

**Part of
The Revised Healthcare
Cleaning Manual**

CONTENTS

Welcome

Foreword

7.2 Method statements – tasks performed by nursing or departmental staff

- a. Audiometer headphones
- b. Baby changing mat
- c. Bath hoist
- d. Carrier for disposable bedpans
- e. Bedpan storage rack
- f. Blood pressure testing equipment
- g. Wash bowl
- h. Breast pump – single patient use
- i. Baby scales
- j. Commode
- k. Drip stand
- l. Examination couch
- m. Plastic flower vase
- n. Infant incubator
- o. Mattress
- p. Pillow
- q. Toys and play equipment
- r. Trolleys
- s. Mechanical ventilators – routine damp-dusting of exterior
- t. Walking aids
- u. Wheelchairs
- v. Weighing scales
- w. Bedside entertainment system

Welcome to the Revised Healthcare Cleaning Manual

The Revised Healthcare Cleaning Manual has been designed to help every NHS Trust meet its obligation to aid the delivery of high-quality, effective and safe healthcare in clean premises that support the control of healthcare associated infections and make a positive contribution to healthcare outcomes.

The Revised Healthcare Cleaning Manual is intended as a resource for the Trust Board member or senior manager with responsibility for cleanliness and for all managers and staff with responsibilities for cleaning. The Manual is applicable to all healthcare settings including hospitals, ambulances and primary care.

The aim of the Manual is to provide guidance on cleaning techniques and best practice advice on defining responsibilities, scheduling work, measuring outcomes, reporting and driving improvements.

It is anticipated that healthcare providers will respond to the publication of this Manual by reviewing existing policies and practice relating to cleanliness.

This Manual is available for download from <http://www.npsa.nhs.uk/cleaning>

Foreword

The cleanliness of healthcare premises is an important component in the provision of clean safe care. The NHS Constitution clearly sets out that patients have a right to be treated in an organisation that meets the required levels of safety and quality. The NHS has further pledged that services will be provided in a clean and safe environment that is fit for purpose and based on national best practice. Whilst there have been significant improvements in the cleanliness of our healthcare premises, there is still room for improvement.

The Care Quality Commission will continue the inspection programme to ensure that healthcare providers are meeting the requirements of regulation with respect to healthcare associated infections. In order to meet these requirements, healthcare providers will be expected to provide and maintain a clean and appropriate environment that facilitates the prevention and control of healthcare associated infection. Following the guidance in this manual may be of assistance in providing assurance that a healthcare provider meets these requirements.

This guidance should be used as a starting point from which practitioners and managers can develop their own local environmental cleanliness policies. When read in conjunction with the National Specifications for Cleanliness, this guidance can help healthcare providers identify standards of cleanliness and what systems and processes they need to put in place to deliver and monitor those standards.

The National Patient Safety Agency commissioned the Association of Healthcare Cleaning Professionals to lead the review of this Manual and revise the guidance to reflect the modern NHS. We have worked with a variety of stakeholders with expertise in cleaning, infection control, nursing and emergency care. We are grateful to all those involved in the revision of this guidance for providing their expertise, time and commitment to this work.

Martin Fletcher

Chief Executive

National Patient Safety Agency

7.2 Method statements – tasks usually carried out by nursing or departmental staff

This section contains method statements for tasks usually performed by nursing or departmental staff, as opposed to cleaning staff. This division is for ease of reference, but it is for each healthcare provider to determine exactly who is responsible for each cleaning task as described in Section 3.

- a. Audiometer headphones
- b. Baby changing mat
- c. Bath hoist
- d. Carrier for disposable bedpans
- e. Bedpan storage rack
- f. Blood pressure testing equipment
- g. Wash bowl
- h. Breast pump – single patient use
- i. Baby scales
- j. Commode
- k. Drip stand
- l. Examination couch
- m. Plastic flower vase
- n. Infant incubator
- o. Mattress
- p. Pillow
- q. Toys and play equipment
- r. Trolleys
- s. Mechanical ventilators – routine damp-dusting of exterior
- t. Walking aids
- u. Wheelchairs
- v. Weighing scales
- w. Bedside entertainment system

Task

AUDIOMETER HEADPHONES

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the headphones clean, starting at the connection point and working towards the earpieces. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Wipe with alcohol disinfectant wipe.
9. Move on to next set of audiometer headphones and repeat points 5 to 8.
10. Change the cleaning solution and cloth when it becomes soiled.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

BABY CHANGING MAT

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- non-abrasive pad;
- colour-coded domestic gloves;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Identify a suitable location for cleaning.
3. Display warning signs.
4. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
5. Place the bucket on a cleaning trolley.
6. Dampen or rinse a cloth in the cleaning solution.
7. Wipe the baby changing mats clean, starting at the point furthest from you and working methodically towards you. Turn the mat and clean the underside then wipe clean the edges. For greasy or stubborn soiling, use the non-abrasive pad.
8. Change the cleaning solution and cloth when it becomes soiled.
9. Allow the baby changing mat to dry.
10. Wipe with alcohol disinfectant wipe.
11. Move on to next mat and repeat points 6 to 10.
12. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
13. Remove gloves and wash hands.

Task

BATH HOIST

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- non-abrasive pad;
- colour-coded domestic gloves;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- laundry bag;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Remove the detachable material component, if present, and place in laundry bag.
4. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
5. Place the bucket on a cleaning trolley.
6. Dampen or rinse a cloth in the cleaning solution.
7. Wipe the hoist clean, starting at the highest point and working downwards. Pay particular attention to joints and connecting parts.
8. Change the cleaning solution and cloth when it becomes soiled.
9. Wipe with alcohol disinfectant wipe.
10. Fit a clean material component, if appropriate.
11. Move on to next hoist and repeat points 6 to 11.
12. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
13. Remove gloves and wash hands.

Task

CARRIER FOR DISPOSABLE BEDPANS

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- non-abrasive pad;
- colour-coded domestic gloves;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipe;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Identify a suitable location for cleaning.
3. Display warning signs.
4. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
5. Place the bucket on a cleaning trolley.
6. Dampen or rinse a cloth in the cleaning solution.
7. Wipe the bedpan carriers clean, starting at the point furthest from you and working methodically towards you. Turn the carrier and clean the underside then wipe clean the edges. For greasy or stubborn soiling, use the non-abrasive pad.
8. Change the cleaning solution and cloth when it becomes soiled.
9. Allow the bedpan carrier to dry.
10. Wipe with alcohol disinfectant wipe.
11. Move on to next bedpan carrier and repeat points 6 to 10.
12. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
13. Remove gloves and wash hands.

Task

BEDPAN STORAGE RACK

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the racks clean, starting at the highest point and working downwards. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Wipe with alcohol disinfectant wipe.
9. Move on to next rack and repeat points 5 to 8.
10. Change the cleaning solution and cloth when it becomes soiled.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

BLOOD PRESSURE TESTING EQUIPMENT

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the blood pressure testing equipment clean, starting at the connection point and working downwards. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Wipe with alcohol disinfectant wipe.
9. Move on to next blood pressure testing equipment and repeat points 5 to 8.
10. Change the cleaning solution and cloth when it becomes soiled.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

WASH BOWL

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- non-abrasive pad;
- colour-coded domestic gloves;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Identify a suitable location for cleaning.
3. Display warning signs.
4. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and local training. Do not mix chemicals and only use a cleaning product provided by your employer.
5. Place the bucket on a cleaning trolley.
6. Dampen or rinse a cloth in the cleaning solution.
7. Wipe the wash bowl clean, starting at the point furthest from you and working methodically towards you. Turn the bowl and clean the underside, then wipe clean the rim. For greasy or stubborn soiling, use the non-abrasive pad.
8. Change the cleaning solution and cloth when it becomes soiled.
9. Allow the wash bowl to dry.
10. Move on to next wash bowl and repeat points 6 to 9.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

BREAST PUMP – SINGLE PATIENT USE (FOR CLEANING OF SINGLE PATIENT USE ACCESSORIES BETWEEN USES)

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the breast pump clean, starting at the connection point and working downwards. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Move on to next breast pump and repeat points 5 to 7.
9. Change the cleaning solution and cloth when it becomes soiled.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

BABY SCALES

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the baby scales clean, working from the outside in and finishing with the weighing pan. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Move on to next set of scales and repeat points 5 to 7.
9. Change the cleaning solution and cloth when it becomes soiled.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

COMMODE

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves suitable for chemical resistance and complying with the PPE Directive (89/686/EEC);
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- sporicidal disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Identify a suitable area for cleaning and identify a suitable drain for disposal of the used cleaning solution.
3. Display warning signs.
4. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
5. Place the bucket on a cleaning trolley.
6. Dampen or rinse a cloth in the cleaning solution.
7. Wipe the commode clean, working from the outside in, starting at the highest point and finishing with the pan. For greasy or stubborn soiling, use the non-abrasive pad. Pay particular attention to arm rests and the underside of the rim. Take care to clean ridges and awkward surfaces. If these resist cleaning inform your supervisor, who will consider alternative cleaning techniques such as steam cleaning.
8. Change the cleaning solution and cloth when it becomes soiled, disposing of the solution in the identified drain.
9. Allow to dry.
10. Wipe thoroughly with a sporicidal disinfectant wipe, working in the same order as in point 7.
11. Move on to next commode and repeat points 6 to 10.
12. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
13. Remove gloves and wash hands.

Task

DRIP STAND

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the drip stand clean, working from the top to the bottom and paying attention to the underside and the wheels. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Move on to next drip stand and repeat points 5 to 7.
9. Change the cleaning solution and cloth when it becomes soiled.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

EXAMINATION COUCH

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- alcohol disinfectant wipes;
- laundry bag;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Remove used couch roll if present.
4. Remove any linen present and place in laundry bag.
5. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
6. Place the bucket on a cleaning trolley.
7. Dampen or rinse a cloth in the cleaning solution.
8. Wipe the examination couch clean, working from the top to the bottom, paying attention to joints and undersides. For greasy or stubborn soiling, use the non-abrasive pad.
9. Change the cleaning solution and cloth when it becomes soiled.
10. Allow to dry.
11. Wipe with alcohol disinfectant wipes, starting at the top and working downwards.
12. Move on to next examination couch and repeat points 6 to 10.
13. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
14. Remove gloves and wash hands.

Task

PLASTIC FLOWER VASE

Note: glass and ceramic vases may be cleaned in the same way as crockery (refer to washing up method statement).

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- non-abrasive pad;
- colour-coded domestic gloves;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Identify a suitable location for cleaning.
3. Display warning signs.
4. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
5. Place the bucket on a cleaning trolley.
6. Dampen or rinse a cloth in the cleaning solution.
7. Wipe the flower vase clean, outside first, then inside. Turn the bowl and clean the underside then wipe clean the rim. For stubborn soiling, especially around the waterline, use the non-abrasive pad.
8. Change the cleaning solution and cloth when it becomes soiled.
9. Allow the vase to dry.
10. Move on to next vase and repeat points 6 to 9.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

INFANT INCUBATOR

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the infant incubator clean, working from the outside towards the inside and finishing with the base of the internal compartment. For greasy or stubborn soiling, use the non-abrasive pad.
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow the incubator to dry.
9. Wipe all surfaces with an alcohol disinfectant wipe.
10. Move on to next incubator and repeat points 5 to 9.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

MATTRESS

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the impermeable mattress cover clean, turn the mattress and clean the underside and complete by cleaning all edges. For greasy or stubborn soiling, use the non-abrasive pad.
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow the mattress to dry.
9. Wipe all surfaces with an alcohol disinfectant wipe.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

PILLOW

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the impermeable pillow cover clean on both sides. For greasy or stubborn soiling, use the non-abrasive pad.
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow the pillow to dry.
9. Wipe all surfaces with an alcohol disinfectant wipe.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

TOYS AND PLAY EQUIPMENT

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- paper towels;
- general purpose detergent or general surface cleaner;
- alcohol disinfectant wipes;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the toys or play equipment clean. For play equipment such as early learning activity stations, start at the highest point and work downwards, paying particular attention to undersides and edges. Remove movable parts and clean separately. For greasy or stubborn soiling, use the non-abrasive pad. Soft toys may be damp-dusted as above and dried with a clean paper towel, but if contamination is suspected, should be disposed of as clinical waste. (Very expensive or treasured soft toys may withstand steam cleaning. Refer to cleaning with steam method statement).
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow to dry.
9. Wipe with alcohol disinfectant wipe.
10. Move on to next toy and repeat points 5 to 9.
11. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
12. Remove gloves and wash hands.

Task

TROLLEYS

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the trolley clean, working from the top to the bottom and paying attention to the undersides, edges and the wheels. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Move on to next trolley and repeat points 5 to 7.
9. Change the cleaning solution and cloth when it becomes soiled.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

MECHANICAL VENTILATOR – ROUTINE DAMP-DUSTING OF EXTERIOR

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- alcohol disinfectant wipe;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the surfaces of the ventilator clean, working from the top to the bottom and paying attention to the undersides and joints. For greasy or stubborn soiling, use the non-abrasive pad.
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow to dry.
9. Wipe with an alcohol disinfectant wipe.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

WALKING AIDS

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- alcohol disinfectant wipe;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the surfaces of the walking aid clean, working from the top to the bottom and paying particular attention to the handles, undersides, joints and feet. For greasy or stubborn soiling, use the non-abrasive pad.
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow to dry.
9. Wipe with an alcohol disinfectant wipe.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

WHEELCHAIRS

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- alcohol disinfectant wipe;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the surfaces of the wheelchair clean. Begin with the handles, seatback and arms, then the frame and seat, finishing with the spokes, rim and tyres. Pay particular attention to undersides and edges. For greasy or stubborn soiling, use the non-abrasive pad. If there is heavy soiling in difficult to reach areas which resist cleaning, inform your supervisor who will consider whether steam cleaning is necessary (refer to cleaning with steam method statement).
7. Change the cleaning solution and cloth when it becomes soiled.
8. Allow to dry.
9. Wipe all surfaces with an alcohol disinfectant wipe.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

WEIGHING SCALES

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Dampen or rinse a cloth in the cleaning solution.
6. Wipe the weighing scales clean, working from the outside in and finishing with the weighing pan. For greasy or stubborn soiling, use the non-abrasive pad.
7. Allow to dry.
8. Move on to next set of scales and repeat points 5 to 7.
9. Change the cleaning solution and cloth when it becomes soiled.
10. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
11. Remove gloves and wash hands.

Task

BEDSIDE ENTERTAINMENT SYSTEM

Equipment and materials required:

- colour-coded bucket;
- colour-coded cloth;
- colour-coded domestic gloves;
- non-abrasive pad;
- cleaning trolley;
- alcohol disinfectant wipe;
- general purpose detergent or general surface cleaner;
- warning signs.

Method

1. Wash hands and put on gloves.
2. Display warning signs.
3. Prepare the cleaning solution in the bucket in strict accordance with the manufacturer's instructions and with your training. Do not mix chemicals and only use a cleaning product provided by your employer.
4. Place the bucket on a cleaning trolley.
5. Disconnect the bedside entertainment system.
6. Dampen or rinse a cloth in the cleaning solution and wring so that it is fairly dry.
7. Wipe the surfaces of the bedside entertainment system clean, beginning at the connection points and working systematically along connecting cables. Clean the television set, the handset and finally the telephone set. Take care not to make any electrical connections wet.
8. Change the cleaning solution and cloth when it becomes soiled.
9. Allow all surfaces to dry.
10. Wipe all surfaces with an alcohol disinfectant wipe, paying particular attention to the telephone and to those areas which are touched in the course of normal operation.
11. Turn on the bedside entertainment system and check that it is working correctly. If the system does not operate normally, inform your supervisor.
12. On completion, dispose of the cloth, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.
13. Remove gloves and wash hands.