

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

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

Task	Freq	Ward Toilets				Freq	Ward Bins				Freq	Sluice				Freq	Pantry			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Clean sanitary fittings	<i>Daily</i>	✓																		
Replenish disposables	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Rubbish	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Marham

Task	Freq	Bays & Side Rooms				Freq	Sanitary Areas				Freq	Equipment Stores				Freq	Nurses Station & Sluice				Freq	Offices/ Seminar Rooms			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Static Mop																									
Damp dust	Daily	✓														Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓								
Replenish disposables	Daily	✓				Daily	✓									Daily	✓								
Rubbish	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Clean bins						Weekly	✓									Weekly	✓								
Change locker bags	Daily	✓																							
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																			Weekly	✓			
TV arms	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓							
Wash furniture	Annually				✓																Annually				✓

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: West Newton

Task	Freq	Day Room				Freq	Bays / Single Rooms				Freq	Sanitary Areas Clean/Dirty Utility				Freq	Nurses Station				Freq	Treatment Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Damp mop						Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Damp dust	Daily *	✓				Daily *	✓			Daily	✓			Daily *	✓			Daily	✓						
Damp dust under beds						Weekly	✓																		
Clean sanitary fittings						Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Replenish disposables						Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Rubbish	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Clean bins	Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓						
Change locker bags						Daily	✓																		
Fridge seal																									
Wash toilet brush & holders										Weekly	✓														
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓						
Internal glass	Weekly	✓				Weekly	✓											Weekly	✓						
Machine buff						Weekly		✓						Weekly		✓		Weekly		✓					
Wash furniture & fixtures	Annually				✓	Annually			✓																

* All furniture, fixtures & fittings

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

West Newton

Task	Freq	Offices / West Newton Seminar Room				Freq	Equipment/ Supply Rooms				Freq	Corridors				Freq	Domestic Cupboard				Freq	Kitchen			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly		✓							Daily	✓				Monthly		✓			Daily	✓				
Damp mop										Daily	✓				Monthly		✓								
Damp dust	Weekly *	✓				Monthly	✓			Daily	✓				Weekly	✓				Daily	✓				
Damp dust under beds																									
Clean sanitary fittings										Daily	✓				Daily	✓				Daily	✓				
Replenish disposables										Daily	✓				Daily	✓				Daily	✓				
Rubbish	Daily	✓								Daily	✓				Daily	✓									
Clean bins	Weekly	✓													Weekly	✓									
Change locker bags																									
Fridge seal																				Daily	✓				
Wash toilet brush holders																									
High & low dust	Weekly	✓				Monthly	✓			Weekly	✓				Weekly	✓				Weekly	✓				
Internal glass	Weekly	✓				Monthly	✓			Weekly	✓														
Machine buff										Weekly		✓			Monthly		✓								
Wash furniture & fixtures																									

* All furniture, fixtures & fittings

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Discharge Lounge

Task	Freq	Sanitary Areas *				Freq	Corridors				Freq	Clinical Room				Freq	Children's Occupational & Physiotherapy								
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4					
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Damp mop	Daily	✓				Daily	✓							Daily	✓										
Damp dust	Daily	✓									Daily	✓													
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓								
Replenish disposables	Daily	✓														Daily	✓								
Rubbish	Daily	✓														Daily	✓								
Clean bins	Weekly	✓																							
Spray buff **																									
Wash toilet brush & holders	Weekly	✓																							
Descale	Weekly	✓														Weekly	✓				Weekly	✓			
High & low dust	Weekly	✓														Weekly	✓				Weekly	✓			
High dust																									
Internal glass																									
Wet scrub	Annually	✓																							
Shampoo carpet																									
Change curtains																									
Wash furniture																									
Machine buff	Weekly		✓								Weekly		✓												

* Machine buff vinyl floors only (Twice weekly)

** Mondays & Wednesdays

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Discharge Lounge

Task	Freq	Kitchen				Freq	Discharge Lounge ****				Freq	Offices				Freq	Occupation Therapy / Physio *****			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				*****	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓													
Damp dust	Daily	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓																		
Replenish disposables	Daily	✓				Daily	✓													
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins																				
Polish mirrors																				
Wash toilet brush holders																				
Descale	Weekly	✓														Weekly	✓			
High & low dust	Weekly	✓				Monthly		✓			Weekly	✓								
High dust						Weekly	✓													
Internal glass	Weekly	✓				Weekly	✓													
Wet scrub																				
Shampoo carpet						Annually	✓													
Change curtains						Annually	✓													
Wash furniture & Fittings						Annually	✓													
Machine buff ***	Weekly		✓																	

*** Mondays & Wednesdays

**** Damp mop vinyl floors only

***** Full clean on 17 week rotation

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Offices

Task	Freq	Annex				Freq	Changing Rooms				Freq	Staff Health				Freq	Education			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum	Monthly	✓								Monthly **	✓				*** & ****	✓				
Shampoo carpet																				
Scrub floor						Monthly	✓													
Damp mop						Fortnightly	✓													
Damp dust	Monthly	✓				Fortnightly	✓			Weekly *	✓				*** & ****	✓				
Damp dust										Monthly **	✓									
Wash & Static Floor										Weekly	✓									
Replenish disposables																				
Rubbish																				
Spray Buff										Fortnightly	✓									
Wash white door																				
Change locker bags																				
Fridge seal																				
Record fridge temperature																				
Wash toilet brush holders																				
Clean locker tops						Fortnightly	✓													
High & low dust	Monthly	✓								Monthly **	✓				*** & ****	✓				
High dust						Fortnightly	✓			Weekly *	✓									
Internal glass						Fortnightly	✓													
Curtain rails																				
Change curtains																				
Wash furniture																				
Machine buff																				

Clean Domestic Office every 4 months

* Corridor & Treatment Room

** All 4 offices

*** Lecture Theatre, Chapel (2 rooms & Kitchen) - Fortnightly

**** Classroom 4 - Monthly & Offices every 4 months

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Offices

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

Rooms 8/1 and 7/2
Clean offices every 4 months

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Social Club

Task	Freq	Chresh				Freq	Chresh Toilets				Freq	Male & Female Toilets				Freq	Food Room				Freq	Hall			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily *	✓			
Static mop																					Daily **	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓													
Replenish disposables	Daily	✓				Daily	✓				Daily	✓													
Rubbish	Daily	✓				Daily	✓				Daily	✓													
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓													
Remove climbing equipment from room to patio	Daily	✓																							
Wash cubicle doors & walls						Monthly	✓				Monthly	✓													
Clean shower cubicle											Daily	✓													
Wash toilet brush & holders						Weekly	✓				Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
High dust																									
Internal glass	Weekly	✓				Weekly	✓				Weekly	✓													
Wash furniture																									
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓		

* Stage

** wooden flooring

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Social Club

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

*** Carpet & vinyl flooring

**** Vinyl flooring

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Anmer

Task	Freq	Kitchen				Freq	Toilets				Freq	Offices				Freq	Corridor			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Monthly	✓								
Shampoo carpet											Annually	✓								
Static mop															Daily *	✓				
Damp mop	Daily	✓				Daily	✓								Weekly	✓				
Damp dust	Daily	✓				Daily	✓				Monthly	✓				Weekly		✓		
Clean sanitary fittings	Daily	✓				Daily	✓													
Replenish disposables	Daily	✓				Daily	✓													
Rubbish	Daily	✓				Daily	✓				Weekly	✓								
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓								
Wash white door																				
Change locker bags																				
Fridge seal	Daily	✓																		
Record fridge temperature																				
Wash toilet brush & holders						Weekly	✓													
Descale	Weekly	✓				Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓			
High dust																				
Internal glass & doors																				
Curtain rails																				
Change curtains																				
Wash furniture																				
Machine buff	Weekly	✓				Weekly	✓								Weekly	✓				

* Static edges weekly

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Mon - Fri) AM Tasks

Task	Freq	Streets (Up & Down)				Freq	Main Entrance Carpet				Freq	Main Entrance Stairs				Freq	Main Entrance Toilets *				Freq	X-ray Toilets			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Clean doors	Daily	✓																							
Clean radiators																									
Damp dust window ledges & ledges	Daily	✓																							
Vacuum						Daily	✓																		
Sweep										Daily	✓														
Mop										Daily	✓														
Clean glass										Daily	✓														
Clean toilets																									
Through clean														Daily	✓										
Empty rubbish														Daily	✓			Daily	✓						
Check & replenish disposables														Daily	✓			Daily	✓						
Wash floor														Daily	✓			Daily	✓						
Clean sanitary fittings																		Daily	✓						
Wash toilet brush & holders														Weekly	✓										

* Repeat again later on in the morning

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Mon - Fri) AM Tasks

Task	Freq	Lev/Mar Stairs				Freq	Coffee Lounge Stairs				Freq	Day Hospital				Freq	Shouldham Toilets				Freq	Pathology Stairs				Freq	Mortuary Toilet								
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4					
Clean doors																																			
Clean radiators																																			
Damp dust window ledges & ledges																																			
Vacuum carpet																																			
Sweep	Daily	✓				Daily	✓														Daily	✓													
Mop	Daily	✓				Daily	✓														Daily	✓													
Clean glass	Daily	✓				Daily	✓														Daily	✓													
Clean toilets											Daily	✓				Daily	✓																		
Through clean																																			
Empty rubbish																										Daily	✓								
Check & replenish disposables																										Daily	✓								
Wash floor																										Daily	✓								
Clean sanitary fittings																										Daily	✓								
Wash toilet brush & holders											Weekly	✓				Weekly	✓									Weekly	✓								

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Mon - Fri) AM Tasks

Task	Freq	Mortuary Stairs				Freq	Castleacre Stairs				Freq	A&E Stairs				Freq	A&E Front Toilets				Freq	Chapel Toilet				Freq	Outpatients Toilets								
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4					
Clean doors																																			
Clean radiators																																			
Damp dust window ledges & ledges																																			
Vacuum carpet																																			
Sweep	Daily	✓				Daily	✓				Daily	✓																							
Mop	Daily	✓				Daily	✓				Daily	✓																							
Clean glass	Daily	✓				Daily	✓				Daily	✓																							
Clean toilets																																			
Through clean																																			
Empty rubbish																Daily	✓				Daily	✓				Daily	✓								
Check & replenish disposables																Daily	✓				Daily	✓				Daily	✓								
Wash floor																Daily	✓				Daily	✓				Daily	✓								
Clean sanitary fittings																Daily	✓				Daily	✓				Daily	✓								
Wash toilet brush & holders																Weekly	✓				Weekly	✓				Weekly	✓								

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Mon - Fri) PM Tasks

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

* Wednesdays

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Mon - Fri) PM Tasks

Task	Freq	Main Entrance Stairs				Freq	Shouldham Toilets				Freq	Outside Breast Care Office				Freq	Streets				Freq	Ramp								
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4					
Clean doors																														
Clean radiators																														
Damp dust window ledges & ledges																														
Vacuum carpet											Daily	✓																		
Sweep																														
Wash black edges																										***	✓			
Static ramp flat & slope area																										****	✓			
Check	Daily	✓				Daily	✓																							
Mop																														
Clean glass																														
Clean toilet																														
Through clean																														
Empty rubbish																														
High dust																Daily **	✓													
Wash floor																														
Clean sanitary fittings																														
Wash toilet brush & holders																														

** Upper streets - Mondays & Wednesdays Lower streets - Tuesdays & Thursdays

*** Mondays, Wednesdays & Fridays

**** Tuesdays & Thursdays

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications - Saturday Morning

Task	Freq	Shouldham Toilets				Freq	Coffee Lounge Stairs				Freq	Day Hospital Toilets				Freq	Residence & Day Hospital Carpet				Freq	Main Entrance Toilets				Freq	Lifts				Freq	Catering			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum														Daily	✓																				
Mop	Daily	✓				Daily	✓			Daily	✓											Daily	✓												
Buff																																			
Static																																			
Edges																																			
Clean/wet scrub																																			
Replenish disposables	Daily	✓								Daily	✓							Daily	✓							Daily	✓								
Sweep						Daily	✓															Daily	✓												
Clean glass																																			
Check clean														Daily	✓																				
Vacuum runners																						Daily	✓												
Clean toilets																										Daily	✓								
Damp dust																										Daily *	✓								
Spray buff																										Daily **	✓								
Rubbish																										Daily	✓								

* Office

** All floors

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications - Saturday Afternoon

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Sunday Morning)

Task	Freq	A&E Front Waiting Area				Freq	Main Entrance Stairs				Freq	Main Entrance Toilets				Freq	Main Entrance Carpets				Freq	Lifts			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum	Weekly	✓												Weekly	✓										
Sweep						Weekly	✓											Weekly	✓						
Damp mop	Weekly	✓				Weekly	✓			Weekly	✓							Weekly	✓						
Static Mop																									
Check																									
Wet scrub																									
Clean sanitary fittings										Weekly	✓														
Replenish disposables										Weekly	✓														
Rubbish																									
Buff	Weekly	✓																							
Static edges	Weekly	✓																							

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Sunday Morning)

Task	Freq	Chapel Toilets				Freq	A&E Stairs				Freq	Finance Toilets				Freq	Mortuary Toilets				Freq	Shouldham Toilets			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum																									
Sweep						Weekly	✓																		
Damp mop	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓								
Static Mop																									
Check																									
Wet scrub																					Weekly	✓			
Clean sanitary fittings	Weekly	✓									Weekly	✓				Weekly	✓				Weekly	✓			
Replenish disposables	Weekly	✓									Weekly	✓				Weekly	✓				Weekly	✓			
Rubbish																									
Buff																									
Static edges																									

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (Sunday Afternoon)

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (BITS)

Task	Freq	A&E Waiting Area (plus visitors toilet)				Freq	A&E Entrance				Freq	Finance				Freq	Day Hospital Corridor				Freq	Residence / Day Hospital						
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4			
Vacuum	Daily	✓				Daily	✓				Weekly	✓								Weekly			✓					
Damp mop	Daily	✓																										
Machine buff	Daily	✓																										
Static mop	Daily	✓																										
Wash skirting boards	Daily	✓																										
Wet scrub	Annually				✓																							
Shampoo Carpet																								Annually				✓
Clean sanitary fittings																								Daily	✓			
Replenish disposables																								Daily	✓			
Rubbish																								Daily	✓			
Damp dust																								Daily	✓			
Wash bin						Weekly	✓																					
High & low dust						Weekly	✓				Weekly	✓																
Spray buff											Weekly		✓															
Static again & wash edges											Weekly		✓															
Static again & wash skirting board																												
Sweep																												

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (BITS)

Task	Freq	West Wing & Upper and Lower Corridors				Freq	West Wing Lifts				Freq	Mobile			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum															
Damp mop						Weekly		✓							
Machine buff						Weekly	✓								
Static mop	Daily	✓				Weekly	✓								
Wash skirting boards															
Wet scrub															
Shampoo Carpet															
Clean sanitary fittings															
Replenish disposables															
Rubbish											Weekly	✓			
Damp dust															
Wash bin															
High & low dust	Weekly	✓									Monthly	✓			
Spray buff	Weekly		✓												
Static again & wash edges															
Static again & wash skirting board	Weekly		✓												
Sweep						Weekly			✓						

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (BITS) Monday

Task	Freq	A&E Waiting Area (plus Visitors Toilet)				Freq	A&E and Ambulance Entrance				Freq	Finance				Freq	Day Hospital Corridor				Freq	Residence/Day Hospital Entrance				Freq	West Wing Corridors				
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4	
Vacuum	Daily	✓				Daily ***	✓												Daily ***	✓											
Buff	Daily *	✓																													
Static buff														Daily	✓																
Spray buff														Daily	✓																
Static buff again & wash edges														Daily	✓																
Vacuum & wash edges	Daily **	✓																													
Static mop																						Daily	✓								
Damp mop	Daily	✓																													
Damp dust										Daily ****	✓				Daily ****	✓															
Clean kitchen area										Daily	✓																				
Clean toilet										Daily	✓																				
Replenish disposables										Daily	✓																				
Rubbish										Daily	✓																				
Sweep stairs & lifts																						Daily	✓								

* Using a brush

**** Door frames, window frames & ledges

**After buffing

*** Front carpets

**** All offices & mobile

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (BITS) Tuesday

Task	Freq	A&E Waiting Area (plus Visitors toilet)				Freq	A&E and Ambulance Entrance				Freq	Finance				Freq	Lower West Wing Corridor				Freq	Day Hospital Corridor				Freq	West Wing Corridor			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum	Daily	✓				Daily *	✓				Daily **	✓								Daily ****	✓									
Mop & buff using brush	Daily	✓																												
Static buff														Daily	✓				Daily	✓				Daily *****	✓					
Spray buff														Daily	✓															
Static & wash edges	Daily	✓												Daily	✓															
After buffing, vacuum & wash edges	Daily	✓																												
Sweep & mop stairs & lifts														Daily	✓															
Damp dust																														
Clean kitchen area										Daily	✓																			
Replenish disposables										Daily	✓																			
Rubbish										Daily	✓																			
Clean toilets										Daily ***	✓																			

- * Front carpets & main entrance carpet
- ** All offices & corridor on right hand side
- *** & mobile
- **** Day Hospital & Residences entrance
- ***** Upstairs

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communication (BITS) Wednesday

Task	Freq	A&E Waiting Area (plus Visitors toilet)				Freq	A&E and Ambulance Entrance				Freq	Finance				Freq	Upper West Wing				Freq	Lower West Wing																				
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4																	
Vacuum	Daily	✓				Daily *	✓				[Greyed out]	Daily ***	✓				[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]																			
Mop & buff using brush	Daily	✓																																								
After buffing, vacuum & wash edges	Daily	✓																																								
Static buff	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]	[Greyed out]		[Greyed out]	Daily	✓											Daily ****	✓																
Spray buff													Daily	✓																												
Static again & wash edges													Daily	✓																												
Clean kitchen area													Daily	✓																												
Replenish disposables													Daily	✓																												
Rubbish													Daily	✓																												
Clean toilets													Daily	✓																												
High dust													Daily **	✓																												
Static & mop lifts													Daily	✓																												
Wash lift walls & vacuum grids													Daily	✓																												
Static corridor & sweep stairs											Daily		✓																		Daily	✓										

* Front carpets & main entrance carpet
 ** All of Finance & mobile
 *** Residence & Day Hospital entrance carpets
 **** Day Hospital corridor

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (BITS) Thursday

Task	Freq	A&E Waiting Area				Freq	A&E and Ambulance Entrance				Freq	Finance				Freq	Day Hospital Corridor				Freq	Day Hospital				Freq	West Wing			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum	Daily	✓				Daily *	✓				Daily **	✓								Daily ***	✓									
Mop & buff using brush	Daily	✓																												
After buffing, vacuum & wash edges	Daily	✓																												
Static buff														Daily	✓								Daily ****	✓						
Spray buff														Daily	✓															
Static again and wash edges														Daily	✓															
Clean kitchen area										Daily	✓																			
Replenish disposables										Daily	✓																			
Rubbish										Daily	✓																			
High dust														Daily	✓															
Clean toilets										Daily	✓																			
Sweep lifts & stairs																						Daily	✓							
Damp dust all edges & clean glass																						Daily	✓							

* A&E, Ambulance and Main Entrance carpets

** All offices on left hand side & mobile

*** Residence & Day Hospital Entrance carpet

**** Upper & Lower Corridor

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Communications (BITS) Friday

Task	Freq	A&E Waiting Area (plus visitors toilet)				Freq	Finance				Freq	West Wing Corridors				Freq	Day Hospital Corridor			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum	Daily	✓													Daily ****	✓				
Mop & buff using brush	Daily	✓																		
After buffing, vacuum & wash edges	Daily	✓																		
Rubbish						Daily	✓													
Clean kitchen area & wash floor						Daily	✓													
Replenish disposables						Daily *	✓													
Clean toilets & wash floor						Daily *	✓													
Static										Daily **	✓				Daily	✓				
Sweep & mop stairs and lifts										Daily	✓									
Spray buff upper corridor, static again & wash edges										Daily	✓									
High dust										Daily ***	✓									

* & mobile

** Upper & Lower corridor

*** Upper & Lower corridors

**** Residence & Day Hospital Entrance carpets

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Sterile Services

Task	Freq	Packing Area				Freq	Sterile Room				Freq	Instrument Wash Re-assembly				Freq	Autoclave				Freq	Bulk Instrument			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Shampoo carpet																									
Static mop	Weekly	✓				Weekly	✓						Weekly	✓											
Damp mop	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Damp dust	Daily	✓				Daily	✓			Daily	✓							Weekly	✓						
Clean sanitary fittings										Daily	✓														
Replenish disposables										Daily	✓														
Rubbish	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Wash toilet brush & holders																									
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓										
High dust																		Weekly	✓						
Internal glass	Monthly		✓			Monthly		✓		Monthly		✓													
Wash walls						Every 4 months	✓			Every 4 months	✓														
Wet scrub										Weekly	✓														
S80 Dry										Weekly	✓														
Machine buff	Weekly	✓				Weekly	✓						Weekly	✓											

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Breast Imaging Unit

Task	Freq	Ultrasound Room				Freq	Dark Room				Freq	Mammography Room				Freq	Processing Area								
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4					
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Shampoo carpet																									
Static mop																									
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Damp dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓								
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓								
Replenish disposables	Daily	✓									Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓									Daily	✓													
Clean bins																									
Wash white door																									
Change locker bags																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders																									
Descal																									
High & low dust	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓							
High dust																									
Internal glass & doors																									
Curtain rails																									
Change curtains																									
Wash furniture																									
Machine buff	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓								

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Breast Imaging Unit

Task	Freq	Reporting Room 1& 2				Freq	Counselling Room				Freq	Waiting Area			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓			
Shampoo carpet															
Static mop															
Damp mop	Daily	✓				Daily	✓				Daily	✓			
Damp dust	Weekly	✓				Weekly	✓				Weekly	✓			
Clean sanitary fittings						Daily	✓								
Replenish disposables						Daily	✓								
Rubbish	Daily	✓				Daily	✓								
Clean bins															
Wash white door															
Change locker bags															
Fridge seal															
Record fridge temperature															
Wash toilet brush holders															
Descale															
High & low dust	Weekly		✓								Weekly		✓		
High dust						Weekly		✓							
Internal glass & doors															
Curtain rails															
Change curtains															
Wash furniture															
Machine buff	Weekly	✓				Weekly	✓				Weekly	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Doctors Mess

Task	Freq	Staff Toilets (Rooms 24/14 & 24/11)				Freq	PGMDEC Room (241/20)				Freq	Consultants' Room (24/17)				Freq	PGMC Seminar Room				Freq	Kitchen Area			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Weekly	✓				Weekly	✓				Weekly	✓				Daily	✓			
Shampoo carpet																									
Static mop																									
Damp mop	Daily	✓																			Daily	✓			
Damp dust	Daily	✓																			Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Wash splashbacks & cubical doors	Weekly	✓																							
Wet scrub	Annually				✓																Annually				✓
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders	Weekly	✓																							
Descal																									
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
High dust																									
Internal glass & doors																									
Curtain rails																									
Change curtains																									
Wash furniture																									
Machine buff	Weekly		✓																						

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Finance

Task	Monday				Tuesday				Wednesday				Thursday				Friday				
	x1	x2	x3	x4	x1	x2	x3	x4	x1	x2	x3	x4	x1	x2	x3	x4	x1	x2	x3	x4	
Vacuum all carpets between toilets & door with swipe	✓																				
Clean all kitchen surfaces	✓									✓				✓				✓			
Empty bin in kitchen area	✓									✓											
Replenish disposables in kitchen area	✓									✓											
Wash floor	✓									✓											
Empty all bins																		✓			
Clean toilets & sinks	✓													✓				✓			
Damp dust	✓									✓											
Deep clean toilet brushes & holders	✓																				
Clean kitchen surfaces & descale						✓															
Empty bins in toilet area	✓																				
Replenish disposables in toilet area	✓																				
Clean toilets & descale					✓																
High dust					✓																
Vacuum all offices between swipe door & back of Finance					✓																
Full clean toilets									✓												
Clean all glass													✓								
Wash black edges													✓								

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

E.C.G.

Task	Freq	Waiting Area				Freq	Clinical Rooms				Freq	Kitchen				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓			
Damp mop *	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓			
Damp dust	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓			
Clean sanitary fittings											<i>Daily</i>	✓								
Replenish disposables											<i>Daily</i>	✓								
Rubbish	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓			
Clean bins											<i>Weekly</i>	✓								
Descale											<i>Weekly</i>	✓								
High dust	<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Weekly</i>	✓			
Machine buff	<i>Weekly</i>	✓				<i>Weekly</i>	✓									<i>Weekly</i>	✓			

* Hard floors only in Offices

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

West Dereham

Task	Freq	Day Room				Freq	Bays / Single Rooms				Freq	Sanitary Areas Clean/Dirty Utility				Freq	Nurses Station				Freq	Treatment Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop						Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust	Daily *	✓				Daily *	✓				Daily	✓				Daily *	✓				Daily	✓			
Damp dust under beds						Weekly	✓																		
Clean sanitary fittings						Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables						Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Change locker bags						Daily	✓																		
Fridge seal																									
Wash toilet brush & holders										Weekly	✓														
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓				Weekly	✓														Weekly	✓			
Machine buff						Weekly		✓							Weekly		✓				Weekly		✓		
Wash furniture & fixtures	Annually				✓	Annually			✓																

* All furniture, fixtures & fittings

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: West Dereham

Task	Freq	Offices / West Newton Seminar Room				Freq	Equipment/ Supply Rooms				Freq	Corridors				Freq	Domestic Cupboard				Freq	Kitchen			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly		✓							Daily	✓				Monthly		✓			Daily	✓				
Damp mop										Daily	✓				Monthly		✓								
Damp dust	Weekly *	✓				Monthly	✓			Daily	✓				Weekly	✓				Daily	✓				
Damp dust under beds																									
Clean sanitary fittings										Daily	✓				Daily	✓				Daily	✓				
Replenish disposables										Daily	✓				Daily	✓				Daily	✓				
Rubbish	Daily	✓								Daily	✓				Daily	✓									
Clean bins	Weekly	✓												Weekly	✓										
Change locker bags																									
Fridge seal																				Daily	✓				
Wash toilet brush holders																									
High & low dust	Weekly	✓				Monthly	✓			Weekly	✓				Weekly	✓				Weekly	✓				
Internal glass	Weekly	✓				Monthly	✓			Weekly	✓														
Machine buff										Weekly		✓			Monthly		✓								
Wash furniture & fixtures																									

* All furniture, fixtures & fittings

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Radiology

Task	Freq	Entrance & Corridors				Freq	Sanitary Areas				Freq	Reception				Freq	Waiting Area				Freq	MRI Rooms				Freq	Recovery Room /Injection Room				Freq	Examination Rooms (7 day service)			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Shampoo carpet											Annually		✓			Annually		✓																	
Damp mop	Daily	✓																			Daily	✓				Daily	✓				Daily	✓			
Damp dust						Daily	✓				Weekly	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings						Daily	✓																								Daily	✓			
Replenish disposables						Daily	✓														Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins						Weekly	✓									Weekly	✓				Weekly	✓									Weekly	✓			
Wash toilet brush holders						Weekly	✓																												
Wet scrub floors	Annually	✓				Annually	✓														Annually	✓				Annually	✓				Annually	✓			
High & low dust	Monthly		✓			Weekly	✓				Weekly	✓				Weekly	✓				Monthly		✓			Weekly	✓				Weekly	✓			
High dust																																			
Internal glass	Weekly	✓																													Weekly	✓			
Change bed linen																																			
Wash furniture											Annually		✓																						
Machine buff	Weekly	✓				Weekly	✓									Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Radiology

Task	Freq	Offices				Freq	Changing Cubicles				Freq	Sub Waiting Area				Freq	Staff Room				Freq	Store Room / Changing Room				Freq	On Call Room				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓				Weekly	✓				Weekly	✓			
Shampoo carpet																Annually		✓								Annually	✓								
Damp mop						Daily	✓				Daily	✓																			Weekly	✓			
Damp dust	Weekly	✓														Weekly	✓									Weekly	✓				Weekly	✓			
Clean sanitary fittings																Daily	✓									Daily	✓				Daily	✓			
Replenish disposables																Daily	✓									Daily	✓								
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins																																			
Wash toilet brush holders																																			
Wet scrub floors						Annually	✓				Annually	✓									Annually	✓													
High & low dust	Monthly		✓			Monthly	✓				Weekly	✓				Weekly	✓									Weekly	✓				Monthly	✓			
High dust																					Weekly	✓													
Internal glass	Weekly	✓														Weekly	✓																		
Change bed linen																										Daily	✓								
Wash furniture																																			
Machine buff						Monthly	✓				Weekly	✓									Weekly	✓													

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Physiotherapy

Task	Freq	Sanitary Areas				Freq	Corridor & Waiting Areas				Freq	Offices				Freq	Rest Room				Freq	Examination & Treatment Rooms			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓														Daily	✓			
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Weekly			✓	
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓														Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Static	Daily	✓				Daily	✓														Daily	✓			
Clean toilet brushes	Weekly	✓																							
Curtain rails (in bed area)	Weekly	✓																							
Machine scrub & suction dry																									
Machine buff	Weekly	✓				Weekly	✓														Weekly	✓			

* Monday, Wednesday & Friday

** Tuesday & Thursday

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Physiotherapy

Task	Freq	Hydrotherapy Pool				Freq	Reception				Freq	Store Rooms				Freq	Domestic Cupboard																	
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4														
Suction clean	Weekly	✓				Weekly	✓				Weekly	✓				Monthly	✓																	
Damp mop	Weekly *			✓		Weekly			✓		Weekly	✓				Monthly	✓																	
Damp dust	Weekly	✓				Daily	✓					Monthly	✓			Monthly	✓																	
Clean sanitary fittings	Daily	✓										Daily	✓				Daily	✓																
Replenish disposables	Daily	✓										Daily	✓				Daily	✓				Daily	✓											
Rubbish	Daily	✓										Daily	✓				Daily	✓				Daily	✓											
Clean bins	Weekly	✓																																
High & low dust	Monthly		✓								Monthly		✓			Monthly		✓			Monthly	✓												
Internal glass	Monthly	✓																																
Static																					Daily	✓				Daily	✓							
Clean toilet brushes																																		
Curtain rails																																		
Machine scrub & suction dry																					Monthly **		✓											
Machine buff											Weekly	✓				Weekly	✓				Monthly	✓												

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Occupational Therapy

Task	Freq	Staff Toilets				Freq	Corridor / Waiting Area				Freq	Office				Freq	ADL Suite				Freq	Light & Heavy Workshops				Freq	Quiet Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓								Daily	✓				Daily	✓									
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓								Daily	✓				Daily	✓									
Replenish disposables	Daily	✓				Daily	✓								Daily	✓				Daily	✓									
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓									
High & low dust	Weekly	✓				Weekly	✓				Monthly		✓			Weekly	✓									Weekly	✓			
Static	Daily	✓				Daily	✓								Daily	✓				Daily	✓									
Clean toilet brushes	Weekly	✓																												
Curtain rails																				Weekly	✓									
Internal glass	Weekly	✓				Weekly	✓				Weekly	✓																		
Machine buff	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓									

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Audiology

Task	Freq	Offices				Freq	Sound Proof Rooms				Freq	Waiting Area				Freq	Workshop Area			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop																Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓								Weekly	✓				
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓																		
Scrub floor																Monthly	✓			
Wash furniture	Annually			✓		Annually			✓		Annually			✓						

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Spencer (Psychology)

Task	Freq	Offices				Freq	Corridors				Freq	Toilets				Freq	Kitchen				Freq	Stairwells & Lifts				Freq	Clinic Room 1 (Pain Relief)			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Weekly	✓												Weekly	✓				Weekly *	✓					
Damp mop										Daily	✓																			
Damp dust	Every 4 months	✓				Every 4 months	✓								Daily	✓				Every 4 months	✓				Weekly *	✓				
Clean sanitary fittings										Daily	✓				Daily	✓														
Replenish disposables										Daily	✓				Daily	✓														
Rubbish	Weekly	✓								Daily	✓				Daily	✓								Weekly *	✓					
Fridge seal														Weekly	✓															
Record fridge temperature																														
Wash toilet brush & holders										Weekly	✓																			
Descale										Weekly	✓																			
High dust	Every 4 months	✓				Every 4 months	✓				Weekly	✓				Weekly	✓				Every 4 months	✓				Monthly	✓			

* Thursdays & Fridays

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Pharmacy

Pharmacy

Task	Freq	Quality Control Room				Freq	Autoclave Rooms				Freq	Offices				Freq	Inspection & Lable Room				Freq	Wash Up Room				Freq	Stores Room				Freq	Storekeepers Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Shampoo carpet										Annually		✓																							
Static mop																						Daily	✓												
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily *	✓				Weekly	✓								
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings																																			
Replenish disposables																																			
Rubbish										Daily	✓																Daily	✓							
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Damp dust worktops																																			
Clean shelf in rotation																																			
Damp dust storage shelves																																			
Record fridge temperature																																			
Wash toilet brush holders																																			
Full Clean																																			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
High dust																																			
Internal glass & doors																																			
Curtain rails																																			
Change curtains																																			
Wash furniture																																			
Machine buff	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				

* Vinyl Only

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Pharmacy

Task	Freq	Corridors				Freq	Drugs Room				Freq	Asceptic Suite & Ward Service Room				Freq	Asceptic Suite Outer Changing Room				Freq	Asceptic Suite (must suit up)				Freq	CDS Room' Controlled Drugs				Freq	Ward Services (Store Room)			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓																Weekly	✓				Daily	✓						
Shampoo carpet																																			
Static mop																						Daily	✓												
Damp mop	Daily	✓				Daily	✓								Weekly			✓						Weekly	✓				Daily	✓					
Damp dust						Daily	✓				Daily	✓																Daily	✓						
Clean sanitary fittings																																			
Replenish disposables																																			
Rubbish																																			
Clean bins	Weekly	✓				Weekly	✓																												
Damp dust worktops																																			
Clean shelf in rotation																																			
Damp dust storage shelves										Weekly	✓																								
Record fridge temperature																																			
Wash toilet brush holders																																			
Full Clean																		Monthly **	✓																
High & low dust	Weekly	✓				Weekly	✓																				Weekly	✓							
High dust										Weekly	✓																								
Internal glass & doors																																			
Curtain rails																																			
Change curtains																																			
Wash furniture																																			
Machine buff	Weekly	✓				Weekly	✓																				Weekly	✓							

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Pathology (Ground Floor)

Task	Freq	Examination / Blood Room				Freq	Laboratories/ Offices				Freq	Patients Toilets & Staff Sanitary				Freq	Reception / Inner Office				Freq	Main Waiting Area				Freq	Rest Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly			✓		Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓														Daily	✓			
Damp dust	Daily	✓				Weekly		✓			Daily	✓				Weekly			✓		Daily	✓				Weekly			✓	
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Make bed and change towel if used																														
Wash toilet brush holders																														
Descal																														
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Monthly		✓		
Internal glass	Weekly	✓														Monthly	✓													
Wash furniture																					Annually				✓	Annually				✓
Machine buff	Weekly			✓		Weekly			✓		Weekly			✓		Weekly			✓							Weekly	✓			

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

Ward/Dept: Pathology (Ground Floor)

Task	Freq	Store Room				Freq	Corridors				Freq	Offices				Freq	On Call Suite				Freq	Seminar Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Daily	✓			Weekly	✓			Daily	✓			Weekly		✓					
Damp mop	Weekly	✓				Daily	✓				Weekly			✓											
Damp dust					Weekly		✓		Weekly					✓				Weekly	✓						
Clean sanitary fittings					Daily	✓			Daily		✓														
Replenish disposables					Daily	✓			Daily		✓														
Rubbish	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Make bed & change towel if used														Daily	✓										
Wash toilet brush holders																									
Descal																									
High & low dust	Weekly	✓				Monthly	✓			Monthly		✓		Weekly	✓			Monthly		✓					
Internal glass					Weekly	✓			Monthly		✓							Monthly		✓					
Wash furniture														Annually				Annually			✓				
Machine buff	Weekly	✓				Weekly			✓					Weekly			✓								

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Pathology (Upper)

Task	Freq	Corridors				Freq	Sterilising Room				Freq	Rest Room				Freq	Laboratory / Office Prep Room							
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4				
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓							
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓							
Damp dust	Weekly		✓			Daily	✓				Daily	✓				Daily	✓							
Static mop	Weekly	✓									Weekly	✓				Weekly	✓							
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓				Daily	✓		
Replenish disposables	Daily	✓									Daily	✓				Daily	✓				Daily	✓		
Rubbish	Daily	✓									Daily	✓				Daily	✓				Daily	✓		
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓							
Wash toilet brush & holders																								
High & low dust	Monthly				✓	Weekly	✓				Weekly	✓				Weekly	✓							
Internal glass	Weekly	✓																						
Wash furniture					Annually																			✓
Machine buff	Weekly		✓			Weekly	✓				Weekly		✓			Weekly		✓						

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Pathology (Upper)

Task	Freq	Sanitary Areas				Freq	Laboratories & Work Areas				Freq	Records Store				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓				<i>Daily</i>	✓			
Damp mop	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓				<i>Monthly</i>		✓		
Damp dust	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Weekly</i>	✓				<i>Monthly</i>	✓			
Static mop	<i>Weekly</i>	✓				<i>Weekly</i>	✓													
Clean sanitary fittings	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Replenish disposables	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Rubbish	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Clean bins	<i>Weekly</i>	✓				<i>Weekly</i>	✓								<i>Weekly</i>	✓				
Wash toilet brush & holders	<i>Daily</i>	✓																		
High & low dust	<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Monthly</i>	✓			
Internal glass																				
Wash furniture																				
Machine buff	<i>Weekly</i>		✓			<i>Weekly</i>		✓			<i>Weekly</i>		✓			<i>Monthly</i>		✓		

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

A&E

Task	Freq	Resuscitation Rooms				Freq	Nurses Station, Corridor & Cubicles				Freq	Kitchen/Staff Room				Freq	Public & Staff Toilets			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓								Daily	✓				
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Wash toilet brush holders																Weekly	✓			
Wash plastic walls						Monthly	✓													
Wet scrub																Monthly	✓			
Wash doors																				
Descal											Weekly	✓								
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Curtain rails						Weekly	✓													
Machine buff	Weekly		✓			Weekly		✓								Weekly	✓			
Wash furniture																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: A&E (Evening)

Task	Freq	Entrance Area / Corridor				Freq	Main Waiting Area				Freq	Reception				Freq	Orthopaedic Examination Room				Freq	Offices				Freq	Plaster Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓									Daily	✓									Daily	✓			
Damp dust	Daily	✓									Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Clean sanitary fittings																Daily	✓									Daily	✓			
Replenish disposables																Daily	✓									Daily	✓			
Rubbish						Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Clean bins						Weekly	✓									Weekly	✓									Weekly	✓			
Wet scrub																										Weekly		✓		
Descal																										Monthly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓				Weekly	✓														Weekly	✓			
Curtain rails																Weekly	✓													
Machine buff	Weekly		✓													Weekly		✓												
Wash furniture						Annually				✓																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Terrington

Task	Freq	Bays, Side Rooms & Ward Corridor				Freq	Sluice Room				Freq	Sanitary Areas				Freq	Ward Pantry			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Shampoo carpet																				
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓									Daily	✓			
Clean sanitary fittings											Daily	✓								
Replenish disposables						Daily	✓				Daily	✓				Daily	✓			
Rubbish						Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean white doors											Weekly	✓								
Clean fire doors																				
Clean mirror											Daily	✓								
Change locker bags	Daily	✓																		
Clean sink & still																Daily	✓			
Fridge seal																Daily	✓			
Record fridge temperature																Daily	✓			
Wash toilet brush holders											Weekly	✓								
Descale						Weekly	✓				Weekly	✓				Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																		
Curtain rails	Weekly	✓																		
Bed cleaning	Weekly	✓																		
Machine buff	Weekly			✓		Weekly			✓		Weekly		✓			Weekly		✓		

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Terrington

Task	Freq	Service Corridor				Freq	Offices				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Weekly	✓				Weekly	✓			
Shampoo carpet						Annually		✓							
Damp mop	Daily	✓									Weekly	✓			
Damp dust	Daily	✓				Weekly	✓								
Clean sanitary fittings															
Replenish disposables															
Rubbish						Daily	✓				Daily	✓			
Clean bins						Weekly	✓				Weekly	✓			
Clean white doors	Weekly	✓													
Clean fire doors	Weekly	✓													
Clean mirror															
Change locker bags															
Clean sink & still															
Fridge seal															
Record fridge temperature															
Wash toilet brush holders															
Descale															
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓													
Curtain rails															
Bed cleaning															
Machine buff	Weekly		✓								Weekly	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Necton

Task	Freq	Ward Areas				Freq	Sanitary Areas				Freq	Nurses Station & Sluice				Freq	Offices				Freq	Store Cupboards			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓													
Replenish disposables	Daily	✓				Daily	✓				Daily	✓													
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Clean white doors						Monthly	✓																		
Clean fire doors																									
Clean bins						Weekly	✓																		
Change locker bags	Daily	✓																							
Collect empty crockery																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
Descale						Weekly	✓				Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓								Weekly		✓								Weekly		✓		
Wash furniture																Annually				✓					

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Necton Rehab

Task	Freq	Ward Areas				Freq	Physio Room				Freq	Sanitary Areas				Freq	Nurses Station & Sluice				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓									Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean white doors											Weekly	✓													
Clean fire doors																									
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓													
Change locker bags	Daily	✓																							
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders											Weekly	✓													
Descale											Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓				Weekly	✓									Weekly	✓			
TV arms	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓							
Wash furniture						Annually			✓												Annually				✓

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Necton Rehab

Task	Freq	Examination / Treatment Room				Freq	Ward Corridor				Freq	Service Corridor				Freq	Domestic Cupboard				Freq	Ward Pantry			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓								Daily	✓				Daily	✓				
Replenish disposables	Daily	✓				Daily	✓												Daily	✓				Daily	✓
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean white doors											Weekly	✓													
Clean fire doors											Weekly	✓													
Clean bins	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓				
Change locker bags																							Daily	✓	
Fridge seal											Daily	✓													
Record fridge temperature											Daily	✓													
Wash toilet brush holders																									
Descal	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓				
High & low dust	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓				Weekly
Internal glass & doors																									
TV arms																									
Curtain rails																									
Bed cleaning																									
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly	✓								
Wash furniture																									

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Oxborough

Task	Freq	Ward Areas				Freq	Sanitary Areas				Freq	Nurses Station & Sluice				Freq	Offices				Freq	Store Cupboards			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓													
Replenish disposables	Daily	✓				Daily	✓				Daily	✓													
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Clean white doors						Monthly	✓																		
Clean fire doors																									
Clean bins						Weekly	✓																		
Change locker bags	Daily	✓																							
Collect empty crockery																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
Descalc						Weekly	✓				Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																							
TV arms																									
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓								Weekly		✓								Weekly		✓		
Wash furniture																Annually				✓					

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Pentney

Task	Freq	Day Room				Freq	Bays / Single Rooms				Freq	Sanitary Areas & Sluice				Freq	Nurses Station				Freq	Treatment Room				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop						Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp dust under beds						Weekly	✓																							
Clean sanitary fittings						Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Replenish disposables						Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean white doors																														
Clean fire doors																														
Change locker bags						Daily	✓																							
Clean sink & still																														
Fridge seal																														
Record fridge temperature																														
Wash toilet brush holders											Weekly	✓																		
Descale																														
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors						Weekly	✓																							
Curtain rails						Weekly	✓																							
Machine buff						Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓							
Wash furniture	Monthly	✓				Monthly	✓																			Annually				✓

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Shouldham

Task	Freq	Utility Room/Prep Room *				Freq	Suites & Four side Rooms **				Freq	Kitchen (in corridor)				Freq	Corridors Quiet Room ***				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum carpet	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Scrub floor	Quarterly	✓				When able	✓				Quarterly	✓													
Shampoo Carpets															Monthly	✓									
Damp mop	Daily	✓				Daily	✓				Daily	✓													
Clean sink & bin	Daily	✓				Daily	✓				Daily	✓													
Clean Toilet						Daily	✓																		
Wash toilet brush holders						Weekly	✓																		
Wash bins	Weekly	✓				Weekly	✓				Weekly	✓													
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓													
Clean bathrooms						Daily	✓																		
Rubbish	Daily		✓			Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Clean under beds						Weekly	✓																		
Check & clean fridge						Weekly	✓				Weekly	✓													
Pull fridges out						Weekly	✓																		
High dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			

* Tuesdays - Pull fridge out

** Tuesdays - High dust & rails

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

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

MONDAYS CLEAN ALL TOILET BRUSHES

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

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

Weekends

Saturdays - Offices in Shouldham corridor. High dust, damp dust, Bin & Hoover

Sundays - Macmillan office (just through on Terrington ward, code 235)

High dust, damp dust, Bin , Hoover.

NO NEED TO DO ANYTHING ON MACMILLAN END ON WEEKENDS.

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Shouldham

Task	Freq	Main bathroom ****				Freq	Staff Toilet				Freq	Sluice				Freq	Nurses Station				Freq	Sanitary Areas			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum carpet						Daily	✓				Daily	✓				Daily	✓								
Scrub floor	Monthly	✓				Monthly	✓				Quarterly	✓													
Shampoo Carpets																									
Damp mop	Daily	✓				Daily	✓				Daily	✓													
Clean sink & bin	Daily	✓				Daily	✓				Daily	✓													
Toilet	Daily	✓																							
Wash toilet brush holders																					Weekly	✓			
Wash bins																					Weekly	✓			
Damp dust											Daily	✓				Daily	✓								
Clean sanitary fittings						Daily	✓																		
Clean bathrooms																									
Rubbish																Daily	✓								
Clean under beds																									
Check & clean fridge																									
Pull fridges out																									
High dust	Weekly	✓				Weekly	✓				Weekly	✓													

* Tuesdays - Pull fridge out

** Tuesdays - High dust & rails

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

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

MONDAYS CLEAN ALL TOILET BRUSHES

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

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

Weekends

Saturdays - Offices in Shouldham corridor. High dust, damp dust, Bin & Hoover

Sundays - Macmillan office (just through on Terrington ward, code 235)

High dust, damp dust, Bin , Hoover.

NO NEED TO DO ANYTHING ON MACMILLAN END ON WEEKENDS.

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Macmillan Clinic

Unlock all doors with Master 18 key

Task	Freq	Main Reception & Corridors *				Freq	Clinic & Treatment Rooms **				Freq	Large Dayroom ***				Freq	Kitchen				Freq	Palliative Day Care ***			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Scrub floor																									
Shampoo Carpets	Quarterly	✓									Quarterly	✓													
Damp mop						Daily	✓								Daily	✓									
Clean sink & bin						Daily	✓								Daily	✓					Daily	✓			
Clean glass doors										Daily	✓														
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓								Daily	✓														
Clean toilets																									
Clean furniture	Quarterly	✓				Quarterly	✓				Quarterly	✓													
High dust															Weekly	✓									

* Monday - High dust & damp dust ledges and skirting board

** Thursday - High dust, spray buff, damp dust all edges.

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

**** Wednesday - Move all furniture and spray buff.

FRIDAY - DAMP DUST ANY LEDGES IN CORRIDORS IF NOT HAD TIME DURING WEEK.

EMPTY BIN IN KITCHEN AGAIN AT LUNCHTIME.

DOMESTIC SERVICES CLEANING SCHEDULES

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

Task	Freq	Chemo Room ****				Freq	Sanitary Areas				Freq	Sluice				Freq	Clinic Rooms **				Freq	Reception Areas / Corridors *			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓													
Scrub floor	<i>Quarterly</i>	✓				<i>Quarterly</i>	✓																		
Shampoo Carpets																									
Damp mop	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓								
Clean sink & bin	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓								
Clean glass doors																									
Damp dust	<i>Daily</i>	✓																	<i>Daily</i>	✓					
Rubbish																									
Clean toilets						<i>Daily</i>	✓																		
Clean furniture	<i>Quarterly</i>	✓																							
High dust						<i>Weekly</i>	✓																		

* Monday - High dust & damp dust ledges and skirting board

** Thursday - High dust, spray buff, damp dust all edges.

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

**** Wednesday - Move all furniture and spray buff.

FRIDAY - DAMP DUST ANY LEDGES IN CORRIDORS IF NOT HAD TIME DURING WEEK.

EMPTY BIN IN KITCHEN AGAIN AT LUNCHTIME.

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Stanhoe

Task	Freq	Bays & Side Rooms				Freq	Ward Corridor				Freq	Treatment Room				Freq	Sluice				Freq	Clinical Prep Room *				Freq	Sanitary Areas			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Wet scrub											Annually				✓															
Static Mop																														
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓									Daily	✓			
Replenish disposables	Daily	✓									Daily	✓													Daily	✓				
Rubbish	Daily	✓									Daily	✓				Daily	✓									Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Change locker bags	Daily	✓																												
Fridge seal																														
Record fridge temperature																														
Wash toilet brush holders																								Weekly	✓					
Change shower curtain																								Annually				✓		
Descale															Weekly	✓									Weekly	✓				
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Daily	✓																												
Curtain rails	Weekly	✓																												
Bed cleaning	Weekly	✓																												
Machine buff	Weekly		✓			Weekly		✓							Weekly		✓			Weekly		✓								

* Do Not clean work surface in this area.

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Stanhoe

Task	Freq	Rubbish Cupboard				Freq	Domestic Cupboard				Freq	Service Corridor				Freq	Ward Pantry				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓								Daily	✓				Weekly	✓				
Damp mop	Daily	✓				Daily	✓				Weekly		✓			Daily	✓				Weekly	✓			
Wet scrub																									
Static Mop											Daily	✓				Daily	✓				Weekly	✓			
Damp dust	Daily	✓				Weekly	✓				Daily	✓													
Clean sanitary fittings																									
Replenish disposables																									
Rubbish						Daily	✓													Daily	✓				
Clean bins						Weekly	✓								Weekly	✓									
Change locker bags																									
Fridge seal															Daily	✓									
Record fridge temperature															Daily	✓									
Wash toilet brush holders																									
Change shower curtain																									
Descale															Weekly	✓									
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors											Weekly	✓													
Curtain rails																									
Bed cleaning																									
Machine buff	Weekly	✓									Weekly	✓				Weekly		✓			Weekly	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

West Raynham

Task	Freq	Day Room & Physio Room				Freq	Bays / Single Rooms				Freq	Sanitary Areas & Sluice				Freq	Nurses Station				Freq	Treatment Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Static Mop																									
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Damp dust under beds						Weekly	✓																		
Clean sanitary fittings						Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables						Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Monthly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean white doors																									
Clean fire doors																									
Change locker bags						Daily	✓																		
Clean sink & still																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders											Weekly	✓													
Descal																									
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓														Weekly	✓			
TV arms						Weekly	✓																		
Machine buff	Weekly	✓				Weekly		✓								Weekly		✓			Weekly	✓			
Wash furniture	Monthly	✓				Monthly	✓																		

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: West Raynham

Task	Freq	Offices				Freq	Equipment Room				Freq	Corridors				Freq	Ward Pantry				Freq	Domestic Cupboard				Freq	Service Corridor			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Weekly	✓				Daily	✓				Daily	✓				Monthly		✓			Daily	✓			
Damp mop						Weekly	✓				Daily	✓				Daily	✓				Monthly		✓			Daily	✓			
Static Mop																					Monthly		✓							
Damp dust	Weekly	✓				Monthly	✓				Daily	✓				Daily	✓									Daily	✓			
Damp dust under beds																														
Clean sanitary fittings											Daily	✓									Daily	✓								
Replenish disposables											Daily	✓									Daily	✓								
Rubbish	Daily	✓									Daily	✓				Daily	✓				Daily	✓								
Clean bins	Weekly	✓									Weekly	✓				Weekly	✓				Weekly	✓								
Clean white doors																										Weekly	✓			
Clean fire doors																										Weekly	✓			
Change locker bags																														
Clean sink & still																Daily	✓													
Fridge seal																Daily	✓													
Record fridge temperature																Daily	✓													
Wash toilet brush holders																														
Descal																Weekly	✓													
High & low dust	Weekly	✓				Monthly	✓				Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓			
Internal glass & doors											Weekly	✓																		
TV arms																														
Machine buff											Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓		
Wash furniture	Annually				✓											Annually				✓										

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

PATIENT RELATED DUTIES

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

West Walton

Task	Freq	Bays / Siderooms				Freq	Sanitary Areas Clean/Dirty Utility				Freq	Nurses Station				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly		✓		
Damp mop	Daily	✓				Daily	✓				Daily	✓								
Damp dust	Daily *	✓				Daily	✓				Daily *	✓				Weekly *	✓			
Damp dust under beds	Weekly	✓																		
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓								
Replenish disposables	Daily	✓				Daily	✓				Daily	✓								
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Change locker bags	Daily	✓																		
Fridge seal																				
Wash toilet brush & holders						Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass	Weekly	✓														Weekly	✓			
Machine buff	Weekly		✓								Weekly		✓							
Wash furniture & fixtures	Annually				✓															

* All furniture, fixtures, & fittings

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

West Walton

Task	Freq	Equipment / Supply Rooms				Freq	Corridors				Freq	Domestic Cupboard				Freq	Kitchen /Pantry			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean						Daily	✓				Monthly		✓			Daily	✓			
Damp mop						Daily	✓				Monthly		✓							
Damp dust	Monthly	✓				Daily	✓			Weekly	✓				Daily	✓				
Damp dust under beds																				
Clean sanitary fittings					Daily	✓				Daily	✓				Daily	✓				
Replenish disposables					Daily	✓				Daily	✓				Daily	✓				
Rubbish					Daily	✓				Daily	✓									
Clean bins					Weekly	✓				Weekly	✓									
Change locker bags																				
Fridge seal													Daily	✓						
Wash toilet brush holders																				
High & low dust	Monthly	✓				Weekly	✓			Weekly	✓				Weekly	✓				
Internal glass	Monthly	✓				Weekly	✓													
Machine buff					Weekly		✓			Monthly		✓								
Wash furniture																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

G.U.M.

Task	Freq	Corridors				Freq	Sluice				Freq	Sanitary Areas				Freq	Staff Rest Room				Freq	Staff Changing Room				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Monthly		✓		
Damp mop	Daily	✓				Daily	✓				Daily	✓									Daily	✓				Monthly		✓		
Damp dust						Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean sinks																														
Descalc metal sink																														
Clean sanitary fittings						Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables						Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish						Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins						Weekly	✓				Weekly	✓				Weekly	✓									Weekly	✓			
Wash chairs																														
Curtain change																														
Wash toilet brush holders											Weekly	✓																		
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass																														
Wash walls																														
Wet scrub floor	Annually	✓																												
Machine buff	Weekly	✓																												
Shampoo carpet																														
Wash furniture & Fixtures																										Annually	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

ITU & CCU (Mornings)

Task	Freq	Staff Toilets				Freq	Ward Areas				Freq	Visitors Room				Freq	Visitors Toilet Room				Freq	Patients Toilet							
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4				
Suction clean						Daily	✓																						
Wet scrub																					Annually		✓						
Shampoo carpet											Weekly	✓																	
Wash floor						Daily	✓									Daily	✓				Daily	✓							
Clean water fountains						Daily	✓				Daily	✓																	
Damp mop																													
Bleach sink plugs						Weekly	✓																						
Suction clean ceiling vents						Weekly	✓														Weekly	✓							
Clean glass						Weekly	✓																						
Dust fire hydrants						Weekly	✓																						
Damp dust																													
Clean sanitary fittings		Daily	✓													Daily	✓				Daily	✓							
Replenish disposables		Daily	✓				Daily	✓								Daily	✓				Daily	✓							
Rubbish		Daily	✓				Daily	✓			Daily	✓			Daily	✓				Daily	✓								
Clean bins	Weekly	✓				Weekly	✓							Weekly	✓				Weekly	✓									
Clean splashback					Weekly	✓																							
Clean worktops																													
Clean sink & still					Daily	✓																							
Clean Sluicemaster																													
Wash toilet brush holders	Weekly	✓												Weekly	✓			Weekly	✓										
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓																		
Clean wet signs																													
Machine buff					Weekly		✓																						

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

CCU (Evenings)

Task	Freq	Changing Rooms				Freq	Laundry Room				Freq	Staff Toilets				Freq	Relatives Room				Freq	Quiet Room				Freq	Equipment Store Room						
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4			
Suction clean	Daily	✓				Monthly	✓				Daily	✓				Daily	✓				Daily	✓											
Shampoo carpet														Annually			✓		Annually		✓												
Static mop																																	
Damp mop	Daily	✓				Monthly	✓				Daily	✓																					
Damp dust	Daily	✓												Daily	✓																		
Clean sanitary fittings	Daily	✓								Daily	✓																						
Replenish disposables										Daily	✓																						
Rubbish	Daily	✓								Daily	✓								Daily	✓				Daily	✓								
Wash toilet brush & holders										Weekly	✓																						
High & low dust																																	
High dust locker tops	Weekly	✓																															
Internal glass																																	
Clean furniture														Annually			✓		Annually		✓												
Wet scrub																																	
High dust										Weekly	✓				Weekly	✓			Weekly	✓													
Clean large bin (inside & out)																																	

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: CCU (Evenings)

Task	Freq	Relatives Toilet				Freq	Ward Area				Freq	Entrance Corridor				Freq	Domestic Cupboard				Freq	Kitchen Rest Room								
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4					
Suction clean	Daily	✓									Daily	✓				Weekly	✓				Daily	✓								
Shampoo carpet																					Annually						✓			
Static mop																														
Damp mop	Daily	✓														Daily	✓									Daily	✓			
Damp dust																					Weekly	✓								
Clean sanitary fittings	Daily	✓									Daily	✓								Daily	✓					Daily	✓			
Replenish disposables	Daily	✓									Daily	✓														Daily	✓			
Rubbish	Daily	✓									Daily	✓									Daily	✓				Daily	✓			
Wash toilet brush & holders																														
High & low dust																														
High dust locker tops																														
Internal glass																														
Clean furniture																														
Wet scrub																														
High dust	Weekly	✓														Weekly	✓				Weekly	✓								
Clean large bin (inside & out)																					Weekly	✓								

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

MAU

Task	Freq	Bays, Ward Corridor, Side Rooms & Store Room				Freq	Treatment Room				Freq	Relatives Room				Freq	Sluice				Freq	Ward Pantry			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Shampoo carpet										Annually		✓													
Damp mop	Daily	✓				Daily	✓							Daily	✓			Daily	✓						
Damp dust	Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Clean sanitary fittings																		Daily	✓						
Replenish disposables																		Daily	✓						
Rubbish						Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Clean bins	Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓						
Wash white door						Weekly	✓							Weekly	✓			Weekly	✓						
Change locker bags	Daily	✓																							
Fridge seal																		Daily	✓						
Record fridge temperature																		Daily	✓						
Wash toilet brush holders																									
Descal														Weekly	✓			Weekly	✓						
High & low dust	Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓						
Internal glass & doors	Weekly	✓								Weekly	✓														
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly			✓		Weekly			✓					Weekly		✓		Weekly		✓					

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

MAU

Task	Freq	Sanitary Areas				Freq	Offices				Freq	Domestic Cupboard				Freq	SPR Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Shampoo carpet																				
Damp mop	Daily	✓									Weekly	✓				Weekly	✓			
Damp dust	Daily	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓																		
Replenish disposables	Daily	✓																		
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins	Weekly	✓				Weekly	✓													
Wash white door	Weekly	✓																		
Change locker bags																				
Fridge seal																				
Record fridge temperature																				
Wash toilet brush holders	Weekly	✓																		
Descale																				
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors																				
Curtain rails																				
Bed cleaning																				
Machine buff	Weekly		✓								Weekly	✓				Weekly	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Dermatology

Task	Freq	Waiting Area & Corridor				Freq	Theatre Treatment Room - Cubicals *				Freq	Examination Room				Freq	Kitchen			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Static Mop	<i>Weekly</i>	✓				<i>Weekly</i>	✓									<i>Weekly</i>	✓			
Damp mop	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Damp dust	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Clean sanitary fittings																<i>Daily</i>	✓			
Replenish disposables																<i>Daily</i>	✓			
Rubbish	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Clean toilet brush & holders																				
Wash furniture	<i>Annually</i>	✓																		
Change curtains	<i>Annually</i>	✓				<i>Monthly</i>			✓		<i>Annually</i>	✓								
Wall wash						<i>Monthly</i>			✓											
High dust	<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Weekly</i>	✓			
Internal glass & doors	<i>Weekly</i>	✓																		
Low dust																				
Machine buff	<i>Weekly</i>	✓				<i>Weekly</i>	✓									<i>Weekly</i>	✓			

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Dermatology

Task	Freq	Sanitary Areas				Freq	Laboratory				Freq	Offices				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Weekly	✓				Weekly	✓			
Static Mop	Weekly	✓														Weekly	✓			
Damp mop	Daily	✓				Daily	✓									Weekly	✓			
Damp dust	Daily	✓									Weekly	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓			
Replenish disposables	Daily	✓									Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean toilet brush & holder	Weekly	✓																		
Wash furniture																				
Change curtains											Annually	✓								
Wall wash																				
High dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors																				
Low dust						Weekly	✓									Weekly	✓			
Machine buff	Weekly	✓														Weekly	✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Outpatients

Task	Freq	Toilets (Cleaned 7 days a week)				Freq	Clinics (Cleaned 7 days a week) *				Freq	Visual Aid Room				Freq	Field Test Room				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum floor	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓														Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓													
Static mop						Weekly		✓																	
Shampoo carpet										Annually	✓				Annually	✓									
Wet scrub	Annually		✓																						
Clean sanitary fittings	Daily				✓	Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean coloured doors																									
Descale	Weekly	✓																			Weekly	✓			
Clean toilet brushes & holders	Weekly	✓																							
Low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
High dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass						Weekly	✓																		
Machine buff						Weekly		✓																	
Mop edges after buffing						Weekly		✓																	
Curtain change						Annually	✓																		
Wash furniture																									

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: West Wing Outpatients (Day Hospital)

Task	Freq	Sanitary Areas *				Freq	Domestic Cupboard				Freq	Corridors				Freq	Store Rooms				Freq	Treatment Rooms / Clinics			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Monthly		✓			Weekly			✓		Monthly		✓			Weekly		✓		
Damp mop	Daily	✓				Monthly		✓			Daily	✓				Monthly		✓			Daily	✓			
Damp dust	Daily	✓				Monthly	✓				Weekly	✓				Monthly	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓														Daily	✓			
Replenish disposables	Daily	✓				Daily	✓														Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓									Daily	✓			
Spray buff **											Weekly		✓												
Wash toilet brush & holders	Weekly	✓																			Weekly	✓			
Descal	Weekly	✓																							
High dust	Weekly	✓																							
High & low dust	Weekly	✓				Monthly	✓				Weekly	✓				Monthly	✓				Weekly	✓			
Internal glass	Weekly	✓																			Weekly	✓			
Wash furniture											Annually	✓									Annually	✓			
Curtain change																					Annually			✓	
Clean carpet																									
Machine buff	Weekly		✓			Monthly		✓			Weekly		✓								Weekly		✓		

* Machine buff vinyl floors only

** Mondays & Wednesdays

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Day Hospital - Outpatients

Task	Freq	Waiting Area				Freq	Dirty Utility				Freq	Diabetic Kitchen				Freq	Offices				Freq	Wheelchair Clinic			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				*****	✓				Daily	✓			
Damp mop						Daily	✓				Daily	✓									Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Clean sanitary fittings						Daily	✓				Daily	✓									Daily	✓			
Replenish disposables						Daily	✓				Daily	✓									Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Polish mirrors																Daily	✓								
Wash toilet brush holders																									
Descal																					Weekly	✓			
High dust	Daily	✓																							
High & low dust						Weekly	✓				Weekly	✓				Weekly	✓				*****	✓			
Internal glass	Weekly	✓								Weekly	✓										Weekly	✓			
Wash furniture & Fittings	Annually	✓																			Annually	✓			
Curtain change															Annually	✓					Annually		✓		
Clean carpet	Annually	✓													Annually	✓					Annually	✓			
Machine buff ***										Weekly		✓									Weekly	✓			

*** Mondays & Wednesdays

**** Damp mop vinyl floors only

***** Suction cleaning on 17 week rotation

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Day Surgery (Arthur Levin)

Task	Freq	Bays				Freq	Kitchen				Freq	Clean Utility, Sanitary Areas & Dirty Utility				Freq	Main Reception, Childrens' Area & Corridor				Freq	Consulting Rooms				Freq	Offices				
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4	
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly		✓			
Shampoo Carpets																Annually		✓			Annually		✓			Annually		✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓														
Damp dust	Daily	✓									Daily	✓									Daily	✓				Weekly	✓				
Clean sanitary fittings											Daily	✓																			
Replenish disposables											Daily	✓																			
Rubbish	Daily	✓									Daily	✓				Daily	✓				Daily	✓				Daily	✓				
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓									Weekly	✓				Weekly	✓				
Wash toilet brush holders											Weekly	✓																			
Descale						Weekly	✓				Weekly	✓																			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				
Internal glass & doors	Weekly	✓									Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				
Curtain rails	Weekly	✓																													
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓																		

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Day Surgery (Arthur Levin)

Task	Freq	Store				Freq	Link Corridor				Freq	Domestic Cupboard				Freq	Seminar Room				Freq	Eye Room				Freq	Staff Room				Freq	Male & Female Changing Room				
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4	
Suction clean	Weekly	✓				Daily	✓				Weekly	✓				Weekly		✓				Daily	✓				Daily	✓				Daily	✓			
Shampoo Carpets																Annually		✓				Annually		✓				Annually		✓						
Damp mop						Daily	✓				Weekly	✓																Daily	✓							
Damp dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Daily	✓				Daily	✓				Daily	✓				
Clean sanitary fittings											Daily	✓									Daily	✓				Daily	✓				Daily	✓				
Replenish disposables											Daily	✓									Daily	✓				Daily	✓				Daily	✓				
Rubbish						Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				
Clean bins																Weekly	✓				Weekly	✓									Weekly	✓				
Wash toilet brush holders																															Weekly	✓				
Descalc																					Weekly	✓				Weekly	✓				Weekly	✓				
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				
Internal glass & doors											Weekly	✓																								
Curtain rails																																				
Machine buff	Weekly	✓				Weekly	✓				Weekly	✓																			Weekly		✓			

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Day Surgery - Arthur Levin (Evenings)

Task	Freq	Anasthetic Prep Room				Freq	Recovery				Freq	Equipment Store				Freq	Seminar Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓								
Damp mop	Daily	✓				Daily	✓				Daily	✓								
Damp dust	Daily	✓				Daily	✓													
Clean sanitary fittings	Daily	✓				Daily	✓													
Replenish disposables	Daily	✓				Daily	✓													
Check & empty bins	Daily	✓				Daily	✓								Daily					✓
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓								
Internal glass	Daily	✓									Weekly	✓								
Wet scrub	Daily	✓																		
Ceiling & wall wash	Every 4 months	✓																		
Machine buff											Monthly *	✓								

* If access can be gained

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Day Surgery - Arthur Levin (Evenings)

Task	Freq	Sterile Room				Freq	Domestic Cupboard				Freq	Toilets			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	<i>Daily</i>	✓				<i>Weekly</i>	✓								
Damp mop	<i>Daily</i>	✓				<i>Weekly</i>	✓								
Damp dust	<i>Daily</i>	✓				<i>Weekly</i>	✓								
Clean sanitary fittings						<i>Daily</i>	✓				<i>Daily</i>	✓			
Replenish disposables						<i>Daily</i>	✓				<i>Daily</i>	✓			
Check & empty bins						<i>Daily</i>	✓				<i>Daily</i>	✓			
High & low dust	<i>Weekly</i>	✓													
Internal glass	<i>Weekly</i>	✓													
Wet scrub															
Bed cleaning															
Machine buff	<i>Monthly*</i>	✓													

* If access can be gained

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Denver

Task	Freq	Ward Areas				Freq	Day Room				Freq	Equipment Store				Freq	Sanitary Areas				Freq	Nurses Station				Freq	Offices			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Monthly		✓			Daily	✓				Daily	✓								
Damp mop	Daily	✓								Monthly		✓			Daily	✓				Daily	✓									
Damp dust	Daily	✓				Daily	✓				Monthly	✓				Daily	✓				Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓												Daily	✓				Daily	✓				Daily	✓					
Replenish disposables	Daily	✓												Daily	✓				Daily	✓				Daily	✓					
Rubbish	Daily	✓				Daily	✓								Daily	✓				Daily	✓				Daily	✓				
Change locker bags	Daily	✓																												
Wash toilet brush holders														Weekly	✓															
Descale														Weekly	✓									Weekly	✓					
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓				Weekly	✓								
Internal glass & doors	Weekly	✓				Weekly	✓				Monthly	✓								Weekly	✓				Weekly	✓				
Machine buff	Weekly		✓											Weekly	✓				Weekly		✓			Weekly		✓				
Wash furniture	Annually				✓	Annually				✓																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: **Denver**

Task	Freq	Corridor				Freq	Service Corridor				Freq	Ward Pantry				Freq	Domestic Cupboard				Freq	Early Pregnancy Bay				Freq	Pre-surgical Assessment Bay			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓								Weekly	✓														
Damp dust	Daily	✓				Weekly		✓			Daily	✓				Weekly	✓													
Clean sanitary fittings	Daily	✓								Daily	✓				Daily	✓				Daily	✓				Daily	✓				
Replenish disposables	Daily	✓								Daily	✓				Daily	✓				Daily	✓				Daily	✓				
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Change locker bags																														
Wash toilet brush holders																														
Descal	Weekly	✓								Weekly	✓																			
High & low dust	Weekly	✓				Monthly		✓			Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓												Weekly	✓				Weekly	✓					
Machine buff	Weekly		✓			Weekly	✓				Weekly	✓																		
Wash furniture																	Annually				✓	Annually				✓				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Elm

Task	Freq	Offices				Freq	Corridor				Freq	Service Corridor				Freq	Ward Pantry				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean						Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop						Daily	✓				Daily	✓									Weekly	✓			
Damp dust	Weekly	✓				Daily	✓				Weekly		✓			Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Change locker bags																									
Wash toilet brush holders																									
Descale	Weekly	✓				Weekly	✓									Weekly	✓								
High & low dust						Weekly	✓				Monthly		✓			Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓				Weekly	✓													
TV arms																									
Curtain rails																									
Bed cleaning																									
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly	✓								
Wash furniture																									

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Feltwell

Task	Freq	Ward Areas				Freq	Sanitary Areas				Freq	Equipment Store				Freq	Nurses Station & Sluice				Freq	Treatment Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Monthly		✓			Daily	✓				Daily	✓			
Vacuum carpet																									
Damp mop	Daily	✓				Daily				✓	Monthly		✓			Daily	✓				Daily	✓			
Static Mop																									
Damp dust	Daily	✓				Daily				✓	Monthly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily				✓					Daily	✓				Daily	✓				
Replenish disposables	Daily	✓				Daily				✓					Daily	✓				Daily	✓				
Rubbish	Daily	✓				Daily				✓					Daily	✓				Daily	✓				
Clean sink & still																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
Descale						Weekly	✓																		
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓				Weekly		✓		
Internal glass & doors	Weekly	✓														Weekly	✓								
TV arms	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff *	Weekly		✓			Weekly		✓			Monthly		✓			Weekly		✓			Weekly		✓		
Wash furniture	Annually				✓																				

* Spinal Room only (in Laser & Spinal Room schedule)

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Feltwell

Task	Freq	Service Corridor				Freq	Laser Room & Spinal Room				Freq	Offices				Freq	Ward Pantry				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean						Daily	✓				Weekly	✓				Daily	✓				Weekly	✓			
Vacuum carpet						Daily	✓																		
Damp mop	Weekly	✓				Daily	✓									Daily	✓				Daily	✓			
Static Mop	Daily	✓																							
Damp dust											Weekly	✓									Weekly	✓			
Clean sanitary fittings						Daily	✓																		
Replenish disposables						Daily	✓									Daily	✓				Daily	✓			
Rubbish						Daily	✓														Daily	✓			
Clean sink & still																Daily	✓				Daily	✓			
Fridge seal																Daily	✓								
Record fridge temperature																Daily	✓								
Wash toilet brush holders																									
Descale																									
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																							
TV arms																									
Curtain rails																									
Bed cleaning																									
Machine buff *	Weekly	✓				Weekly	✓									Weekly	✓				Weekly	✓			
Wash furniture						Annually				✓	Annually				✓										

* Spinal Room only (in Laser & Spinal Room schedule)

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Gayton

Task	Freq	Ward Areas / Treatment Rooms				Freq	Sanitary Areas / Staff toilets				Freq	Equipment Store (x2)				Freq	Nurses Station & Sluice				Freq	Offices / Examination Rooms			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Monthly		✓			Daily	✓				Daily	✓			
Vacuum carpet																									
Damp mop	Daily	✓				Daily				✓	Monthly		✓			Daily	✓				Daily	✓			
Static Mop																									
Static edges																									
Spray buff																									
Damp dust	Daily	✓				Daily				✓	Monthly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily				✓					Daily	✓				Daily	✓				
Replenish disposables	Daily	✓				Daily				✓					Daily	✓				Daily	✓				
Rubbish	Daily	✓				Daily				✓					Daily	✓				Daily	✓				
Clean sink & still																									
White doors																									
Fire doors																									
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
Descale						Weekly	✓																		
High & low dust	Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓				Weekly		✓		
Internal glass & doors	Weekly	✓														Weekly	✓								
TV arms	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓			Weekly		✓			Monthly		✓			Weekly		✓			Weekly		✓		
Wash furniture	Annually				✓																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Gayton

Task	Freq	Ward Corridors				Freq	Seminar Room				Freq	Service Corridor				Freq	Toilet areas (x2)				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean						Daily	✓				Weekly	✓				Daily	✓				Weekly	✓			
Vacuum carpet						Daily	✓																		
Damp mop	Weekly	✓				Daily	✓									Daily	✓				Daily	✓			
Static Mop	Daily	✓									Weekly	✓													
Static edges											Weekly	✓													
Spray buff											Weekly	✓													
Damp dust						Weekly	✓				Weekly	✓									Weekly	✓			
Clean sanitary fittings						Daily	✓																		
Replenish disposables						Daily	✓									Daily	✓				Daily	✓			
Rubbish						Daily	✓														Daily	✓			
Clean sink & still																Daily	✓				Daily	✓			
White doors											Weekly	✓													
Fire doors											Weekly	✓													
Fridge seal																Daily	✓								
Record fridge temperature																Daily	✓								
Wash toilet brush holders																									
Descal																									
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																							
TV arms																									
Curtain rails																									
Bed cleaning																									
Machine buff	Weekly	✓														Weekly	✓				Weekly	✓			
Wash furniture						Annually				✓	Annually				✓										

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Leverington

Task	Freq	Bays & Side Rooms				Freq	Sanitary Areas				Freq	Equipment Stores				Freq	Nurses Station & Sluice				Freq	Offices/ Seminar Rooms			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓								
Static Mop																									
Damp dust	Daily	✓														Daily	✓				Weekly	✓			
Clean sanitary fittings	Daily	✓				Daily	✓									Daily	✓								
Replenish disposables	Daily	✓				Daily	✓									Daily	✓								
Rubbish	Daily	✓				Daily	✓									Daily	✓				Daily	✓			
Clean bins						Weekly	✓									Weekly	✓								
Change locker bags	Daily	✓																							
Fridge seal																									
Record fridge temperature																									
Wash toilet brush holders						Weekly	✓																		
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																			Weekly	✓			
TV arms	Weekly	✓																							
Curtain rails	Weekly	✓																							
Bed cleaning	Weekly	✓																							
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓							
Wash furniture	Annually				✓																Annually				✓

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Theatres

Task	Freq	Main Theatres & Delivery Room J				Freq	Corridor				Freq	Recovery				Freq	Dirty Corridors				Freq	Sluice																							
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4																				
Vacuum	Weekly	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓																							
Static Mop						Daily	✓				Daily	✓				Daily	✓				Weekly	✓																							
Ceilings	Monthly				✓																																								
Walls	Monthly				✓																					Annually	✓																		
Clean toilet brushes	Weekly	✓																																											
Clean bins	Weekly	✓																																											
Descale	Weekly	✓																																											
Carpets																																													
Curtains																														Monthly			✓												
Furniture																																													
Scrub vinyl floors	Weekly	✓																												Weekly	✓					Weekly	✓				Weekly	✓			
Scrub floors & suck dry	Daily	✓																																											
Mop vinyl floors	Daily	✓				Daily	✓																																						
Paper towels	Daily	✓								Daily	✓					Daily	✓				Daily	✓																							
Damp mop										Daily	✓										Daily	✓																							
Static Mop															Daily	✓																													
High & Low dust																																													
Damp dust	Daily	✓				Daily	✓			Weekly	✓				Weekly	✓																													
Clean sanitary fittings	Daily	✓								Daily	✓										Daily	✓																							
Rubbish						Daily	✓			Daily	✓																																		
High dust										Weekly	✓				Weekly	✓																													
Glass																																													
Machine buff	Weekly	✓				Daily	✓			Weekly	✓				Weekly	✓					Weekly	✓																							

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Theatres

Task	Freq	Equipment Store				Freq	Toilets				Freq	Locker Tops				Freq	Kitchen				Freq	Staff Rooms				Freq	Offices																																																																																																																																																																																																																
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4																																																																																																																																																																																																													
Vacuum	Weekly	✓				Daily	✓					Daily	✓				Daily	✓				Daily	✓				Daily	✓																																																																																																																																																																																																															
Static Mop						Daily	✓					Annually	✓				Annually	✓				Annually	✓				Annually	✓																																																																																																																																																																																																															
Ceilings														Annually	✓				Annually	✓				Annually	✓				Annually	✓																																																																																																																																																																																																													
Walls																										Annually	✓				Annually	✓				Annually	✓																																																																																																																																																																																																						
Clean toilet brushes																																						Annually	✓				Annually	✓				Annually	✓																																																																																																																																																																																										
Clean bins																																																		Annually	✓				Annually	✓				Annually	✓																																																																																																																																																																														
Descale																																																														Annually	✓				Annually	✓				Annually	✓																																																																																																																																																																		
Carpets																																																																										Annually	✓				Annually	✓				Annually	✓																																																																																																																																																						
Curtains																																																																																						Annually	✓				Annually	✓				Annually	✓																																																																																																																																										
Furniture																																																																																																		Annually	✓				Annually	✓				Annually	✓																																																																																																																														
Scrub vinyl floors																																																																																																														Daily	✓																																																																																																																												
Scrub floors & suck dry																																																																																																																															Daily	✓																																																																																																											
Mop vinyl floors																																																																																																																																											Daily	✓																																																																																															
Paper towels																																																																																																																																																							Daily	✓																																																																																			
Damp mop																																																																																																																																																							Weekly	✓				Daily	✓																																																																														
Static Mop																																																																																																																																																																																																																																											
High & Low dust																																																																																																																																																																											Weekly	✓																																																															
Damp dust																																																																																																																																																																																												Weekly	✓				Daily	✓				Daily	✓				Daily	✓																															
Clean sanitary fittings																																																																																																																																																																																																								Daily	✓				Daily	✓																													
Rubbish																																																																																																																																																																																																																						Daily	✓				Daily	✓															
High dust																																																																																																																																																																																																																										Weekly	✓				Weekly	✓				Weekly	✓						
Glass																																																																																																																																																																																																																														Weekly	✓				Weekly	✓							
Machine buff																																																																																																																																																																																																																														Daily	✓				Daily	✓							

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Fracture Clinic

Task	Freq	Consulting/ Clinic Rooms				Freq	Offices				Freq	Corridor Waiting Area			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum floor	<i>Daily</i>	✓				<i>Weekly</i>	✓				<i>Daily</i>	✓			
Sweep floor															
Scrub floor															
Mop floor	<i>Daily</i>	✓									<i>Daily</i>	✓			
Damp dust	<i>Daily</i>	✓				<i>Every 4 months</i>	✓				<i>Weekly</i>	✓			
Shampoo carpet						<i>Annually</i>	✓								
Static mop	<i>Weekly</i>		✓								<i>Weekly</i>		✓		
Clean sanitary fittings	<i>Daily</i>	✓													
Replenish disposables	<i>Daily</i>	✓													
Rubbish	<i>Daily</i>	✓				<i>Daily</i>	✓				<i>Daily</i>	✓			
Descale	<i>Weekly *</i>	✓													
High & low dust	<i>Weekly</i>	✓				<i>Weekly</i>	✓				<i>Weekly</i>	✓			
Machine buff	<i>Weekly</i>		✓								<i>Weekly</i>		✓		
Mop edges after buffing	<i>Weekly</i>		✓								<i>Weekly</i>		✓		
Wall Wash	<i>Annually</i>	✓									<i>Annually</i>	✓			
Wash furniture	<i>Annually</i>		✓								<i>Annually</i>		✓		
Change curtains	<i>Monthly</i>			✓		<i>Annually</i>	✓				<i>Annually</i>	✓			

* Tuesdays

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Fracture Clinic

Task	Freq	Sluice				Freq	Main Plaster Room				Freq	Childrens' Plaster Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Vacuum floor															
Sweep floor	Daily	✓				Daily	✓				Daily	✓			
Scrub floor						Mon-Wed-Fri	✓				Mon-Wed-Fri	✓			
Mop floor	Daily	✓				Tue-Thur	✓				Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓			
Shampoo carpet															
Static mop															
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓								
Descale	Weekly *	✓				Weekly *	✓				Weekly *	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓			
Machine buff															
Mop edges after scrubbing	Daily	✓				Daily	✓				Daily	✓			
Wall Wash						Monthly				✓	Monthly				✓
Wash furniture															
Change curtains						Monthly			✓		Monthly			✓	

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Castleacre

Task	Freq	Ward Areas Nurseries & Treatment Rooms				Freq	Sanitary Areas				Freq	Nurses Station				Freq	Office on Ward				Freq	Office on Corridor				Freq	Store Cupboard				Freq	Ward Corridor			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Monthly	✓				Daily	✓								
Damp mop	Daily	✓				Daily	✓				Daily	✓								Daily		✓													
Damp dust	Daily	✓				Daily	✓				Daily	✓				Weekly	✓					Weekly		✓											
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓				Daily	✓					Daily	✓												
Replenish disposables	Daily	✓				Daily	✓				Daily	✓				Daily	✓					Daily	✓												
Rubbish						Daily	✓				Daily	✓				Daily	✓					Weekly	✓				Daily	✓							
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓																							
Change locker bags	Daily	✓																																	
Wash toilet brush holders						Weekly	✓																												
Descal						Weekly	✓																												
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓								
Internal glass & doors											Weekly	✓				Weekly	✓				Monthly	✓				Weekly	✓								
TV arms	Weekly	✓																																	
Bed cleaning	Weekly	✓																																	
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓												Weekly		✓								
Wash furniture	Annually				✓																														

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

CDS

Task	Freq	Normal Delivery Rooms				Freq	Observation Ward				Freq	Nurses Station				Freq	Lounge / Waiting Room				Freq	Sanitary Areas				Freq	Office / Reading Room & Offices				Freq	Corridors (only small corridor, rest carpet)			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp mop	Daily	✓				Daily	✓				Daily	✓									Daily	✓									Daily	✓			
Damp dust	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓									Weekly		✓		
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓									Daily	✓				Daily	✓				Daily	✓			
Replenish disposables	Daily	✓				Daily	✓				Daily	✓									Daily	✓				Daily	✓				Daily	✓			
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Clean bins	Weekly	✓									Weekly	✓									Weekly	✓													
Change locker bags	Daily	✓																																	
Wash toilet brush holders																					Weekly	✓													
Descale	Weekly	✓				Weekly	✓														Weekly	✓													
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Monthly		✓			Weekly	✓			
Internal glass & doors	Weekly	✓				Weekly	✓														Monthly		✓			Monthly		✓			Weekly	✓			
TV arms	Weekly	✓																																	
Curtain rails						Weekly	✓																												
Bed cleaning																																			
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓								Weekly		✓								Weekly		✓		
Wash furniture																Annually		✓																	

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: NICU

Task	Freq	Feeding Room				Freq	Patient Bedroom				Freq	Nurses Station				Freq	Cot & Incubator Rooms				Freq	Large Nursery				Freq	Sanitary Areas & Changing Rooms			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean						Daily	✓																Daily	✓						
Damp mop	Daily	✓				Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Static Mop	Daily	✓								Daily	✓			Daily	✓			Daily	✓											
Damp dust	Daily	✓				Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Replenish disposables	Daily	✓				Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Rubbish	Daily	✓				Daily	✓				Daily	✓			Daily	✓			Daily	✓			Daily	✓						
Pull out trolleys daily																														
Clean bins	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓						
Wash toilet brush holders																						Weekly	✓							
High & low dust *	Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓			Weekly	✓			Weekly	✓						
Internal glass & doors	Weekly	✓				Weekly	✓							Weekly	✓															
Curtain rails																														
Machine buff	Weekly		✓							Weekly		✓		Weekly		✓						Weekly		✓						
Wash furniture																														

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

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

NICU

Task	Freq	Corridors				Freq	Service Corridor				Freq	Staff Rooms				Freq	Pantry / Milk Demo				Freq	Domestic Cupboard				Freq	Room K & Bathroom			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean						Daily	✓				Daily	✓								Weekly	✓				Daily	✓				
Damp mop	Daily	✓				Daily	✓				Daily	✓				Daily	✓			Weekly	✓				Daily	✓				
Static Mop	Daily	✓														Daily	✓													
Damp dust	Daily	✓									Daily	✓				Daily	✓			Weekly	✓				Daily	✓				
Clean sanitary fittings	Daily	✓									Daily	✓				Daily	✓			Daily	✓				Daily	✓				
Replenish disposables	Daily	✓									Daily	✓				Daily	✓			Daily	✓				Daily	✓				
Rubbish	Daily	✓									Daily	✓				Daily	✓			Daily	✓				Daily	✓				
Pull out trolleys daily																Daily	✓													
Clean bins											Weekly	✓				Weekly	✓													
Wash toilet brush holders																														
High & low dust *	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			Weekly	✓				Weekly	✓				
Internal glass & doors	Weekly	✓									Monthly		✓																	
Curtain rails																									Weekly	✓				
Machine buff	Weekly		✓			Weekly		✓			Weekly		✓			Weekly		✓		Weekly	✓									
Wash furniture											Annually		✓																	

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Rudham

Task	Freq	Bed Area				Freq	Play Room				Freq	Sanitary Areas				Freq	Equipment Store/Linen Cupboard				Freq	Nurses Station				Freq	Treatment Room			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓			
Damp mop	Daily	✓								Daily	✓				Weekly	✓				Daily	✓				Daily	✓				
Damp dust						Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓			
Clean sanitary fittings	Daily	✓				Daily	✓				Daily	✓								Daily	✓				Daily	✓				
Replenish disposables	Daily	✓				Daily	✓				Daily	✓								Daily	✓				Daily	✓				
Rubbish	Daily	✓				Daily	✓				Daily	✓								Daily	✓				Daily	✓				
Clean bins	Weekly	✓				Weekly	✓				Daily	✓								Weekly	✓				Weekly	✓				
Clean white doors																														
Clean fire doors																														
Change locker bags	Daily	✓																												
Clean sink & still																														
Fridge seal																														
Record fridge temperature																														
Wash toilet brush holders										Weekly	✓																			
Descal																														
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors	Weekly	✓																	Weekly	✓										
Curtain rails	Weekly	✓																												
Bed cleaning	Weekly	✓																												
Machine buff	Weekly		✓												Weekly	✓				Weekly		✓			Weekly		✓			
Wash furniture	Annually				✓	Annually				✓																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept: Rudham

Task	Freq	Offices				Freq	Service Corridor				Freq	Ward Corridor				Freq	Domestic Cupboard				Freq	Ward Pantry			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Weekly	✓				Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp mop						Daily	✓				Daily	✓				Weekly	✓				Daily	✓			
Damp dust	Weekly	✓				Weekly	✓				Daily	✓				Weekly	✓								
Clean sanitary fittings											Daily	✓				Daily	✓								
Replenish disposables											Daily	✓				Daily	✓								
Rubbish	Daily	✓				Daily	✓				Daily	✓				Daily	✓				Daily	✓			
Clean bins											Weekly	✓				Weekly	✓				Weekly	✓			
Clean white doors						Weekly	✓																		
Clean fire doors						Weekly	✓																		
Change locker bags																									
Clean sink & still																					Daily	✓			
Fridge seal																					Daily	✓			
Record fridge temperature																					Daily	✓			
Wash toilet brush holders																									
Descale																					Weekly	✓			
High & low dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Internal glass & doors						Weekly	✓				Weekly	✓													
Curtain rails																									
Bed cleaning																									
Machine buff						Weekly		✓			Weekly		✓			Weekly	✓				Weekly		✓		
Wash furniture	Annually				✓																				

DOMESTIC SERVICES CLEANING SCHEDULES

Ward/Dept:

Roxburgh

Task	Freq	Waiting Area / Corridors				Freq	Examination Rooms				Freq	Offices / Reception				Freq	Kitchen				Freq	Sanitary Areas				Freq	Domestic Cupboard			
		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4		x1	x2	x3	x4
Suction clean	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓				Weekly	✓			
Shampoo carpets						Annually				✓	Annually				✓															
Damp mop	Daily	✓								Weekly	✓				Daily	✓				Daily	✓				Weekly	✓				
Damp dust	Daily	✓				Daily	✓				Weekly	✓				Daily	✓				Daily	✓				Weekly	✓			
Clean sanitary fittings															Daily	✓				Daily	✓				Daily	✓				
Replenish disposables															Daily	✓				Daily	✓				Daily	✓				
Rubbish	Daily	✓				Daily	✓				Weekly	✓								Daily	✓				Daily	✓				
Clean bins	Weekly	✓				Weekly	✓								Weekly	✓				Weekly	✓									
Wash toilet brush holders																			Weekly	✓										
Descale															Weekly	✓				Weekly	✓									
High dust	Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓				Weekly	✓			
Low dust																								Weekly	✓					
Machine buff	Weekly		✓							Weekly	✓													Weekly	✓					
Wash furniture	Monthly				✓																									

