**Cleaning Schedule**

 **Room Function: Sluice**

|  |  |  |  |  |  |  |  |  |  |
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|  | **Question** | **Guidance**  | **Mon** | **Tue** | **Wed** | **Thur** | **Fri** | **Sat** | **Sun** |
| 1 | Is the environment visibly clean?  | Check and clean environment. |  |  |  |  |  |  |  |
| 2 | Is the environment free from any visible damage?  | Check and report flaking paint, damaged walls/ceilings/window frames and surfaces.  |  |  |  |  |  |  |  |
| 3 | Are all fittings visibly clean?  | Check and clean, behind and under surfaces. |  |  |  |  |  |  |  |
| 4 | Is the floor visibly clean and in good repair?  | Check the edges and corners are clean and free of dust and grit. |  |  |  |  |  |  |  |
|  5 | Are all work surfaces visibly clean and in good state of repair? | Check and clean all work surfaces. |  |  |  |  |  |  |  |
|  6 | Is the dirty utility room free from clutter and inappropriate items?  | Check that inappropriate items are not stored in the sluice which might become inadvertently contaminated. |  |  |  |  |  |  |  |
|  7 | Is the hand wash basin visibly clean and in good state of repair?  | Check and clean plugholes and overflows, remove lime scale. |  |  |  |  |  |  |  |
|  8 | Is the soap dispenser visibly clean?  | Check and clean the nozzle for build-up of soap and debris. |  |  |  |  |  |  |  |
|  9 | Is the paper towel dispenser visibly clean?  | Check and clean underside of dispenser. |  |  |  |  |  |  |  |
| 10 | Is the domestic waste bin visibly clean?  | Check bins and clean externally and internally. |  |  |  |  |  |  |  |
| 11 | Are bedpans and urinals visibly clean? | Visually check. |  |  |  |  |  |  |  |
| 12 | Is the macerator or bedpan washer visibly clean? | Visually check. |  |  |  |  |  |  |  |
| 13 | Is the rack visibly clean and in good condition? | Visually check. |  |  |  |  |  |  |  |
| 14 | Are commodes in a good state of repair?  | Check for rust and damage. |  |  |  |  |  |  |  |
| 15 | Are the commodes visibly clean and ready for use?  | Check underneath the seat, the underside, frame and foot rest and check there is a system of assurance that the commode has been cleaned. |  |  |  |  |  |  |  |
| 16 | Is the room free from communal items?  | Check for creams, flannels, cleansing foam etc. |  |  |  |  |  |  |  |
| 17 | Are catheter stands visibly clean?  | Check stands. |  |  |  |  |  |  |  |
| 18 | Is the offensive waste bin visibly clean, including lid and pedal?  | Check bins are clean externally and internally. |  |  |  |  |  |  |  |