach but will also identify where additional staff training may be required or indicate where existing training regimes can be improved.

3.2.3 Currently, there is almost total reliance on observational evidence in judging the outcome of cleaning processes. Such an approach is necessarily subjective and may be of questionable validity. The Group recommends that specific scientific research into cleaning services effectiveness is progressed as a priority, with the findings used to inform NHSScotland on the efficacy of different cleaning methods

and frequencies. Research findings will also help identify appropriate monitoring techniques.

3.2.4 Although the Cleaning Services Specification is not prescriptive in regard to the design, content and operation of a monitoring system, an effective system will display some key characteristics. These include:

- Monitoring systems must be sufficiently flexible to be able to cope with a wide range of situations and conditions (for example, during outbreaks or building works);
- Selection of areas to be monitored should (at least in part) be random and unannounced while always respecting patient privacy, clinical need and the practicalities of accessibility;
- 'High-risk' areas should receive comparatively greater monitoring attention than 'low-risk' areas;
- All areas should be selected for monitoring at least once annually;
- Systems should normally attach a 'pass' or 'fail' outcome for each area monitored;
- Systems should be explicit on the maximum period permitted for rectification of 'failed' areas and subsequent re-inspection;
- A proportion of monitoring activity should be conducted jointly by cleaning services staff, front-line staff and representatives from Operating Divisions' Infection Control Teams;
- Detailed monitoring outcomes should be shared with front-line staff while higher level, summarised monitoring outcomes should be shared across the organisation and placed in the public domain;
- Systems should include mechanisms to gather the views of patients and, where appropriate, their relatives with regard to the standards of cleanliness being attained;
- Record keeping of monitoring activity should be capable of validation and systematic audit.

3.3 **Audit**

3.3.1 Audit activity should centre on the review of systems, policies and procedures which organisations have in place to manage their cleaning services operations.

3.3.2 While providers of cleaning services will undertake normally a significant part of the audit activity, good practice requires the involvement of others in periodic audit. For example, NHS QIS HAI Standards for Cleaning Services require the

involvement of Operating Divisions' internal auditors to undertake periodic audits. Some organisations may also be subjected to audit by external bodies in the context of accreditation.

3.3.3 Cleaning services' audit processes must be capable of assessing the effectiveness and accuracy of day-to-day monitoring activity. Audit approaches should also be employed to assess other areas of cleaning services activities including:

- Training and development (content, efficacy, volume against plans, record keeping);
- Accident/incident reporting;
- Availability/evidence of risk assessments;
- Absence statistics;
- Attainment of national standards.

3.3.4 Audit Scotland has developed an audit tool which was used to assess standards of cleanliness subsequently reported in 'Hospital Cleaning' (January 2003). The Group believe there is merit in this audit tool being developed for on-going use across NHSScotland.

3.3.5 The Group has also considered the 'peer review' approach as an integral part of the cleaning services' audit and, notwithstanding some of the shortcomings of the approach encountered in its operation in the context of Audit Scotland's follow-up audit. 'Hospital Cleaning' (2003), has concluded that periodic peer review should become a feature of organisations' arrangements for assessing the standards of cleanliness being achieved and the reliability of their own monitoring processes. The Group recommends that the peer review audit tool is further refined.

3.4 **Benchmarking**

3.4.1 Audit Scotland's "A clean bill of health?" identified benchmarking as good practice capable of helping Operating Divisions identify where and how they can do better. Benchmarking is, therefore, consistent with the continuous improvement ethos which the cleaning service within an organisation should display.

3.4.2 In undertaking benchmarking activities, it is important to identify and use both cost and quality information to assess performance. Comparing processes across organisations (e.g. how the job is done, how the service is provided) should also be part of benchmarking activity, as context often enables comprehension of numerical and qualitative data.

3.4.3 'A clean bill of health?' recommended that organisations must agree core indicators of cost, quality and productivity to allow comparisons of performance. Audit against NHS QIS standards has highlighted the considerable scope which exists to improve performance in this area, leading to agreement across

NHSScotland of core benchmarks to be used on a regular basis. The Group recognises that while progress has been made (either by organisations acting unilaterally or working collectively as members of benchmarking groups), coordinated action across Scotland has yet to be achieved. The Group therefore recommends that a renewed focus on benchmarking is established across NHSScotland to produce properly researched benchmarks to be used by all NHSScotland organisations on a regular basis, in line with current practice elsewhere in the NHS.

3.5 Summary

Performance management is an integral part of cleaning service provision and best carried out with full involvement of service providers. A robust framework for performance management now exists across NHSScotland covering all aspects of cleaning services – from the activities of staff carrying out day-to-day cleaning tasks to the strategic responsibilities of managers engaged in the longer term planning of the service. Organisations must ensure the framework is used effectively in the planning and execution of performance management systems, through which effectiveness, efficiency and overall value can be assessed and improved.

4. STAFF TRAINING AND DEVELOPMENT

4.1 Introduction

4.1.1 Due to the diversity of needs in cleaning and operating healthcare facilities and the requirements of legislation, a structured training programme needs to be developed and implemented for all relevant staff.

4.1.2 Although training arrangements may vary from location-to-location, the training of all grades of staff involved in the cleaning process must include specific training on infection control issues.

4.1.3 NHS QIS HAI Cleaning Services Standards outlines training requirements for healthcare cleaning service managers and staff.

4.2 Training/Staff Competence

4.2.1 Staff training must be an integral component of the management of cleaning services. A planned and documented training programme is therefore required for staff to become fully competent to carry out all tasks required of them. Staff should have the ability and support to do a good job through:

- A clear and precise training programme, which is regularly reviewed and updated;
- Up-to-date training records and support throughout the training process;
- A strategy for the education and training of staff, which takes cognisance of NHSScotland guidance on training and lifelong learning. Personal development plans should also be developed to support the staff training needs.

Organisations may choose to further develop their own training programmes in line with the Scottish Vocational Qualifications (SVQ) framework, which require to be accredited by the Scottish Qualifications Authority and allow staff access to this training.

4.2.2 Staff training levels for managers and staff must be commensurate with their work responsibility/activity. Staff with supervisory responsibilities should be encouraged and supported to undertake appropriate qualifications in supervisory management. Managers should hold an appropriate qualification, preferably at diploma level.

4.2.3 Where managers/appropriate responsible persons are involved in the training of staff, adequate protected time must be made available for these duties.

4.2.4 All new staff must receive an organisational corporate induction programme. This should also be complimented by local induction training whereby the new member of staff is adequately supervised until they reach an appropriate standard. The induction programme for all staff with responsibility for cleaning must be documented and should as a minimum include the following:

- Customer service/care
- Hand hygiene/chain of infection
- Personal hygiene
- Infection control
- Basic cleaning techniques
- Health & Safety policies (including manual handling and Control of Substances Hazardous to Health, COSHH Regulations 2002)
- Areas of responsibility
- Use of protective clothing
- Dealing with spillages
- Waste disposal
- Cleaning and storage of equipment
- Any additional duties, e.g. food handling

4.2.5 It is important that staff involved in training others have sufficient knowledge and expertise to direct and instruct staff on all aspects of the cleaning process. It is therefore essential that these individuals receive training to an appropriate level to ensure that they are competent to undertake this task. Training should include the following:

- Infection control
- Legislative change
- Risk assessment
- New equipment/technology
- Approved codes of practice
- Local policies
- Training skills
- Service monitoring

Review of Training Programmes

4.2.6 Refresher training programmes for all grades of staff including managers should be developed and personal development plans produced where appropriate.

4.2.7 A record of all training should be maintained and refresher training provided to all staff on a regular basis.

4.2.8 The content of training programmes must be subject to regular review and updated frequently, so that best practice, new developments and any legislative changes are incorporated.

4.2.9 To further promote and underpin consistency in training, it is recommended that there should be national reference materials/packages available throughout NHSScotland.

4.3 Summary

4.3.1 Staff training and development is a core activity in any department involved in the cleaning service and a structured approach to training should be developed and controlled by an appropriate service manager, with direct input from Infection Control Nurses and other relevant healthcare professionals, where possible.

4.3.2 Organisations should ensure that the method of training delivery is readily accessible to all staff involved in the provision of the service and that training levels and technical competency are standardised throughout shift patterns.

4.3.3 Training programmes should be systematically applied and may well include a variety of training techniques including “classroom” and “on the job” training sessions.

4.3.4 Training programmes should be evaluated regularly to ensure that they meet the needs of the service and that staff are able to readily assimilate the information provided to them.

4.3.5 On-going training should take cognisance of the outcomes of monitoring reports, skills audits or competency reviews by appropriate responsible persons or managers.

5. GUIDE TO CLEANING SERVICES SPECIFICATION

5.1 Introduction

This section provides guidance on the interpretation and local application of the Cleaning Services Specification. It should be read in conjunction with the main document (at Section 6, Cleaning Services Specification).

For an input specification, the provision of frequencies is essential. The group considered:

- The original SCOTMEG frequencies (August 1987) and those published in December 2001;
- Edition Two in June 2003 by the Association of Domestic Management.

While, in the main, these have been merged into one document, there is one important difference in that recommended frequencies as opposed to minimum frequencies have been provided.

5.2 TASK DEFINITION/QUALITY STANDARDS (Pages 19-31)

- These are arranged by surface/category to be cleaned and include all relevant tasks.
- Each surface/category is allocated a number indicating Task Group number and running from Group 1 - Group 21.

TASK GROUP	DESCRIPTION	PAGE NO
Task Group 1	Hard Floor	19
Task Group 2	Soft Floor	21
Task Group 3	Toilet, sinks, basins, baths, taps and fixtures	22
Task Group 4	Furniture, fixtures, fittings and soft furnishings	22
Task Group 5	Low level surfaces	23
Task Group 6	High level surfaces	24
Task Group 7	Telephones	24
Task Group 8	Paintwork - walls and doors	24
Task Group 9	Glass partitions and panels and ceramic wall tiles	25
Task Group 10	Curtains/screens	25
Task Group 11	Window blinds	25
Task Group 12	Hand hygiene/consumable products	26
Task Group 13	Ashtrays	26
Task Group 14	Refuse	26

TASK GROUP	DESCRIPTION	PAGE NO
Task Group 15	Kitchen/serveries, fixtures, fittings and appliances	27
Task Group 16	Cleaning equipment	29
Task Group 17	Clean/check clean	29
Task Group 18	Patient transport vehicles	30
Task Group 19	Colour coding	31
Task Group 20	Mop laundering	31
Task Group 21	Reporting of faults	31

- Within the group, the required tasks are allocated numbers (e.g. Task Group 1 Hard Floors, Task 1.1 – 1.13)
- At the end of each section, REQUIRED OUTCOME MEASURES relating to these surfaces/categories/task groups are included.

5.3 Index to Activity Codes (page 32-44)

Activity codes to be applied to all patient accommodation and transport are defined on the basis of risk categories.

Within each Activity Code, the typical Room Type and Area are listed and codes applied (e.g. A1, D3)

Examples of how patient accommodation is classified is included within the headings.

ALPHABETICAL CODE	PATIENT ACCOMMODATION CATEGORY
A Code	In-patient Acute
B Code	High Risk In-patient
C Code	In-patient Continuing Care
D Code	Clinical Departments
E Code	Non Clinical Departments
F Code	Residential Accommodation
G Code	Clinic And Health Centres
H Code	Very High Risk Theatres, Transplant, ICU, CICU, NICU
I Code	Laboratory, Pharmacy, Sterile Fluid Preparation, SSD
J Code	Patient Transport Vehicles
K Code	Daily Clean Isolation Room
L Code	Discharge Clean
M Code	Terminal Clean

NB – Ambulatory Care and Diagnostic Centres (ACAD)

A cleaning services specification for these units was beyond the scope of this document. ACAD services are still themselves at the development stage and

therefore an accurate assessment of the service level required is not possible to quantify currently.

5.4 Specification Codes - Frequency Templates (page 45-181)

The results of Audit Scotland's survey (in May 2002), indicated that some organisations were not meeting the minimum level of cleanliness required. The Group therefore decided that the approach to frequencies should be more prescriptive, where appropriate, in order to encourage and promote consistent levels of cleanliness throughout healthcare facilities. Recommended frequencies, however, could be subject to a local risk assessment. This would not only take account of local policies but would allow an organisation the opportunity to demonstrate, by reference to risk assessment, the need to deviate from a recommended frequency.

Examples of Risk Assessment

- A theatre which is in use five out of a possible 10 sessions, could have its frequency reduced to reflect the under-utilisation of the area, in comparison with an emergency theatre, which can be in use 24hrs a day, seven days a week, would require an increase in cleaning frequency to reflect usage.
- An in-patient ward which closes at the weekend may, after risk assessment, have its cleaning frequencies reduced, in comparison with an in-patient receiving-ward (admitting and discharging large numbers of patients on a daily basis), may require to have its cleaning frequency increased to reflect activity in the area.
- A ward area could be assessed as low risk, but the admission of a patient with a specific condition could change this risk rating to high. It should be recognised that healthcare environments are dynamic situations requiring ongoing review at local level.

Within this section, there are a number of issues which should also be highlighted:

- The document is based on a template and as such, some Task Groups and/or areas will not be applicable in all healthcare settings.
- Where no frequency is specified, it is assumed that these areas will be subject to local policy.
- No recommendation/frequency is provided for soft flooring in isolation rooms because this type of flooring should not be present in these areas.
- Local flexibility is required for discharge cleaning in order that the planned daily programmed clean can be reprogrammed/reallocated to avoid the requirement for additional cleaning input.
- A terminal clean is defined as a procedure required to ensure that an area has been cleaned/decontaminated following discharge of a patient with an infection (i.e. alert organism or communicable disease) in order to ensure a safe environment for the next patient.

5.4.1 Frequency Template detail

X below **full (cleans)** or **check** denotes nature of clean

Cleaning frequency is indicated by numeric entry under **week, month or year**

- 7 = Monday – Sunday
- 5 = Monday – Friday
- 2 = Saturday/Sunday
- 7/7 = 7 full/7 check
- 5/2 = 5 full Monday - Friday/2 check Saturday/Sunday
- 7/14 = 7 full/14 check
- 7/21 = 7 full/21 check
- 1/4 = 1 full/4 check
- 1/6 = 1 full/6 check
- 14/14 = 14 full/14 check
- 10/4 = 10 full Monday - Friday/4 check Saturday/Sunday

Example:

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X	X	7/7			1.1	
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean or sweep	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress	X					1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	

5.5 Sample Templates

5.5.1 Template 1: Locations at which Services are to be Provided (page 182)

A sample template to evidence that the Cleaning Service Provider is aware of all locations, operating norms and has developed a cleaning specification in conjunction with the Infection Control Team.

5.5.2 Template 2: Specification Details (page 183)

A sample template to evidence that the Cleaning Service Provider is including all elements of the specification and the following is a guide to completing this particular template.

1 LOCATION CODE OR ROOM NUMBER

As per location and room identification. Reference floor plans.

2 DESCRIPTION

Room function / activity

3 FLOOR AREA

Size of location/room as per scale floor plans.

4 FLOOR TYPE

Example - carpet

Proprietary brand flooring manufacturer's technical maintenance recommendations/instructions should be reviewed to ensure compliance with cleaning methodologies and frequencies detailed in this specification.

Coding symbols for types of floor coverings as follows:

CODE	TYPE
P.V.C.	All vinyl floors
N.S.V.	Non slip vinyl
W	Wood
R	Rubber
LINO	Lino
T	Terrazzo

Comp.	Composition
Con.	Concrete
CORK	Cork
Q.T.	Quarry Tiles
A.S.T.	Anti-static Terrazzo
A.S.V.	Anti-static Vinyl
C	Carpet (wool/nylon)
L.P.C.	Low Profile Carpet

5 DOMESTIC SERVICES CODE

As defined in Task Groups 1 to 21.

6 PERIOD WHEN PRESENCE IS REQUIRED

Presence is defined as physical presence in the area when work must be scheduled at the time(s) specified.

7 PERIOD WHEN COVER IS REQUIRED

Defined as the time(s) when the Cleaning Service Provider is permitted to carry out the work as specified in the schedule and is required to have a member of staff available, possibly working elsewhere, to deal with unpredictable contingencies e.g. response to outbreak control plan, discharge cleaning, terminal cleaning.

8 PERIOD WHEN WORK MAY NOT BE SCHEDULED

Defined as the period when the cleaning service provider is denied access to the specified location.

9 REMARKS

Remarks defined as additional information relating to the specified location as detailed.

5.5.3 Sample Template 3: Specification of local requirements (page 184)

A sample template to enable the cleaning service provider to identify local variations as required.

6. Cleaning Services Specification

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Task Definition/Quality Standards	19-31
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TASK DEFINITION/QUALITY STANDARDS

HARD FLOOR TASK GROUP 1

1.1	<u>Remove Debris</u> Pick up litter which cannot/should not be removed by suction cleaning. This could include paper towels, tissues, empty drinks cans, apple cores and similar items.
1.2	<u>Mop Sweep</u> Remove dust and litter from all hard floor surfaces including floor edges and corners using dust control mops which are either of the impregnated yarn type, anti-static type or are part of a disposable system.
1.3	<u>Suction Clean</u> Remove dry dust and soil using dry suction equipment complying with three stage filtration In-patient areas. This process includes floor edges and corners. Check filters and replace per manufacturers instructions.
1.4	<u>Damp Mop</u> Remove soil and dirt from hard floors using a cotton or mixed fibre mop and appropriate cleaning agent in solution with hand hot water. Mop water should be changed at least once per 15 minutes and at the commencement of a different location type. When damp mopping corridors or circulation areas, leave a dry margin for "Traffic" to pass, for safety purposes, using at all times warning signs, when floors are wet.
1.5	<u>Spot Mop (Referred to as 'Check Clean' on Definition Sheet) :</u> As part of the check cleaning process, remove spots, spillage or ingrained dirt from hard floors using the same method as for damp mopping. Clinical Staff / Health Care Professionals are responsible for the disinfection process of spillages of urine, faeces, vomit or blood in clinical areas. NB. All spots and spillages of a hazardous nature must be removed immediately. Hazardous can mean spillage likely to cause accidents to staff, patients, visitors, through falling or spillage which is hazardous from a Control of Infection view point.
1.6	<u>Spray Clean (Non clinical areas only)</u> Carry out after first mop sweeping or suction cleaning. Then, using a prepared liquid solution in a hand-spray, spray an appropriate amount onto the hard floor. Using a high-speed polisher with an appropriate pad, pass the machine over the hard floor until the surface is clean, dry, dust free and an acceptable finish is achieved, taking care to avoid wandering cables. Spray cleaning should not be carried out on terrazzo, concrete, non-slip flooring or anti-static flooring. Solution should be discarded on completion of task.
1.7	<u>Buff/Burnish</u> Carry out after routine damp mopping or scrub/re-dress. Pass machine over floor from side to side and at the same time, ensuring minimum overlap of pad or brush attachment on each pass.
1.8	<u>Scrub</u> Remove floor soil, ingrained dirt and scuff marks using a mechanical scrubbing machine, an appropriate pad/brush and appropriate cleaning agent in solution with hand hot water. Using a wet pick-up where suitable, or mop dry the floor surface, rinse and dry hard floors.

1.9	<p><u>Strip/re-dress</u></p> <p>Remove furniture and dry mop sweep or suction clean area to be treated. Apply floor dressing remover, mixed in accordance with manufacturer's instructions, scrub floor a section at a time until the whole area has been re-treated. Use hand pad to treat perimeter. Suction dry entire area to remove slurry. Damp mop rinse floor with clean water to neutralise. Allow floor to dry thoroughly. Apply coats of polish/dressing according to manufacturer's instructions, using polish applicator, allow each coat to dry. Buff all areas when last coat has completely dried.</p> <p>Throughout process leave dry margin for "traffic" to pass, for safety purposes, Caution/ wet floor cleaning in progress signs to be positioned and visible on floor being treated.</p>
1.10	<p><u>Manual Scrub</u></p> <p>The removal of ingrained dirt and soil from hard floor surfaces, using the appropriate Manual Scrubber. Rigorous hand action to be used on scrubber pad.</p> <p>Colour coded protective gloves must be worn.</p> <p>Leave dry margin for "traffic" to pass, for safety purposes, caution/wet floor cleaning in progress sign to be positioned and visible on floor being treated.</p>
1.11	<p><u>Suction Dry</u></p> <p>Indicates the use of mechanical wet-pick-up equipment complying with three stage filtration In-patient areas to remove water/slurry from floor after scrubbing.</p>
1.12	<p><u>Anti-Static Flooring</u></p> <p>Testing of anti-static properties will take place periodically in accordance with local policy. Test failing may require remedial action by the Domestic Service Department and namely increased frequency of tasks 1.8 and 1.11; followed by re-testing of anti-static properties and as required repeating of tasks 1.8 and 1.11 until satisfactory readings are achieved.</p>
1.13	<p><u>Hand Sweeping</u></p> <p>The removal of dust, dirt, litter from floor/ground surfaces using appropriate brush. This process is only for specific areas e.g. outside entrances/garden patios.</p>
<p><u>REQUIRED OUTCOME MEASURES</u></p> <ul style="list-style-type: none"> ● The floor is free of dust, grit, litter, chewing gum, marks and spots, water or other liquids. ● The floor is free of polish or other build-up at the edges and corners or in traffic lanes. ● The floor is free of spots, scuffs or scratches on traffic lanes, around furniture and at pivot points. ● Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots. ● Polished or buffed floors are of a uniform lustre. ● Appropriate signage and precautions are taken regarding pedestrian safety on newly cleaned or wet floors. 	

SOFT FLOOR TASK GROUP 2

2.1	<u>Remove debris</u> Pick up litter which cannot/should not be removed by suction cleaning. This could include paper towels, tissues, empty drinks cans, apple cores and similar items.
2.2	<u>Suction Clean</u> Remove dry dust and soil using dry suction equipment complying with three stage filtration In-patient areas. This process includes floor edges and corners. Check filters and replace per manufacturers instructions.
2.3	<u>Remove Spots and Spillages</u> Inspect area and remove all visible dust and debris, chewing gum, etc. from floors. Remove spills and stains from soft floor covering using as appropriate a neutral detergent /carpet shampoo/urine neutraliser solution. Leave warning sign of wet area. Vacuum when dry. Using as appropriate for size of stain, hand kits or deep clean equipment.
2.4	<u>Deep Clean</u> The restoration of appearance and the removal of soil/stains from carpeting. Suction clean carpet prior to deep cleaning. Protect the feet of furniture, which cannot be moved, with strips of cardboard or plastic. Spot clean heavy stains. Follow manufacturer's instructions for deep cleaning. A suitable cleaning product and method should be used which will not damage the fibre structure or colour of carpet. Care should be taken not to cause shrinkage or colour run. Open doors and windows where possible to assist drying. Suction clean carpet when dry, using at all times warning signs when floor is wet.
2.5	<u>Apply Carpet Protector</u> In view of the odour associated with most proprietary products and the need for "drying time" afterwards this duty should only be carried out after discussion with client. Also it must be carried out as soon as possible after a deep clean. Using the approved spray applicator and after ensuring optimum ventilation possible, apply carpet protector to the whole of the area in accordance with manufacturer's instructions. Leave notices warning against "traffic" on the carpet and remove when dry.
<u>REQUIRED OUTCOME MEASURES</u>	
<ul style="list-style-type: none">• The floor is free of dust, grit, litter, chewing gum, marks and spots, water or other liquids.• The floor is free of stains, spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.• Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots.• Carpets are of an even appearance without flattened pile. After deep cleaning, there is no shrinkage, colour loss or embrittlement of fibres.• Barrier matting zones are free from ingrained dust, dirt and stains.	

TOILET, SINKS, BASINS, BATHS, TAPS AND FIXTURES TASK GROUP 3

3.1 **Clean**

Wearing colour coded protective gloves, clear any debris. Damp clean using disposable paper/cloth, fresh solution of neutral detergent and hand hot water.

For toilets, bidets, urinals use sanitizer, in accordance with Organisation Policy. Rinse all surfaces.

Dry and buff the mirror, metal and ceramic surface.

This process applies to wash basins and surrounds, sinks and surrounds, baths, showers, toilets, bidets, urinals, commodes, mirrors, soap and towel dispensers, toilet brushes and holders, toileting and bathing aids non-slip bath/shower mats, partitions, pipes, fixtures and drinking fountains.

Report dripping taps, chipped or cracked sanitary ware, loose fittings and any other faults to the appropriate responsible person.

3.2 **Descal**

Descal toilets/urinals in accordance with Organisation Policy and following manufacture's instructions.

REQUIRED OUTCOME MEASURES

- Porcelain, cubicle rails and plastic surfaces are free from smudges, smears, body fluids, soap build-up and mineral deposits.
- Metal surfaces, shower screens and mirrors are free from streaks, soil, smudges, soap build-up and oxide deposits.
- Wall tiles and wall fixtures (including soap dispensers and towel holders) are free of dust, grit, smudges/streaks, mould, soap build-up and mineral deposits.
- Shower curtains and bath mats are free from stains, smudges, smears, odours, mould and body fluids.
- Plumbing fixtures are free of smudges, dust, soap build-up and mineral deposits.
- Bathroom fixtures are free from unpleasant or distasteful odours.
- Polished surfaces are of a uniform lustre.
- Sanitary disposal units are clean and functional.
- Consumable items are in sufficient supply.
- Waste is removed in accordance with the Service Standards of the Waste Management Service Level Specification or Local Policy

FURNITURE, FIXTURES, FITTINGS AND SOFT FURNISHINGS TASK GROUP 4

4.1 **Remove Debris**

4.2 **Damp Clean**

Wearing colour coded protective gloves, damp clean using disposable paper or disposable cloth immersed in hand hot water containing correctly measured cleaning solution and wring out as dry as possible.

Change cleaning solution when dirty and at least once per 15 minutes and prior to moving to different location/area.

This process applies to desks, lockers, beds, tables, overbed tables, examination couches, chairs, overchair tables, wheelchairs, soft play equipment, cabinets, bed lights, examination lights, light switches, control panels, patient call buttons, worktops, pictures, TV and hi-fi equipment, including remote controls, trolleys, radiators, and pipe work, ledges, fire extinguishers, decorative plants, trees and containers.

4.3 **Periodic cleaning according to type, (including fabric upholstered chairs, non clinical areas)**

To be performed in rotation and according to local specification/policy

4.4 **Clean all Wheels, castors and lower part of bed frames**

To be performed in rotation and according to local specification/policy

REQUIRED OUTCOME MEASURES

- Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillage.
- Soft furnishings are free from stains, soil, film and dust.
- Furniture legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs.
- Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots.
- All high surfaces are free from dust and cobwebs.
- Equipment is free of tapes/plastic, etc., which may compromise cleaning.
- Furniture has no unpleasant or distasteful odour.
- Shelves, bench tops, cupboards and wardrobes/lockers are clean inside and out and free of dust, litter or stains.
- Internal plants are free of dust and litter.

* The Local Policy must determine who has responsibility for cleaning patient equipment, especially when stained with body fluids.

LOW LEVEL SURFACES TASK GROUP 5

5.1 **Damp Clean**

Wearing colour coded protective gloves, damp clean using disposable paper or disposable cloth immersed in hand hot water containing correctly measured cleaning solution and wring out as dry as possible. Change cleaning solution when dirty and at least once per 15 minutes and prior to moving to different location/area.

This process applies to dado rails, window ledges, door frames, vents, partition ledges, pipes and skirtings and any other surface which might attract dust, graffiti and any form of spillage.

REQUIRED OUTCOME MEASURES

- Internal and external walls and ceilings are free of dust, grit, lint, soil, film, graffiti and cobwebs.
- Walls and ceilings are free of marks caused by furniture, equipment or users of the Organisation Site.
- Light switches are free of fingerprints, scuffs and any other marks.
- Light fittings are free of dust, grit, lint and cobwebs.

HIGH LEVEL SURFACES TASK GROUP 6

- 6.1 **Clean wall surfaces, ledges, cabinets, furnishings, pipes, direction signs and curtain rails**
Use either suction cleaner or dust mop with appropriate attachments. Clean all accessible dry surfaces, including edges and corners. In sanitary areas, dust mop down to tile level and damp clean tiled area.
Include high level internal glass surfaces.
This process applies to window ledges, partition ledges and any other surface which might attract dust, and any form of spillage.

REQUIRED OUTCOME MEASURES

- Internal and external walls and horizontal surfaces are free of dust, grit, lint, soil, film, graffiti and cobwebs.
- Walls and ceilings are free of marks caused by furniture, equipment or site users.

TELEPHONES TASK GROUP 7

- 7.1 **Damp Clean**
Wearing colour coded protective gloves, damp clean using disposable paper or disposable cloth immersed in hand hot water containing correctly measured cleaning solution and wring out as dry as possible. Remove all soil.

REQUIRED OUTCOME MEASURES

- Telephone is visibly clean

PAINTWORK - WALLS AND DOORS TASK GROUP 8

- 8.1 **Remove Marks**
Wearing colour coded protective gloves, damp clean using disposable paper or disposable cloth immersed in hand hot water containing correctly measured cleaning solution and wring out as dry as possible, remove all forms of soiling and graffiti. Change cleaning solution when dirty and at least once per 15 minutes and prior to moving to different locations.

REQUIRED OUTCOME MEASURES

- Internal and external doors and doorframes are free of dust, grit, lint, chewing gum, soil, film, fingerprints and cobwebs.
- Doors and doorframes are free of marks caused by furniture, equipment or staff.
- Air vents, grilles and other ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobwebs, scuffs and any other marks.
- Door tracks and door jambs are free of grit and other debris.

GLASS PARTITIONS AND PANELS AND CERAMIC WALL TILES TASK GROUP 9

9.1 **Clean**
Wearing colour coded protective gloves damp clean using disposable cloth/paper immersed in hand hot water containing cleaning solution. Rinse and wring out cloth/paper in clean water and wipe area as dry as possible. Remove smears with dry disposable cloth/paper. Report cracked/broken glass to appropriate responsible person.

REQUIRED OUTCOME MEASURES

- Glass partitions, panels and ceramic wall tiles should be free from dust, soil, smears, finger prints and have a polished finish.
- External and internal surfaces of glass are clear of all streaks, chewing gum, spots and marks, including fingerprints and smudges.
- Window frames, tracks and ledges are clear and free of dust, grit, marks and spots.

CURTAINS/SCREENS TASK GROUP 10

10.1 **Change Bed/Trolley Screens**

10.2 **Change Bed/Cubicle Curtain**

10.3 **Change Window Curtains**

10.4 **Shower Curtains - Damp Wipe**

10.5 **Shower Curtains - Remove and Change**

10.6 **Net Curtains - Remove and change**

REQUIRED OUTCOME MEASURE

- Curtains, blinds and drapes are free from stains, dust, cobwebs, lint. Cords shall be clean and knot free.

WINDOW BLINDS TASK GROUP 11

11.1 **Suction Clean**
Remove dry dust and soil using suction clean complying with three stage filtration In-patient areas.

11.2 **Remove and Clean**
Source specialist clean - to be performed in accordance with local policy.

11.3 **Opening and Closing mechanism**

REQUIRED OUTCOME MEASURE

- Curtains, blinds and drapes are free from stains, dust, cobwebs, lint. Cords shall be clean and knot free.

HAND HYGIENE PRODUCTS TASK GROUP 12

12.1 **Replenish Consumable Supplies**

Ensure sufficient supplies to cover requirements until next routine clean or check. Supplies include liquid hand soap, paper hand towels, paper rolls, toilet tissue and toilet rolls.

REQUIRED OUTCOME MEASURE

- Consumable items are in sufficient supply.

ASHTRAYS TASK GROUP 13

13.1 **Empty and Clean**

Wearing colour coded protective gloves clean using damp paper and neutral detergent in solution. Dry.

REQUIRED OUTCOME MEASURE

- Ashtray is visibly clean.

REFUSE TASK GROUP 14

14.1 **Collect and Dispose**

Collect and dispose of refuse from holders, and containers in accordance with local policy.

14.2 **Clean Holders/Containers**

Wearing colour coded protective gloves damp clean outside and then inside of holder/container with disposable paper or disposable cloth immersed in correctly measured solution of neutral detergent and wring out as dry as possible, removing all forms of soiling and graffiti and dry. Change solution when dirty and at each change of location. Large enclosed type receptacles will require to be specially cleaned in accordance with local policy. Report mechanical failures e.g. broken lids / foot pedals to the appropriate responsible person,

14.3 **Replace Disposable Liners/Containers**

To be performed in accordance with local policy.

REQUIRED OUTCOME MEASURES

- Waste/rubbish bins or containers are clean inside and out, free of stains and mechanically intact.
- Waste is removed in accordance with the Service Standards of the Waste Management Service Level Specification or local policy.

KITCHEN/SERVERY, FIXTURES, FITTINGS AND APPLIANCES TASK GROUP 15

15.	<p><u>KITCHEN, FIXTURES, FITTINGS AND APPLIANCES</u> Cleaning materials for use in food preparation areas must be dedicated for the purpose and stored in the area. All equipment should be cleaned with reference to manufacturers recommendations.</p>
15.1	<p><u>Clean Spillages</u></p>
15.2	<p><u>Damp Clean External Surfaces</u> To be performed in accordance with local policy</p>
15.3	<p><u>Defrost Refrigerator and Clean</u> Switch off appliance. Remove all contents and store at appropriate temperature. Wearing colour coded protective gloves remove ice trays and shelves and wash and dry. When completely defrosted, empty drip tray. Clean outside of fridge with hand hot water and neutral detergent. Damp clean inside of fridge and inside door paying special attention to seals. Re-assemble trays and shelves in fridge and switch on. Re-stock fridge when appropriate temperature has been achieved (1°C - 4°C). Wash and dry equipment.</p>
15.4	<p><u>Defrost Deep Freeze and Clean</u> Switch off appliance. Remove stock and store at appropriate temperature. Wearing colour coded protective gloves wash trays/shelves in solution of correctly measured neutral detergent, rinse and dry. Clean outside of deep freeze with solution of correctly measured neutral detergent. Once defrosted damp clean inside of deep freeze and inside of door paying special attention to seals. Rinse and dry. Re-assemble trays and shelves in deep freezer, switch on and when appropriate temperature has been achieved (- 18°C - 22°C) re-stock.</p>
15.5	<p><u>Icemakers</u> Reference Local Standard Operating Procedure. 1) The storage compartment should be cleaned weekly to prevent the build up of bacteria. 2) <u>To clean the icemaker minimum frequency 26/52.</u> a) remove all ice from the storage compartment. b) wash the ice storage compartment with a solution of general purpose neutral detergent and a disposable cloth or paper. c) Rinse the compartment with clean potable water d) Using a solution of sodium hypochlorite 125ppm, rinse compartment again. e) Rinse with clean potable water and dry thoroughly. 3) The ice that has been removed from the machine to allow for cleaning should be disposed of and it SHOULD NOT be returned to the ice machine. 4) The exterior surfaces of the ice machine, particularly the door/hatch of the ice storage compartment, must be kept clean.</p>
15.6	<p><u>Strip and Clean Cooker</u> Wearing colour coded protective gloves, switch off cooker at power point, remove spillage tray, oven trays, grill tray, pan rests and soak in solution of correctly measured neutral detergent. Clean inside and outside of cover/grill including internal and external doors, removing all debris and build-up of dirt. Rinse and dry. Clean hob, burners/rings and controls using solution of correctly measured neutral detergent, rinse and dry. Clean spillage tray, oven tray, grill trays, pan rests. Rinse and dry. Re-assemble components of cooker. Switch on cooker at power point.</p>
15.7	<p><u>Clean behind and under appliances</u></p>

15.8 **Clean shelves and interior of cupboards**
Damp clean as per furniture and fittings ensuring cleaning material is suitable for food use area.

15.9 **Other Kitchen Appliances (To include food processor/mixer, toasters, water boilers, milk refrigerators, for example)**
To be performed in accordance with local policy.

15.10 **Clean Heated Cabinets /Hot cupboards /Regen Trolleys**
Power supply must be switched off for this task. Wear colour coded protective gloves.
Cabinets Damp clean using appropriate disposable cloth/paper product, hand hot water and detergent. Use pad to remove any build-up. Rinse and allow to dry.
Cupboards As with cabinets, but daily power cannot go off and so beware of 'Burns Hazard'. At agreed interval arrange for engineers to switch off. Scrub thoroughly.
Regen Trolley Ensure the trolley has cooled down completely and is isolated from the electric supply before cleaning. Pay close attention to manufactures instructions for cleaning. Remove all grids and wash in hand hot water and detergent solution. Remove fan shield, wash, rinse and air dry. Wash inside of oven rinse, air dry and re-assemble. Remove door gasket, wash, rinse and air dry.

15.11 **Clean Microwave Oven**
Wear colour coded protective gloves. Damp clean inside of cooker – remove and clean turntable/tray as appropriate. Use appropriate disposable cloth / paper product, hand hot water and detergent pay close attention to manufacturer's instructions for cleaning.

15.12 **Clean Kitchen Trolleys Including Wheels**
Trolleys must be damp cleaned after use, including edges and handles. Trays should be lifted out to facilitate the cleaning of edges.

15.13 **Clean Waste Disposal Units**
All splashes and food deposits must be cleaned off after each use.

REQUIRED OUTCOME MEASURES

- Fixtures, surfaces and appliances are free of grease, dirt, dust, deposits, marks, stains and cobwebs.
- Electrical and cooking fixtures and appliances are kept free from signs of use or non-use.
- Cooker hoods (interior and exterior) and filters are free of grease and dirt on inner and outer surfaces.
- When cleaning food preparation areas, fixtures or appliances, the requirements of the Royal Environmental Health Institute of Scotland or the Royal Institute of Public Health and Hygiene, as appropriate, must be satisfied.
- Motor vents, etc., are clean and free of dust and lint.
- Refrigerators/freezers are clean and free of ice build-up.
- Waste is removed in accordance with the Service Standards of the Waste Management Service Level Specification or local policy.

CLEANING EQUIPMENT TASK GROUP 16

16.	<u>CLEANING EQUIPMENT</u> Includes all mechanical and hand equipment, cleaning trolleys, caution “cleaning in progress” signs
16.1	Remove all loose dust and soil.
16.2	Remove paper bag from suction cleaner and replace. As necessary replace filter to manufacturers recommendations.
16.3	Empty solution and collection tanks, clean with correctly measured solution of appropriate detergent, rinse and dry.
16.4	Wash Mop Heads, Buckets and Receptacles. Rinse, clean, dry and store, as per colour code segregation policy. Mop heads must be detachable and air dried after use. Full laundering and drying to ensure thermal disinfection must be carried out as per local policy.
16.5	Remove Attachments Wash, rinse, dry and store as per colour code segregation policy.
16.6	Outer Casing Damp wipe outer casing, handle, flex, with solution of correctly measured detergent, dry and store.
16.7	Report any faults or mechanical failures to the appropriate responsible person.
<u>REQUIRED OUTCOME MEASURES</u>	
<ul style="list-style-type: none"> • Equipment should be clean, dry and serviceable • Equipment should be stored correctly. 	

CLEAN/CHECK CLEAN TASK GROUP 17

17.	<u>Definition of Clean and Check Clean</u>
17.1	<u>Clean</u> Indicates the thorough removal of adherent dust, soil, organic matter and the removal of stains from surfaces, furniture, fittings, floors, etc. to reach an acceptable standard using the agreed cleaning procedures.
17.2	<u>Check Clean</u> This is a visual check of cleanliness, for spots, spillages, general debris etc. at a specified frequency throughout the day. Sufficient cleaning should be carried out to restore the area or item to an acceptable standard using the agreed cleaning procedures.
<u>REQUIRED OUTCOME MEASURES</u>	
<ul style="list-style-type: none"> • See detail task group 1 thru 16. 	

PATIENT TRANSPORT TASK GROUP 18

HARD/SOFT FLOORS

18.1	<u>Remove Debris</u> Remove all litter, e.g. paper tissue, equipment packaging from floor.
18.2	<u>Brush Sweep</u> Using designated brush and shovel remove all debris, e.g. dust, dirt from floor surface including floor edges and corners using designated equipment.
18.3	<u>Wet Mop</u> Using designated mop and bucket, prepare approved cleaning solution, clean floor surface including floor edges and corners. If floor grossly contaminated, change cleaning solution at least once during process. Place 'Wet Floor' hazard sign next to door of vehicle until floor dry.
18.4	<u>Spot Mop (Referred to as 'Check Clean' on Definition Sheet):</u> All spillages [including blood and body fluids] should be decontaminated using designated agent and paper towels, as soon as practicable. Area should be cleaned using designated mop and bucket and approved cleaning solution on return to base station.
18.5	<u>Thorough Clean</u> Remove all movable equipment. Using designated mop and bucket, prepare approved cleaning solution, clean floor surface including floor edges and corners. If floor grossly contaminated, change cleaning solution at least once during process. Place 'Wet Floor' hazard sign next to door of vehicle until floor dry.
18.6	<u>Suction Clean Soft floors</u> Using designated 'vacuum cleaner', remove all visible dust and debris. Replace dirt bag as required. Check filters and replace as per manufacturers instructions.
18.7	<u>Remove Spots and Spillages Soft floors</u> All spillages [including blood and body fluids] should be decontaminated using designated agent and paper towels, as soon as practicable. Area should be valet cleaned on return to base station.
<u>REQUIRED OUTCOME MEASURES</u>	
<ul style="list-style-type: none">• The floor is free from dust, dirt, litter, etc.• The floor edging and corners are free from dust, dirt, litter, etc.• 'Wet Floor' hazard sign is displayed during cleaning process.	

MISCELLANEOUS TASK GROUPS - local policies must be developed

COLOUR CODING TASK GROUP 19

19	<u>Colour Coding</u> Adhere to National or Local Policy.
19.1	<u>Disposable Cloths</u>
19.2	<u>Colour coded protective gloves</u>
19.3	<u>Mop heads</u> Minimum frequency to be determined. Single Use mop heads to be utilised in any outbreak situations.
19.4	<u>Hand equipment</u>

MOP LAUNDERING TASK GROUP 20

20	<u>Mop laundering</u> Adhere to Local Policy.
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REPORTING OF FAULTS TASK GROUP 21

21	<u>Reporting of Faults</u> All defaults relating to environmental surfaces, fittings and mechanical failures should be reported to the appropriate responsible person.
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INDEX OF ACTIVITY CODES A-M

A CODE - IN-PATIENT ACUTE

Specification Code	Room Type	Area	Remarks
A1	Bed Area	In-patient Ward	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location usage.
A2	Day Room	In-patient Ward	
A3	Sanitary Area	In-patient Ward	
A4	Clinical Clean and Dirty Utility Area	In-patient Ward	
A5	Pantry/Kitchen	In-patient Ward	
A6	Offices	In-patient Ward	
A7	Internal Ward/Corridor/ Stairs	In-patient Ward	
A8	Store Room	In-patient Ward	
D9	Staff changing/ sanitary areas	Wards/Departments	
A10	Dining Room	In-patient Wards	
A12	Domestic Services Room	All Areas	
D7	Entrance	Wards/Departments	

B CODE- HIGH RISK IN-PATIENT

Specification Code	Room Type	Area	Remarks
B1	Bed Area	In-patient Ward	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location usage.
A2	Day Room	In-patient Ward	
A3	Sanitary Area	In-patient Ward	
A4	Clinical Clean and Dirty Utility Area	In-patient Ward	
A5	Pantry/Kitchen	In-patient Ward	
A6	Offices	In-patient Ward	
A7	Internal Ward/Corridor/ Stairs	In-patient Ward	
A8	Store Room	In-patient Ward	
D9	Staff changing/sanitary areas	Wards/Departments	
A10	Dining Room	In-patient Ward	
A12	Domestic Services Room	All Areas	
D7	Entrance	Wards/Departments	

C CODE - IN-PATIENT CONTINUING CARE

Specification Code	Room Type	Area	Remarks
A1	Bed Area	In-patient Ward	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location usage .
A2	Day Room	In-patient Ward	
A3	Sanitary Area	In-patient Ward	
A4	Clinical Clean and Dirty Utility Area	In-patient Ward	
A5	Pantry/Kitchen	In-patient Ward	
A6	Offices	In-patient Ward	
A7	Internal Ward/Corridor/Stairs	In-patient Ward	
A8	Store Room	In-patient Ward	
D9	Staff changing/sanitary areas	Wards/Departments	
A10	Dining Room	In-patient Ward	
C11	Day Room/Day Dingin Room/ Recreation	In-patient Ward	
A12	Domestic Services Room	All Areas	
D7	Entrance	Wards/Departments	

D CODE - CLINICAL DEPARTMENTS

Specification Code	Room Type	Area	Remarks
D1	Treatment Room/Patients Changing	Consulting Room/ Departments	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location
D2	Sanitary Area	Departments	
D3	Office	Departments	
A4	Clinical Clean and Dirty Utility Area	Departments	
D5	Rehabilitation Pools/ Changing Rooms	Departments	
D6	Corridor, Stairs and Lifts	Departments	
D7	Entrance	Wards/Departments	
D8	Lecture Room	Departments	
D9	Staff Changing/Sanitary Area	Departments	
D14	Clinical Workshop	Departments	
D16	Store	Departments	
D17	Fire escape stairs	Wards/Departments	
A12	DSR	All areas	

E CODE - NON CLINICAL DEPARTMENTS

Specification Code	Room Type	Area	Remarks
E3	Office non-clinical	Departments	
E4	Computer Services	Departments	
D6	Corridor, Stairs and Lifts	Departments	
D7	Entrance	Wards/Departments	
D8	Lecture Room	Departments	
D9	Staff Changing/Sanitary Area	Departments	
E10	Staff Dining Room/Coffee Lounge	Departments	
E11	Voluntary Services Tea Bar/Cafeteria	Departments	
E12	Shop/Bank	Departments	
E13	Pantry	Departments	
E15	Workshop – Works Dept	Departments	
D16	Store	Departments	
D17	Fire Escape stairs	Departments	
A12	DSR	All areas	

F CODES - RESIDENTIAL ACCOMMODATION

Specification Code	Room Type	Area	Remarks
F1	Bedroom, Bed Sitting Room, Private Sitting Room, Office	Residential Accommodation	
F2	Sanitary Area – Communal	Residential Accommodation	
F3	Sanitary Area – Flat	Residential Accommodation	
F4	Pantry/Kitchen	Residential Accommodation	
F5	On Call room/Relatives Room	Residential Accommodation	
F6	Communal Stairs, Corridor, Entrance, Sitting Room, Recreation Room	Residential Accommodation	
F7	Utility Room	Residential Accommodation	
A12	DSR	All areas	

G CODE - CLINIC AND HEALTH CENTRES

Specification Code	Room Type	Area	Remarks
G1	Consulting Room/ Clinic Treatment Room	Clinics/Health Centres	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location.
G2	Corridor, Waiting Area, Entrance	Clinics/Health Centres	
G3	Public/Patient & Staff Sanitary	Clinics/Health Centres	
G4	Clinically Clean and Dirty Utility Areas	Clinics/Health Centres	
G5	Workshop and Dispensary	Clinics/Health Centres	
G6	Pantry	Clinics/Health Centres	
G7	Office	Clinics/Health Centres	
G8	Staff Changing/Rest Rooms	Clinics/Health Centres	
G9	Lifts and Stairs	Clinics/Health Centres	
G10	High risk Treatment Room	Health Centre	
D16	Store	Clinics/Health Centres	
D17	Fire Escape Stairs	Clinics/Health Centres	
A12	DSR	All areas	

H CODE - VERY HIGH RISK THEATRES, TRANSPLANT, BONE MARROW, ICU, CICU, NICU

Specification Code	Room Type	Area	Remarks
H1	Theatre, Transplant Unit, Bone Marrow, Intensive Care Unit, Cardiac Intensive Care Unit, Neonatal Intensive Care Unit	Very High Risk	
H2	Changing accommodation		

I CODE - LABORATORY, PHARMACY, STERILE FLUID PREPARATION, SSD

<u>Specification Code</u>	<u>Room Type</u>	<u>Area</u>	<u>Remarks</u>
I1	Laboratory, Pharmacy		
I2	Pharmacy sterile fluid preparation, CSSD		
D6	Corridor, Stairs and Lifts	Departments	
D7	Entrance	Wards/Departments	
D9	Staff Changing/Sanitary Area	Departments	

J CODE - PATIENT TRANSPORT VEHICLES

Specification Code	Type	Area	Remarks
J1	Patient Transport Vehicles	Interior	Task Group 18

K CODE – DAILY CLEAN ISOLATION ROOM

Specification Code	Type	Area	Remarks
K	Isolation Room	In-patient area	Task Groups 1 – 16 except 2

L CODE – DISCHARGE CLEAN

Specification Code	Type	Area	Remarks
L	Discharge Clean	In-patient area	Task Groups 1 – 16

M CODE – TERMINAL CLEAN

Specification Code	Type	Area	Remarks
M	Terminal Clean	In-patient area	Task Groups 1 – 16

SPECIFICATION CODE A

FREQUENCY TEMPLATE

IN-PATIENT WARDS - BED AREAS SPECIFICATION CODE A1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X		7			1.1	
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean or sweep	X		5			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	Floors soft							
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Deep clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X				1	4.3	
4.4	Clean all wheels & castors	X				1	4.4	
5.	Low Level Surfaces							
5.1	Damp clean	X	X	1/6			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - BED AREAS SPECIFICATION CODE A1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	<u>Telephones</u>							
7.1	Damp clean	X	X	5/2			7.1	
8.	<u>Paintwork - walls - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10.	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens	X				2	10.1	Local requirement
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains	X				2	10.3	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	7/7			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	Local policy
14.	<u>Refuse</u>							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	1/6			14.2	
14.3	Replace disposable liners/containers	X	X	7/7			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - DAY ROOM
SPECIFICATION CODE **A2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X	X	7/7			1.1	
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean or sweep	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress	X					1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	Floors soft							
2.1	Remove debris	X	X	7/7			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Deep clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels & castors	X			1		4.4	
5.	<u>Low Level Surfaces</u>							
5.1	Damp clean	X	X	1/6			5.1	
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - DAY ROOM SPECIFICATION CODE **A2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	<u>Telephones</u>							
7.1	Damp clean	X	X	5/2			7.1	
8.	<u>Paintwork - walls - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10.	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		7			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	Local policy
14.	<u>Refuse</u>							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	1/6			14.2	
14.3	Replace disposable liners/containers	X	X	7/7			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - SANITARY AREAS SPECIFICATION CODE **A3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X	X	7/7			1.1	
1.2	Mop sweep		X	14			1.2	
OR								
1.3	Suction clean							
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.5	
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X		1			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft furnishings</u>							
4.1	Remove debris	X	X	7/7			4.1	
4.2	Damp clean	X	X	7/7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X	X	1/6			5.1	
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - SANITARY AREAS
SPECIFICATION CODE **A3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	<u>Telephone</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - walls - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10.	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	
10.4	Shower curtains damp clean	X		1			10.4	
10.5	Shower curtains remove and change	X				6	10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X			1	1	11.2	Specialist clean
11.3	Opening and closing mechanism	X					11.3	
12.	<u>Soap and Towels</u>							
12.1	Replenish supplies	X	X	14/14			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X	X	14/14			14.1	
14.2	Clean holders/containers	X	X	10/4			14.2	
14.3	Replace disposable liners/containers	X	X	14/14			14.3	
16.	<u>Cleaning Equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - CLINICAL CLEAN & DIRTY UTILITY AREAS SPECIFICATION CODE **A4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X		7			1.1	
1.2	Mop, sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub/	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type		X		1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - CLINICAL CLEAN & DIRTY UTILITY AREAS SPECIFICATION CODE **A4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X	X	5/2			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X				6	11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X				6	11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	5/2			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	5/2			14.2	
14.3	Replace disposable liners/containers	X		7/7			14.3	
16	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - KITCHEN/SERVERY/PANTRY SPECIFICATION CODE **A5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	According to local policy
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			2		6.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS KITCHEN/SERVERY/PANTRY
SPECIFICATION CODE **A5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		7			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	x	1/6			14.2	
14.3	Replace disposable liners/containers	X	X	7/7			14.3	
15.	<u>Kitchen fixtures - fittings- Appliances</u>							
15.1	Clean Spillages	X	X	7/7			15.1	
15.2	Damp clean outside surfaces	X		7			15.2	
15.3	Defrost Refrigerator clean	X		1			15.3	
15.4	Defrost freezer and clean	X				6	15.4	
15.5.1	Icemaker - storage compartment	X		1			15.5.1	
15.5.2	Icemaker	X			2		15.5.2	
15.6	Strip and clean cooker	X	X	1/6			15.6	
15.7	Clean behind and under appliances	X				6	15.7	
15.8	Clean shelves and interior cupboards	X	X	1	1		15.8	
15.9	Clean other kitchen appliances	X		1			15.9	As applicable
15.10	Clean heated cabinets	X		1			15.10	

FREQUENCY TEMPLATE

IN-PATIENT WARDS KITCHEN/SERVERY/PANTRY
SPECIFICATION CODE **A5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
15.11	Clean Microwave Cookers						15.11	
15.12	Clean kitchen trolleys						15.12	
15.13	Clean waste disposal units						15.13	
16	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - OFFICES SPECIFICATION CODE **A6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop, sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		4			1.5	
1.7	Buff/burnish	X		2			1.7	
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	Floors soft							
2.1	Remove debris	X	X	5/2			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	5/2			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		3			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - OFFICES SPECIFICATION CODE **A6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X	X	5/2			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10.	<u>Curtains</u>						10.1	
10.1	Change bed/trolley_screens							
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.03	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	5/2			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - INTERNAL WARD, CORRIDOR/STAIRS SPECIFICATION CODE **A7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop, sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	Floors soft							
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X		7			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Deep clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X	X	5/2			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - INTERNAL WARD, CORRIDOR/STAIRS SPECIFICATION CODE **A7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		7			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	x	1/6			9.1	
10.	<u>Curtains</u>							
10.3	Change window curtains	X				1	10.3.	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X				6	11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X				6	11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	x	5/2			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - STORES SPECIFICATION CODE **A8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X		5			1.1	
1.2	Mop, sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop		X	4			1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				4	2.4	
2.5	Apply carpet protector						2.5	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - STORES SPECIFICATION CODE **A8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		1			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10.	<u>Curtains</u>							
10.3	Change window curtains	X				1	10.3	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X				6	11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X				6	11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	1/4			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - DINING ROOMS
SPECIFICATION CODE **A10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X	X	7/21			1.1	
1.2	Mop sweep or suction		X	21			1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	21			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X			1		1.8	
or								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub				1		1.10	
1.11	Suction dry				1		1.11	
2.	Floors soft							
2.1	Remove debris	X	X	7/21			2.1	
2.2	Suction clean	X	X	7/7			2.2	
2.3	Spillage/stain removal		X	21			2.3	
2.4	Deep clean	X			1		2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X	X	7/21			4.1	
4.2	Damp clean	X	X	7/21			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X	X	1/6			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS -DINING ROOMS
SPECIFICATION CODE **A10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		7			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10.	<u>Curtains</u>							
10.3	Change window curtains	X				2	10.3	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		7			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean						13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	7/7			14.2	
14.3	Replace disposable liners/containers	X	X	7/7			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - DOMESTIC SERVICES ROOM SPECIFICATION CODE **A12**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction		X	4			1.2	
OR								
1.3	Suction clean	X		3			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		4			1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				1	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				1	1.10	
1.11	Suction dry	X				1	1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		7			3.1	
3.2	De-scale	X				2	3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS - DOMESTIC SERVICES ROOM
SPECIFICATION CODE **A12**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X			1		8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	2/5			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

SPECIFICATION CODE B

FREQUENCY TEMPLATE

HIGH RISK INPATIENT- CCU, RENAL, HDU, ONCOLOGY, HAEMATOLOGY, ORTHOPAEDICS, CARDIO THORACIC, NEURO SURGERY, THEATRE RECOVERY, INFECTIOUS DISEASES UNIT, A&E - BED AREA

SPECIFICATION CODES B1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction							
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.4	
1.7	Buff/burnish	X		7			1.7	
1.8	Scrub/	X		1			1.8	Discharge policy
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
3.1	Clean	X	X	7/14			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings						4	
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	Discharge policy
5.	Low level surfaces						5	
5.1	Damp clean	X		1			5.1	
6.	High level surfaces						6	
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	Telephones						7	
7.1	Damp clean	X		7			7.1	

FREQUENCY TEMPLATE

HIGH RISK INPATIENT- CCU, RENAL, HDU, ONCOLOGY, HAEMATOLOGY,
ORTHOPAEDICS, CARDIO THORACIC, NEURO SURGERY, THEATRE RECOVERY,
INFECTIOUS DISEASES UNIT, A&E - BED AREA

SPECIFICATION CODE B1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
8.	<u>Paintwork - wall - doors</u>						8	
8.1	Remove marks	X		7			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>						9	
9.1	Clean	X		7			9.1	
10	<u>Curtains/Screens</u>						10	
10.1	Change bed / trolley screens	X				4	10.1	Local requirement
10.2	Change bed / cubicle curtains	X				4	10.2	
10.3	Change window curtains	X				4	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>						11	
11.1	Suction clean	X			2		11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X			2		11.3	
12	<u>Soap and towels</u>						12	
12.1	Replenish supplies	X	X	7/14			12.1	

FREQUENCY TEMPLATE

HIGH RISK INPATIENT- CCU, RENAL, HDU, ONCOLOGY, HAEMATOLOGY,
ORTHOPAEDICS, CARDIO THORACIC, NEURO SURGERY, THEATRE RECOVERY,
INFECTIOUS DISEASES UNIT, A&E - BED AREA

SPECIFICATION CODE **B1**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14.	Refuse							
14.1	Collect and dispose	X	X	7/14			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/ containers	X	X	7/14			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X	X	7/14			16.1 to 16.6	

SPECIFICATION CODE C

FREQUENCY TEMPLATE

INPATIENT WARDS, CONTINUING CARE - DAY ROOMS/DAY DINING ROOM/RECREATION

SPECIFICATION CODE C11

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X	X	7/21			1.1	
1.2	Mop sweep or suction		X	21			1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	21			1.5	
1.7	Buff/burnish	X		7			1.7	
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris	X	X	7/21			2.1	
2.2	Suction clean	X	X	7/14			2.2	
2.3	Spillage/stain removal		X	21			2.3	
2.4	Deep clean	X			1		2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X	X	7/21			4.1	
4.2	Damp clean	X	X	7/21			4.2	
4.3	Clean inside of locker						4.3	
4.4	Periodic clean according to type	X			1		4.4	
4.5	Clean all wheels and castors	X			1		4.5	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X	X	1/6			5.1	

FREQUENCY TEMPLATE

IN-PATIENT WARDS CONTINUING CARE - DAY ROOMS /DAY DINING ROOMS / RECREATION

SPECIFICATION CODE **C11**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies	X		7			12.1	
13.	Ashtrays							
13.1	Empty and clean	X	X	7/7			13.1	
14.	Refuse							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	7/7			14.2	
14.3	Replace disposable liners/ containers	X	X	7/7			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

SPECIFICATION CODE D

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - TREATMENT ROOMS/CONSULTING ROOMS/RECEPTION/PATIENTS CHANGING

SPECIFICATION CODE D1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove Debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean or sweep	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels & castors	X		1			4.4	
5.	<u>Low Level Surfaces</u>							
5.1	Damp clean	X	X	1/4			5.1	
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			2		6.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - TREATMENT ROOMS/CONSULTING
ROOMS/RECEPTION/PATIENTS CHANGING

SPECIFICATION CODE **D1**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - walls - doors</u>							
8.1	Remove marks	X	X	1/4			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/4			9.1	
10.	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens	X				2	10.1	
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains	X				2	10.3	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X	X	1/4			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - SANITARY AREAS

SPECIFICATION CODE **D2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean or sweep	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels & castors	X			1		4.4	
5.	Low Level Surfaces							
5.1	Damp clean	X	X	1/4			5.1	
6.	High level surfaces	x			1			
6.1	Clean ledges, pipes, direction signs						6.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - SANITARY AREAS

SPECIFICATION CODE **D2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
8.	Paintwork - walls - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains						10.3	
10.4	Shower curtains – damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				6	10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE
 CLINICAL DEPARTMENTS - OFFICES
 SPECIFICATION CODE **D3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction		X	4			1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop		X	4			1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	x				2	1.11	
2.	Floors soft - where appropriate							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X	X	1/4			2.2	
2.3	Spillage/stain removal		x	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and casters	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	

FREQUENCY TEMPLATE
 CLINICAL DEPARTMENTS - OFFICES
 SPECIFICATION CODE **D3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	Telephone							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - walls - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	local policy
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and Towels							
12.1	Replenish supplies	X	X	2/3			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	Cleaning Equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - REHABILITATION POOL/CHANGING ROOMS

SPECIFICATION CODE **D5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	Pool surrounds
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal	X		5			2.3	
2.4	Deep clean	X		1			2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - REHABILITATION POOL/CHANGING ROOMS

SPECIFICATION CODE **D5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/4			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/4			9.1	Internal pool area as applicable
10	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains – damp wipe	X		1			10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	x		5			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16	<u>Clean equipment</u>							
16.1 to 16.6	Clean and dry						16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - CORRIDORS/STAIRS, LIFTS

SPECIFICATION CODE **D6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2 OR	Mop, sweep or suction		X	2			1.2	
1.3	Suction clean	X		3			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		2			1.5	
1.6 OR	Spray clean	X		3			1.6	
1.7	Buff/burnish	X		3			1.7	
1.8 OR	Scrub	X				4	1.8	
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	x				4	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X	X	3/2			2.2	
2.3	Spillage/stain removal		x	5			2.3	
2.4	Deep clean	x				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X	X	1/4			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			2		4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - CORRIDORS/STAIRS/LIFTS

SPECIFICATION CODE **D6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	Cleaning equipment		X		5			
16.1 to 16.6	Clean and dry						16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS/IN-PATIENT WARDS - ENTRANCES, STEPS, RAMPS AND 10 METRE RADIUS OF ENTRANCES

SPECIFICATION CODE **D7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X		7			1.1	
1.2	Mop, sweep or suction		X	2			1.2	
OR 1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		3			1.6	
OR 1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				18	1.8	Seasonal requirement
OR 1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				18	1.10	
1.11	Suction dry	XX				18	1.11	
11.3	Hand sweep	X		7			11.3	
2.	<u>Floors soft</u>							
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Deep clean	X				12	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	5/2			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS/IN-PATIENT WARDS - ENTRANCES, STEPS, RAMPS AND 10 METRE RADIUS OF ENTRANCES

SPECIFICATION CODE **D7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		7			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		7			12.1	
13.	<u>Ashtrays</u>							
13.1	Empty and clean	X		7			13.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS/IN-PATIENT WARDS -
ENTRANCES, STEPS, RAMPS AND 10 METRE RADIUS OF ENTRANCES

SPECIFICATION CODE **D7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - LECTURE ROOMS

SPECIFICATION CODE **D8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop, sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		3			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop		X	2			1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				3	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				3	1.10	
1.11	Suction dry	X				3	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		3			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	x		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - LECTURE ROOMS SPECIFICATION CODE **D8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X				6	6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1	1		8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1	1		9.1	
10.	<u>Curtains</u>							
10.1	Change bed / trolley curtains						10.1	
10.2	Change bed / cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change					1	10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	1/4			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - STAFF CHANGING/SANITARY AREAS

SPECIFICATION CODE **D9**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		3			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop		X	2			1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X	X	3/2			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	5/2			3.1	
3.2	De-scale	X				2	3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		1			4.2	
4.4	Periodic clean according to type	X			1		4.4	
4.5	Clean all wheels and casters	X			1		4.5	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - STAFF CHANGING/SANITARY AREAS

SPECIFICATION CODE **D9**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		1			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				6	10.5	
10.6	Net curtains remove and change	X					10.6	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies	x	x	5/2			12.1	
14.	Refuse	X		7				
14.1	Collect and dispose	X		1			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/containers						14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - CLINICAL WORKSHOPS

SPECIFICATION CODE **D14**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - CLINICAL WORKSHOPS

SPECIFICATION CODE **D14**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/4			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/4			9.1	
10.	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X			1		10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5				
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - CLINICAL WORKSHOPS

SPECIFICATION CODE **D14**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE
 CLINICAL DEPARTMENTS - STORES
 SPECIFICATION CODE **D16**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop		X	4			1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X			1		5.1	

FREQUENCY TEMPLATE
 CLINICAL DEPARTMENTS - STORES
 SPECIFICATION CODE **D16**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X				6	6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		1			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window Blinds</u>							
11.1	Suction clean						11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5				
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - FIRE ESCAPE STAIRS

SPECIFICATION CODE **D17**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	
1.2	Mop sweep or suction		X	1			1.2	
OR								
1.3	Suction clean						1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	
1.8	Scrub						1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry						1.11	
1.13	Hand sweep						1.13	Local policy
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal		X	1			2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean						3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		1			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type						4.3	
4.4	Clean all wheels and castors						4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICAL DEPARTMENTS - FIRE ESCAPE STAIRS

SPECIFICATION CODE **D17**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X			1		8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X			1		9.1	
10.	<u>Curtains</u>						10	
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change widown curtains	X				1	10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window Blinds</u>	X						
11.1	Suction clean	X				6	11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism					6	11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies						12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose						14.1	
14.2	Clean holders/containers						14.2	
14.3	Replace disposable liners/containers						14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

SPECIFICATION CODE E

FREQUENCY TEMPLATE

DEPARTMENTS - OFFICES NON CLINICAL

SPECIFICATION CODE E3

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris		X	1			1.1	
1.2	Mop sweep or suction		X	1			1.2	
OR								
1.3	Suction clean	X			1		1.3	
1.4	Damp mop	X			1		1.4	
1.5	Spot mop		X	1			1.5	
1.6	Spray clean	X			1		1.6	
OR								
1.7	Buff/burnish	X			1		1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft - where appropriate							
2.1	Remove debris		X	1			2.1	
2.2	Suction clean	X	X	1	1		2.2	
2.3	Spillage/stain removal		X	1			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		1			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft furnishings							
4.1	Remove debris		1	1			4.1	
4.2	Damp clean		X	1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean		X	1			5.1	

SPECIFICATION CODE E

FREQUENCY TEMPLATE

DEPARTMENTS - OFFICES NON CLINICAL

SPECIFICATION CODE E3

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephone</u>							
7.1	Damp clean		X	1			7.1	
8.	<u>Paintwork - walls - doors</u>							
8.1	Remove marks		X	1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean		X	1			9.1	
10.	<u>Curtains</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	local policy
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	<u>Soap and Towels</u>							
12.1	Replenish supplies		X	1			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		1			14.1	Local policy
14.2	Clean holders/containers		X	1			14.2	
14.3	Replace disposable liners/containers		X	1			14.3	
16.	<u>Cleaning Equipment</u>							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

FREQUENCY TEMPLATE

DEPARTMENTS - COMPUTER SERVICES
SPECIFICATION CODE **E4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X		5			1.1	
1.2	Mop, sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X	X	1/4			5.1	

FREQUENCY TEMPLATE

DEPARTMENTS - COMPUTER SERVICES

SPECIFICATION CODE **E4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
10.	Curtains							
10.1	Change bed/cubicle curtains						10.1	
10.2	Change window curtains	X				1	10.2	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X				1	11.3	
12.	Soap and towels							
12.1	Replenish supplies	X	X	2/3			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE
DEPARTMENTS - STAFF DINING ROOM/COFFEE LOUNGE

SPECIFICATION CODE **E10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							
1.1	Remove debris	X		7			1.1	Local policy
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		7			1.3	Local policy
1.4	Damp mop	X		7			1.4	Local policy
1.5	Spot mop	X		3			1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	Local policy
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris	X		7			2.1	Local policy
2.2	Suction clean	X		7			2.2	Local policy
2.3	Spillage/stain removal		X	7			2.3	Local policy
2.4	Deep clean	X				4	2.4	Local policy
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean						3.1	Local policy
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris						4.1	Local policy
4.2	Damp clean						4.2	Local policy
4.3	Periodic clean according to type						4.3	Local policy
4.4	Clean all wheels and castors						4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	Local policy

FREQUENCY TEMPLATE

DEPARTMENTS - STAFF DINING ROOM/COFFEE LOUNGE

SPECIFICATION CODE **E10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	Local policy
7.	Telephones							
7.1	Damp clean	X		7			7.1	Local policy
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
10.	Curtains							
10.1.	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies						12.1	
13.	Ashtrays							
13.1	Empty and clean						13.1	

FREQUENCY TEMPLATE

DEPARTMENTS - STAFF DINING ROOM / COFFEE LOUNGE

SPECIFICATION CODE **E10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14.	<u>Refuse</u>							
14.1	Collect and dispose						14.1	Local policy
14.2	Clean holders/containers						14.2	
14.3	Replace disposable liners/ containers						14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

DEPARTMENTS - VOLUNTARY SERVICES TEA BARS /CAFETERIAS

SPECIFICATION CODE **E11**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X	X	5/2			1.1	Local policy
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
or								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	Floors soft							
2.1	Remove debris	X	X	5/2			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Deep clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X	X	5/2			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X	X	5/2			4.1	
4.2	Damp clean	X	X	5/2			4.2	
4.4	Periodic clean according to type	X			1		4.4	
4.5	Clean all wheels and castors	X			1		4.5	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

DEPARTMENTS - VOLUNTARY SERVICES TEA BARS/CAFETERIAS

SPECIFICATION CODE **E11**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X	X	5/2			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	
10.4	Shower curtains – damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtain remove and change						10.6	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean					1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies	X	X	5/2			12.1	
14.	Refuse	X		7				
14.1	Collect and dispose	X		1			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/containers						14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

FREQUENCY TEMPLATE

DEPARTMENTS - SHOPS & BANKS DEPENDENT ON TERMS OF LEASE OR
USAGE

SPECIFICATION CODE **E12**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	Local policy
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	1			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean						3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		1			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean	X			1		5.1	

FREQUENCY TEMPLATE

DEPARTMENTS -SHOPS & BANKS DEPENDENT ON TERMS OF LEASE OR USAGE SPECIFICATION CODE **E12**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X				6	6.1	
7.	Telephones							
7.1	<u>Damp clean</u>	X		1			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
10	Curtains							
10.1.	Change bed / trolley screens						10.1	
10.2	Change bed / cubicle curtains						10.2	Local policy
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window Blinds							
11.1	Suction clean	X				6	11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X				6	11.3	
12.	Soap and towels							
12.1	Replenish supplies						12.1	
14.	Refuse							
14.1	Collect and dispose	X		1			14.1	Or as usage
14.2	Clean holders/containers	X		1			14.2	Or as usage
14.3	Replace disposable liners/containers	X		1			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

FREQUENCY TEMPLATE
DEPARTMENTS - PANTRY
SPECIFICATION CODE **E13**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction		X	2			1.2	
OR								
1.3	Suction clean	X		3			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop		X	2			1.5	
1.6	Spray clean						1.6	
OR								
1.7	Buff/burnish		X	1			1.7	
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X	X	1/4			4.2	
4.3	Clean inside of locker						4.3	
4.4	Periodic clean according to type	X			1		4.4	
4.5	Clean all wheels and castors	X			1		4.5	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE
DEPARTMENTS –PANTRY
SPECIFICATION CODE **E13**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X				1	6.1	
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/4			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/4			9.1	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	1/4			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
15	<u>Kitchen Fixtures-Fittings Appliances</u>							
15.1	Clean spillages	X		5			15.1	
15.2	Damp clean outside surfaces	X		1			15.2	
15.3	De-frost refrigerator and clean	X			1		15.3	
15.4	Defrost deep freeze and clean	X				1	15.4	
15.5.1	Icemaker storage compartment	X		1			15.5.1	
15.5.2	Icemaker	X			2		15.5.2	
15.6	Strip and clean cooker	X		1			15.6	
15.7	Clean behind and under appliances	X				6	15.7	

FREQUENCY TEMPLATE

DEPARTMENTS –PANTRY

SPECIFICATION CODE **E13**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
15.8	Clean shelves and interior of cupboards	X			1		15.8	
15.9	Clean other kitchen appliances	X		1			15.9	
15.10	Clean heated cabinet						15.10	
15.11	Clean microwave oven	X		1			15.11	
15.12	Clean kitchen trolleys						15.12	
15.13	Clean waste disposal units	X		1			15.13	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

FREQUENCY TEMPLATE

DEPARTMENTS - WORKSHOPS - WORKS DEPARTMENT

SPECIFICATION CODE **E15**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris		X	1			1.1	
1.2	Mop sweep or suction		X	1			1.2	
OR								
1.3	Suction clean	X			1		1.3	
1.4	Damp mop	X			1		1.4	
1.5	Spot mop		X	1			1.5	
1.6	Spray clean	X			1		1.6	
OR								
1.7	Buff/burnish	X			1		1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		1			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							Local policy
4.1	Remove debris						4.1	
4.2	Damp clean						4.2	
4.3	Periodic clean according to type						4.3	
4.4	Clean all wheels and castors						4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X			1		5.1	

FREQUENCY TEMPLATE

DEPARTMENTS - WORKSHOPS WORKS DEPARTMENT

SPECIFICATION CODE **E15**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		1			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
11.	<u>Window Blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean					1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12.	<u>Soap and towels</u>							
12.1	Replenish supplies	X		1			12.1	
14.	<u>Refuse</u>							
14.1	Collect and dispose	X		1			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		1			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

SPECIFICATION CODE F

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - BEDROOMS, BED SITTING ROOMS, PRIVATE SITTING ROOMS AND OFFICES

SPECIFICATION CODE F1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							Or as local policy
1.1	Remove debris	X		1			1.1	At resident changeover
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.6	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress	X				2	1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							Or as local policy
2.1	Remove debris	X		1			2.1	At resident changeover
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal	X		1			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							Or as local policy
3.1	Clean	X		1			3.1	At resident changeover
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							Or as local policy
4.1	Remove debris	X		1			4.1	At resident changeover
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors						4.4	
5.	Low level surfaces							Or as local policy
5.1	Damp clean	X		1			5.1	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - BEDROOMS, BED SITTING ROOMS, PRIVATE SITTING ROOMS AND OFFICES

SPECIFICATION CODE F1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							Or local policy
6.1	Clean ledges, pipes, direction signs	X			1		6.1	At resident changeover
7.	Telephones							Or local policy
7.1	Damp clean	X		1			7.1	At resident changeover
8.	Paintwork - wall - doors							Or local policy At resident changeover
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	Or local policy At resident changeover
10	Curtains/Screens							Or local policy
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	At resident changeover
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							Or local policy
11.1	Suction clean	X				4	11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	Soap and towels	X		1				Or local policy
12.1	Replenish supplies						12.1	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - BEDROOMS, BED SITTING ROOMS,
PRIVATE SITTING ROOMS AND OFFICES

SPECIFICATION CODE F1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							Or local policy
14.1	Collect and dispose	X		1			14.1	At resident changeover
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		1			14.3	
16.	Cleaning equipment							Or local policy
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - SANITARY AREA COMMUNAL

SPECIFICATION CODE F2

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction	X		5			1.2	
OR								
1.3	Suction clean						1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	As required
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	Local requirement
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors						4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - SANITARY AREA COMMUNAL SPECIFICATION CODE **F2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	Local policy
10.4	Shower curtains - damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X			1		10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - SANITARY AREA COMMUNAL

SPECIFICATION CODE **F2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - SANITARY AREAS FLATTED ACCOMMODATION

SPECIFICATION CODE **F3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							Or as local policy
1.1	Remove debris	X		1			1.1	At resident changeover
1.2	Mop sweep or suction	X		1			1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	As required
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	Local requirement
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							Or as local policy
2.1	Remove debris	X		1			2.1	At resident changeover
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal	X		1			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							As local policy
3.1	Clean	X		1			3.1	At resident changeover
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							As local policy
4.1	Remove debris	X		1			4.1	At resident changeover
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors						4.4	
5.	<u>Low level surfaces</u>							As local policy
5.1	Damp clean	X		1			5.1	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - SANITARY AREAS FLATTED ACCOMMODATION

SPECIFICATION CODE **F3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							Or local policy
6.1	Clean ledges, pipes, direction signs	X			1		6.1	At resident changeover
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10	<u>Curtains / Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	Local policy
10.4	Shower curtains - damp wipe	X			1		10.4	
10.5	Shower curtains remove and change	X					10.5	At resident changeover
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	<u>Soap and towels</u>							Or as local policy
12.1	Replenish supplies	X		1			12.1	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - SANITARY AREAS FLATTED ACCOMMODATION

SPECIFICATION CODE **F3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							Or as local policy
14.1	Collect and dispose	X		1			14.1	At resident changeover
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		1			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	Or as local policy At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION -PANTRY/KITCHEN

SPECIFICATION CODE **F4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	<u>Floors hard</u>							Or as local policy
1.1	Remove debris	X		1			1.1	At resident changeover
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.6	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	As required
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	Local requirement
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	<u>Floors soft</u>							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							As local policy
3.1	Clean	X		1			3.1	At resident changeover
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							As local policy
4.1	Remove debris	X		1			4.1	At resident changeover
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and casters						4.4	
5.	<u>Low level surfaces</u>							As local policy
5.1	Damp clean	X		1			5.1	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - PANTRY/KITCHEN

SPECIFICATION CODE **F4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							Or local policy
6.1	Clean ledges, pipes, direction signs	X			1		6.1	At resident changeover
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10	<u>Curtains / Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains						10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean						11.1	
11.2	Remove and clean						11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	<u>Soap and towels</u>							Or as local policy
12.1	Replenish supplies	X		1			12.1	At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - PANTRY/KITCHEN

SPECIFICATION CODE **F4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							Or as local policy
14.1	Collect and dispose	X		1			14.1	At resident changeover
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		1			14.3	
15	<u>Kitchen-Fixture-Fittings- Appliances</u>							Or local policy
15.1	Clean Spillages	X		1			15.1	
15.2	Damp clean outside surfaces	X		1			15.2	
15.3	Defrost Refrigerator and clean	X		1			15.3	
15.4	Defrost freezer and clean	X				6	15.4	
15.5.1	Icemaker - storage compartment						15.5.1	
15.5.2	Icemaker						15.5.2	
15.6	Strip and clean cooker	X		1			15.6	
15.7	Clean behind and under appliances	X				4	15.7	
15.8	Clean shelves and interior cupboards	X				2	15.8	
15.9	Clean other kitchen appliances	X		1			15.9	
15.10	Clean heated cabinets						15.10	
15.11	Clean Microwave Cookers	X					15.11	
15.12	Clean kitchen trolleys						15.12	
15.13	Clean waste disposal units	X		1			15.13	
16.	<u>Cleaning Equipment</u>							
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	Or as local policy At resident changeover

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION -ON CALL ROOMS, RELATIVES ROOMS

SPECIFICATION CODE **F5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							Or as usage dictates
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction	X		2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							Or as usage dictates
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							Or as usage dictates
3.1	Clean	X		7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							Or as usage dictates
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X	X	5/2			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - ON CALL ROOMS, RELATIVES ROOMS

SPECIFICATION CODE **F5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X	X	1/6			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/6			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/6			9.1	
10	<u>Curtains / Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	5/2			12.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - ON CALL ROOMS, RELATIVES ROOMS

SPECIFICATION CODE **F5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							Or as usage dictates
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		7			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION -COMMUNAL STAIRS, CORRIDORS, ENTRANCES, SITTING ROOM, RECREATION ROOM

SPECIFICATION CODE **F6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.7	Buff/burnish	X		1			1.7	As required
1.8 OR 1.9	Scrub Strip/re-dress	X				2	1.8 1.9	
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
1.13	Hand sweep	X		5			1.13	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean						3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - COMMUNAL, STAIRS, CORRIDORS, ENTRANCES, SITTING ROOM, RECREATION ROOM

SPECIFICATION CODE **F6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X				4	6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		1			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10	<u>Curtains / Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	
11.3	Opening and closing mechanism						11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies						12.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION -COMMUNAL STAIRS, CORRIDORS,
ENTRANCES, SITTING ROOM, RECREATION ROOM

SPECIFICATION CODE **F6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION -UTILITY AREAS, COMMUNAL

SPECIFICATION CODE F7

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop	X		1			1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	As required
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal	X		1			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		1			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		1			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - UTILITY AREAS, COMMUNAL

SPECIFICATION CODE **F7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones						7	
7.1	Damp clean						7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
10	Curtains / Screens							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	Soap and towels							
12.1	Replenish supplies	X		1			12.1	

FREQUENCY TEMPLATE

RESIDENTIAL ACCOMMODATION - UTILITY AREAS, COMMUNAL

SPECIFICATION CODE **F7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	

SPECIFICATION CODE G

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES, CONSULTING ROOMS, CLINICS TREATMENT ROOMS

SPECIFICATION CODE G1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction							
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.4	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				12	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				12	1.10	
1.11	Suction dry	X				12	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins – taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures – fittings and soft fittings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X				4	4.3	
4.4	Clean all wheels and castors	X				4	4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: CONSULTING ROOMS, CLINICS TREATMENT ROOMS

SPECIFICATION CODE **G1**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X	X	1/4			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
10	Curtains/Screens							
10.1	Change bed/trolley screens						10.1	Local requirement
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES; -
CONSULTING ROOMS, CLINICS TREATMENT ROOMS

SPECIFICATION CODE **G1**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - CORRIDORS, WAITING AREAS, ENTRANCES AND 10 METRE RADIUS OF ENTRANCES

SPECIFICATION CODE **G2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.6	Spray clean	X		3			1.6	
OR							1.6	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X		1			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
11.3	Hand sweep	X		5			1.13	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X				4	4.3	
4.4	Clean all wheels and castors	X				4	4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - CORRIDORS, WAITING AREAS, ENTRANCES AND 10 METRE RADIUS OF ENTRANCES

SPECIFICATION CODE **G2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		5			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		5			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - PUBLIC, PATIENT AND STAFF SANITARY AREAS

SPECIFICATION CODE **G3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5/5			1.1	
1.2	Mop sweep or suction	X		5			1.2	
OR								
1.3	Suction clean						1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop		X	5			1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	As required
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		5/5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean	X	X	1/4			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - PUBLIC PATIENT AND STAFF SANITARY AREAS

SPECIFICATION CODE **G3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	Telephones							
7.1	Damp clean						7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		5			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		5			9.1	
10	Curtains/Screens							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				2	10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X					11.3	
12	Soap and towels							
12.1	Replenish supplies	X		5/5			12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES;
PUBLIC PATIENT AND STAFF SANITARY AREAS

SPECIFICATION CODE **G3**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X	X	5/5			14.1	
14.2	Clean holders/containers	X	X	5/5			14.2	
14.3	Replace disposable liners/ containers	X	X	5/5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: CLINICAL CLEAN & DIRTY UTILITY AREAS

SPECIFICATION CODE **G4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale	X				1	3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: CLINICAL CLEAN & DIRTY UTILITY AREAS

SPECIFICATION CODE **G4**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		5			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		5			9.1	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean					2	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	
14	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	<u>Cleaning equipment</u>							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: - WORKSHOPS & DISPENSARIES

SPECIFICATION CODE **G5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry						1.11	
1.12	Hand sweep	X				6	1.12	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							Local policy
4.1	Remove debris						4.1	
4.2	Damp clean						4.2	
4.3	Periodic clean according to type						4.3	
4.4	Clean all wheels and casters						4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES -: WORKSHOPS & DISPENSARIES

SPECIFICATION CODE **G5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X	X	1/4			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X	X	1/4			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES; WORKSHOPS & DISPENSARIES

SPECIFICATION CODE **G5**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse						14.	
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment						16.	
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: PANTRIES

SPECIFICATION CODE **G6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction							
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and casters	X			1		4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: PANTRIES

SPECIFICATION CODE **G6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	<u>Telephones</u>							
7.1	Damp clean						7.1	
8.	<u>Paintwork - wall – doors</u>							
8.1	Remove marks	X		5			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		5			9.1	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	
14	<u>Refuse</u>							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
15	<u>Kitchen Fixtures-Fittings Appliances</u>							
15.1	Clean spillages	X		5			15.1	
15.2	Damp clean outside surfaces	X		1			15.2.	
15.3	De-frost refrigerator and clean	X		1			15.3	
15.4	De-frost deep freeze and clean	X				6	15.4	
15.5.1	Icemaker storage compartment	X		1			15.5.1	
15.5.2	Icemaker	X			2		15.5.2	
15.6	Strip and clean cooker	X		1			15.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES; PANTRIES

SPECIFICATION CODE **G6**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
15.7	Clean behind and under appliances	X				6	15.7	
15.8	Clean shelves and interior of cupboards	X			1		15.8	
15.9	Clean other kitchen appliances	X		1			15.9	
15.11	Clean microwave oven	X		1			15.11	
15.12	Clean kitchen trolleys						15.12	
15.13	Clean waste disposal units	X		1			15.13	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: OFFICES

SPECIFICATION CODE **G7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop		X	4			1.5	
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X				1	4.3	
4.4	Clean all wheels and castors	X				1	4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X			1		5.1	

FREQUENCY TEMPLATE
 CLINICS & HEALTH CENTRES: OFFICES
 SPECIFICATION CODE **G7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X				4	6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		1			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		1			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X				4	11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X				4	11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE
 CLINICS & HEALTH CENTRES; OFFICE
 SPECIFICATION CODE **G7**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: STAFF CHANGING & REST ROOMS

SPECIFICATION CODE **G8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X				2	4.3	
4.4	Clean all wheels and castors						4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: STAFF CHANGING & REST ROOMS

SPECIFICATION CODE **G8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		5			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		5			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				6	10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES: STAFF CHANGING & REST ROOMS

SPECIFICATION CODE **G8**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry		X	5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - LIFTS AND STAIRS

SPECIFICATION CODE **G9**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Deep clean					6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean						3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris						4.1	
4.2	Damp clean						4.2	
4.3	Periodic clean according to type						4.3	
4.4	Clean all wheels and castors						4.4	
5	Low Level surfaces							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH: CENTRES - LIFTS AND STAIRS

SPECIFICATION CODE **G9**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		5			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		5			9.1	
10	Curtains/Screens							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	Soap and towels							
12.1	Replenish supplies						12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - LIFTS AND STAIRS

SPECIFICATION CODE **G9**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRE - HIGH RISK TREATMENT ROOMS

SPECIFICATION CODE **G10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	
1.8	Scrub	X		1			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
1.12	Anti-static flooring						1.12	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		5			5.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH: CENTRES - HIGH RISK TREATMENT ROOMS

SPECIFICATION CODE **G10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X		5			6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		5			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		5			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		5			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens	X				4	10.1	Local requirement
10.2	Change bed/cubicle curtains	X				4	10.2	
10.3	Change window curtains	X				4	10.3	
10.4	Shower curtains - damp wipe						10.4	As appropriate
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			2		11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X			2		11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

CLINICS & HEALTH CENTRES - HIGH RISK TREATMENT ROOMS

SPECIFICATION CODE **G10**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

SPECIFICATION CODE H

FREQUENCY TEMPLATE

VERY HIGH RISK- THEATRES, TRANSPLANT, ICU, CICU, NICU

SPECIFICATION CODE H1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	Local policy/after use
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	
1.8	Scrub	X		7			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		7			1.10	
1.11	Suction dry	X		7			1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		7			3.1	Local policy/after use
3.2	De-scale	X					3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	Local policy/after use
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
5.	Low level surfaces							
5.1	Damp clean	X		7			5.1	

FREQUENCY TEMPLATE

VERY HIGH RISK -THEATRES, TRANSPLANT, ICU, CICU, NICU,

SPECIFICATION CODE H1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		7			6.1	
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		7			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		7			9.1	
10.	Curtain/Screens							
10.1	Change bed/trolley screens	X				12	10.1	
10.2	Change bed/cubicle	X				12	10.2	
10.3	Change window curtains	X				12	10.3	
10.4	Shower curtains remove and change						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X		1			11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X		1			11.3	
12	Soap and towels							
12.1	Replenish supplies	X		7			12.1	

FREQUENCY TEMPLATE

VERY HIGH RISK- THEATRES, TRANSPLANT, ICU, CICU, NICU

SPECIFICATION CODE **H1**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/ containers	X		7			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 16.6	

FREQUENCY TEMPLATE

VERY HIGH RISK - CHANGING ACCOMMODATION

SPECIFICATION CODE **H2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		7			1.7	
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		7			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X	X	1/6			5.1	

FREQUENCY TEMPLATE

VERY HIGH RISK- CHANGING ACCOMMODATION

SPECIFICATION CODE H2

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			2		6.1	
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
10	Curtain/Seens							
10.1	Change bed/trolley screens	X				12	10.1	
10.2	Change bed/cubicle	X				12	10.2	
10.3	Change window curtains	X				12	10.3	
10.4	Shower curtains remove and change	X		1			10.4	
10.5	Shower curtains remove and change	X				12	10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	Soap and towels							
12.1	Replenish supplies	X		7			12.1	

FREQUENCY TEMPLATE

VERY HIGH RISK - CHANGING ACCOMMODATION

SPECIFICATION CODE **H2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/ containers	X		7			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 16.6	

SPECIFICATION CODE I

FREQUENCY TEMPLATE

LABORATORY, PHARMACY

SPECIFICATION CODE I1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE
LABORATORY, PHARMACY
SPECIFICATION CODE I1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12	Soap and towels							
12.1	Replenish supplies	X			5		12.1	

FREQUENCY TEMPLATE
LABORATORY, PHARMACY
SPECIFICATION CODE I1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

FREQUENCY TEMPLATE

STERILE FLUID PREPARATION PHARMACY, SSD

SPECIFICATION CODES 12

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	Local policy
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	
1.8	Scrub	X		5			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		5			1.10	
1.11	Suction dry	X		5			1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	
3.	<u>Toilet - sinks - basins - taps and fixtures</u>							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
5.	<u>Low level surfaces</u>							
5.1	Damp clean	X		5			5.1	

FREQUENCY TEMPLATE

STERILE FLUID PREPARATION PHARMACY, SSD

SPECIFICATION CODE I2

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		5			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		5			9.1	
11.	Window blinds							
11.1	Suction clean	X		1			11.1	
11.2	Remove and clean	X				4	11.2	Specialist clean
11.3	Opening and closing mechanism	X		1			11.3	
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	

FREQUENCY TEMPLATE

STERILE FLUID PREPARATION PHARMACY/CSSD

SPECIFICATION CODE **I2**

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

SPECIFICATION CODE J

FREQUENCY TEMPLATE

PATIENT TRANSPORT VEHICLES

SPECIFICATION CODE J

No.	Task	Shift start	As Req	Daily	Weekly	Task	Remarks
18	Hard/Soft floors						
18.1	Remove debris	X	X	X		18.1	
18.2	Brush sweep		X	X		18.2	
18.3	Wet mop		X	X		18.3	
18.4	Spot mop		X			18.4	
18.5	Thorough clean		X		X	18.5	
18.6	Suction clean - soft floor		X		X	18.6	
18.7	Remove spots and spillages - soft floor	X	X			18.7	

SPECIFICATION CODE K

FREQUENCY TEMPLATE

DAILY CLEAN ISOLATION ROOM

SPECIFICATION CODE K

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Mop sweep or suction						1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	
1.8	Scrub	X		1			1.8	Discharge policy
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Deep clean						2.4	
2.5	Apply carpet protector						2.5	
3.	Toilet - sinks - basins - taps and fixtures							
3.1	Clean	X	X	7/14			3.1	
3.2	De-scale						3.2	
4.	Furniture - fixtures - fittings and soft fittings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	

FREQUENCY TEMPLATE

DAILY CLEAN ISOLATION ROOM

SPECIFICATION CODE K

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	<u>High level surfaces</u>							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
7.	<u>Telephones</u>							
7.1	Damp clean	X		7			7.1	
8.	<u>Paintwork - wall - doors</u>							
8.1	Remove marks	X		7			8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>							
9.1	Clean	X		7			9.1	
10	<u>Curtains/Screens</u>							
10.1	Change bed/trolley screens						10.1	Local requirement
10.2	Change bed/cubicle curtains						10.2	Discharge Policy
10.3	Change window curtains	X				2	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	<u>Window blinds</u>							
11.1	Suction clean	X			2	2	11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X			2		11.3	
12	<u>Soap and towels</u>							
12.1	Replenish supplies	X	X	7/14			12.1	

FREQUENCY TEMPLATE

DAILY CLEAN ISOLATION ROOM

SPECIFICATION CODE K

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14	Refuse							
14.1	Collect and dispose	X	X	7/14			14.1	
14.2	Clean holders/containers	X	X	7/14			14.2	
14.3	Replace disposable liners/ containers	X	X	7/14			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		21			16.1 16.6	

SPECIFICATION CODE L

FREQUENCY TEMPLATE

DISCHARGE CLEAN

SPECIFICATION CODE L

No.	Task	Full	Check	Clean	Year	Task	Remarks
1.	Floors hard						
1.1	Remove debris	X		1		1.1	
1.2	Mop sweep or suction					1.2	
OR 1.3	Suction clean	X		1		1.3	
1.4	Damp mop					1.4	
1.5	Spot mop					1.5	
1.7	Buff/burnish					1.7	
1.8	Scrub/	X		1		1.8	
OR 1.9	Strip/re-dress					1.9	As required
1.10	Manual Scrub	X		1		1.10	
1.11	Suction dry	X		1		1.11	
2.	Floors soft						
2.1	Remove debris	X		1		2.1	
2.2	Suction clean	X		1		2.2	
2.3	Spillage/stain removal	X		1		2.3	
2.4	Deep clean	X		1		2.4	
2.5	Apply carpet protector					2.5	Local requirement
3.	Toilet - sinks - basins - taps and fixtures						
3.1	Clean	X		1		3.1	
3.2	De-scale					3.2	
4.	Furniture - fixtures - fittings and soft fittings						
4.1	Remove debris	X		1		4.1	
4.2	Damp clean	X		1		4.2	
4.3	Periodic clean according to type	X		1		4.3	
4.4	Clean all wheels and castors	X		1		4.4	
5.	Low level surfaces						
5.1	Damp clean	X		1		5.1	

FREQUENCY TEMPLATE

DISCHARGE CLEAN

SPECIFICATION CODE L

No.	Task	Full	Check	Clean	Year	Task	Remarks
6.	<u>High level surfaces</u>						
6.1	Clean ledges, pipes, direction signs	X		1		6.1	
7.	<u>Telephones</u>						
7.1	Damp clean	X		1		7.1	
8.	<u>Paintwork - wall - doors</u>						
8.1	Remove marks		X	1		8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>						
9.1	Clean		X	1		9.1	
10	<u>Curtains/Screens</u>						
10.1	Change bed/trolley screens					10.1	Local requirement
10.2	Change bed/cubicle curtains	X			2/4/12	10.2	Per ABCH, Codes
10.3	Change window curtains	X			2	10.3	
10.4	Shower curtains - damp wipe	X		1		10.4	
10.5	Shower curtains remove and change		X	1		10.5	
10.6	Net curtains remove and change					10.6	
11.	<u>Window blinds</u>						
11.1	Suction clean	X		1		11.1	
11.2	Remove and clean	X			2/4/12	11.2	Specialist clean Per ABCH, Codes
11.3	Opening and closing mechanism	X		1		11.3	
12	<u>Soap and towels</u>						
12.1	Replenish supplies	X		1		12.1	

FREQUENCY TEMPLATE

DISCHARGE CLEAN

SPECIFICATION CODE L

No.	Task	Full	Check	Clean	Year	Task	Remark
14	Refuse						
14.1	Collect and dispose	X		1		14.1	
14.2	Clean holders/containers	X		1		14.2	
14.3	Replace disposable liners/ containers	X		1		14.3	
16.	Cleaning equipment						
16.1 to 16.6	Clean and dry	x		1		16.1 16.6	

SPECIFICATION CODE M

FREQUENCY TEMPLATE

TERMINAL CLEAN

SPECIFICATION CODE M

No.	Task	Full	Check	Clean	Year	Task	Remarks
1.	<u>Floors hard</u>						
1.1	Remove debris	X		1		1.1	
1.2	Mop sweep or suction					1.2	
OR							
1.3	Suction clean	X		1		1.3	
1.4	Damp mop					1.4	
1.5	Spot mop					1.5	
1.7	Buff/burnish	X		1		1.7	
1.8	Scrub	X		1		1.8	
OR							
1.9	Strip/re-dress					1.9	As required
1.10	Manual Scrub	X		1		1.10	
1.11	Suction dry	X		1		1.11	
2.	<u>Floors soft</u>						
2.1	Remove debris	X		1		2.1	
2.2	Suction clean	X		1		2.2	
2.3	Spillage/stain removal	X		1		2.3	
2.4	Deep clean	X		1		2.4	
2.5	Apply carpet protector					2.5	Local requirement
3.	<u>Toilet - sinks - basins - taps and fixtures</u>						
3.1	Clean	X		1		3.1	
3.2	De-scale					3.2	
4.	<u>Furniture - fixtures - fittings and soft fittings</u>						
4.1	Remove debris	X		1		4.1	
4.2	Damp clean	X		1		4.2	
4.3	Periodic clean according to type	X		1		4.3	
4.4	Clean all wheels and castors	X		1		4.4	
5.	<u>Low level surfaces</u>						
5.1	Damp clean	X		1		5.1	

FREQUENCY TEMPLATE

TERMINAL CLEAN

SPECIFICATION CODE M

No.	Task	Full	Check	Clean	Year	Task	Remarks
6.	<u>High level surfaces</u>						
6.1	Clean ledges, pipes, direction signs	X		1		6.1	
7.	<u>Telephones</u>						
7.1	Damp clean	X		1		7.1	
8.	<u>Paintwork - wall - doors</u>						
8.1	Remove marks	X		1		8.1	
9.	<u>Glass partitions, panels and ceramic wall tiles</u>						
9.1	Clean	X		1		9.1	
10	<u>Curtains/Screens</u>						
10.1	Change bed/trolley screens					10.1	Local requirement
10.2	Change bed/cubicle curtains	X		1		10.2	
10.3	Change window curtains	X			2/4/12	10.3	Per ABCH, Codes
10.4	Shower curtains - damp wipe					10.4	
10.5	Shower curtains remove and change	X		1		10.5	
10.6	Net curtains remove and change					10.6	
11.	<u>Window blinds</u>						
11.1	Suction clean	X		1		11.1	
11.2	Remove and clean	X		1	2/4/12	11.2	Specialist clean Per ABCH Codes
11.3	Opening and closing mechanism	X		1		11.3	
12	<u>Soap and towels</u>						
12.1	Replenish supplies	X		1		12.1	

FREQUENCY TEMPLATE

TERMINAL CLEAN

SPECIFICATION CODE M

No.	Task	Full	Check	Clean	Year	Task	Remarks
14	Refuse						
14.1	Collect and dispose	X		1		14.1	
14.2	Clean holders/containers	X		1		14.2	
14.3	Replace disposable liners/ containers	X		1		14.3	
16.	Cleaning equipment						
16.1 to 16.6	Clean and dry	X		1		16.1 16.6	

SAMPLE TEMPLATE 1 - LOCATIONS AT WHICH THE SERVICES ARE TO BE PROVIDED

NAME:

ADDRESS:

PHONE NO:

FAX NO:

AUTHORISED OFFICER:

LOCATION OPERATING DETAIL:

WEEK DAYS	HOURS OF OPENING
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

PUBLIC HOLIDAYS

Christmas Day
Boxing Day
New Years Day
Second January
Good Friday
Easter Monday
May Day
May Bank Holiday
Local Fair Monday
September Holiday

ICT SPECIFICATION REVIEW

SIGNATURE: **DATE:**

DATE OF COMMISSIONING: **VARIATION NO:**

SPECIFICATION REVIEW DATE:

SAMPLE TEMPLATE 2 - SPECIFICATION DETAILS

Location:

Ward/Department/Other: **No of Beds:**

Speciality:

Location Code or Room No	Description	Floor Area Sq.m	Floor Type	Dom Serv Code	Period when Presence is Required		Period when Cover is Required		Period when Work may not be Scheduled		Remarks
					Mon/Fri	Sat/Sun	Mon/Fri	Sat/Sun	Mon/Fri	Sat/Sun	

Soft Floor Total	
Hard Floor Total	
Grand Total	

Total Sheet 1	
Total Sheet 2	
Total Sheet 3	
Grand Total	

SAMPLE TEMPLATE 3 - SPECIFICATION OF LOCAL REQUIREMENTS

LOCATION:

SPEC. CODE	TASK	TASK No.	APPLICABLE FREQUENCY					NOT APPLICABLE
			F U L L C L E A N	C H E C K C L E A N	W E E K	M O N T H	Y E A R	

GLOSSARY OF TERMS

CLEANING SERVICES SPECIFICATION

A & E – Accident and Emergency.

ACAD – an Ambulatory Care and Development Centre.

Audit – a process which allows for the systematic and critical analysis of the quality of service.

Benchmarking - use of a standard or point of reference for the purpose of comparison, usually in the context of improving performance.

BMTU - Bone Marrow Transplant Unit.

CCU – Coronary Care Unit.

Cleaning Service Provider – defined as the organisation co-ordinating and delivering cleaning services within specified locations - applies to in-house team, external contractor, Facilities Management provider.

Clinical Clean – Clinical Clean Rooms are areas where ‘clean’ clinical procedures are carried out, e.g. treatment rooms.

Dirty Utility – Examples of dirty utility room are, sluice rooms, or areas that are used for the decontamination of medical equipment.

Discharge Clean - A discharge clean should take place after each patient discharge. Local flexibility is required in order that daily programmed clean can be reprogrammed/reallocated thus avoiding requirement for additional cleaning input.

HDU – High Dependency Unit. This is a clinical area where patients require a high level of clinical care but are not ventilated. Examples would be SCBU (Special Care Baby Units) Medical and Surgical High Dependency Units.

ICU – Intensive Care Unit, or Intensive Therapy Unit (ITU). Also included in this category would be Cardiac Intensive Care Unit (CICU) Neonatal Intensive Care Unit (NICU), Neurology Intensive Care (NLIC).

IDU - Infectious Disease Unit.

Isolation Room - A room in which certain categories of patients, particularly those with alert organisms or communicable diseases can be cared for with a minimum of contact with the rest of the patients/clients. No recommendation/frequency is given for soft flooring in isolation rooms because this type of flooring should not be present in isolation rooms.

Monitoring – is the on-going assessment of the outcomes of cleaning processes.

PAF – Performance Assessment Framework – the method used within NHSScotland to measure the performance of NHS Boards against agreed indicators.

Peer Review – review of a service by those with expertise and experience in that service, either as a provider, user or carer but who are not involved in its provision in the area under review.

PPM - Parts per million.

SCIEH – Scottish Centre for Infection and Environmental Health.

Service User – defined as patients and visiting public.

SSD (CSSD) – Sterile Services Department.

Terminal Clean - the procedure required to ensure that an area has been cleaned/decontaminated after a patient with an alert organism or communicable disease has been nursed in the area, in order to render it safe for the next patient.

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9. APPENDIX 1: MEMBERSHIP OF WORKING GROUP 7, HAI TASK FORCE

Name	Membership Representation	Title	Organisation
Heather Knox *	Chair	Director of Facilities	Ayrshire & Arran Primary Care NHS Organisation
Angela Brown	Domestic Services – WG3 Link	Domestic Services Manager	NHS Dumfries & Galloway
Robin Creelman	Public Involvement	Public Interest Representative	
Stephanie Dancer (Dr) *	Scottish Centre for Infection and Environmental Health	Consultant Microbiologist	Scottish Centre for Infection and Environmental Health
Isabella Dickie *	Hotel Services	Hotel Services Manager	Ayrshire & Arran Primary Care NHS Organisation
Carol Fraser *	Scottish Ambulance Service	Nurse Consultant in Health Protection	NHS Lothian
Martin Henry *	Hotel Services	Head of Support Services	Lothian University Hospitals NHS Organisation
Janet Jenkins (Dr)	Scottish Joint Consultants Committee	Consultant Anaesthetist	Lothian University Hospitals NHS Organisation
Suzette Keddie *	Independent Healthcare Association	Theatre Manager	King's Park Hospital
Craig Martin	Care Commission	Care Commission Officer	Independent Healthcare Division, Care Commission
Sandra McNamee *	Infection Control Nurses Association	Senior Nurse Infection Control	North Glasgow University Hospitals NHS Organisation
Eric Murray *	Facilities	Director of Facilities	NHS Grampian
Pauline Paxton	Staff Partners	Organiser	GMB Scotland
Jamie Quin *	Allied Health Professions	Head of Professions Podiatry	Greater Glasgow Primary Care NHS Organisation
Irene Souter	Directors of Nursing	Director of Nursing	Fife Primary Care NHS Organisation
Elisabeth Sutherland *	Hotel Services	Operations Manager – Support Services	Greater Glasgow Primary Care NHS Organisation
Sheila Tunstall-James *	Public Involvement	Public Interest Representative	

* denotes membership of Sub Group