**Cleaning Schedule**

**Room Function: Clinical Room**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Question** | **Guidance**  | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Sat** | **Sun** |
| 1 | Is the environment visibly clean?  | Check and clean walls, windows, ceilings, fans and lights. fittings are free from dust/debris/insects etc. |  |  |  |  |  |  |  |
| 2 | Is the environment free from any visible damage?  | Check for report flaking paint, damaged walls/ceilings/window frames and surfaces.  |  |  |  |  |  |  |  |
| 3 | Is the furniture visibly clean and in good state of repair? | Check and clean the furniture, especially the underside chairs /couches. |  |  |  |  |  |  |  |
| 4 | Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?  | Check and clean all surfaces. |  |  |  |  |  |  |  |
| 5 | Is the floor visibly clean and in good state of repair?  | Check and clean the edges and corners. |  |  |  |  |  |  |  |
|  6 | Is the hand wash basin visibly clean and in good state of repair?  | Check and clean plugholes and overflows. Remove limescale. |  |  |  |  |  |  |  |
| 7 | Is the soap dispenser visibly clean?  | Check and clean the nozzle for build-up of soap and debris. |  |  |  |  |  |  |  |
| 8 | Is the paper towel dispenser visibly clean?  | Check and clean the underside of dispenser. |  |  |  |  |  |  |  |
| 9 | Is the domestic waste bin visibly clean, including lid and pedal?  | Check bins and clean externally and internally. |  |  |  |  |  |  |  |
| 10 | Are dressing trolley/trays visibly clean? | Check and clean top and underneath. |  |  |  |  |  |  |  |
| 11 | Are all cupboards visibly clean? | Check and clean cupboards. |  |  |  |  |  |  |  |
| 12 | Are all sharps bins stored safely and signed for in accordance with local policy. | Check. |  |  |  |  |  |  |  |