

The NHSScotland National Cleaning Services Specification

Healthcare Associated Infection Task Force



Health Facilities Scotland

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Contents

	<i>Page</i>
1. Introduction	4
1.2 Context.....	4
1.3 The National Cleaning Services Specification.....	5
2. Performance management	7
2.1 Introduction	7
2.2 Peer and Public reviews.....	7
2.3 Benchmarking	8
2.4 Summary	8
3. Staff training and development	9
3.2 Review of Training Programmes.....	9
3.3 Summary.....	9
4. General guidance	10
4.1 Hand Hygiene	10
4.2 Contact surfaces	10
4.3 Slips, trips and falls	10
4.4 Colour Coding Hospital cleaning materials and equipment.....	10
4.5 Steam Cleaning.....	11
5. Guide to Cleaning Services Specification	12
5.1 Introduction	12
5.2 Task Definition/Quality Standards	12
5.3 Index to Activity Codes.....	13
5.4 Specification Codes – Frequency Templates	13
5.5 Frequency Template detail.....	14
6. Cleaning Services Specification	18
6.1 Task Definition/Quality Standards	19
6.2 Miscellaneous Task Groups	31
6.3 Index of Activity codes A – M	32
7. Sample Templates	160
Template 1 – Locations at which the services are to be provided	160

Template 2 – Specification Details	161
Template 3 – Specification of Local Requirements	162
8. Glossary of Terms	163
9. Bibliography	165
10. Appendices.....	167
Appendix 1: Membership of Working Group 7, HAI Task Force 2004	167
Appendix 2: Membership of Working Technical Review 7, HAI Task Force 2007	168

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1. Introduction

- 1.1 This document is a revised edition of The NHSScotland National Cleaning Services Specification and reflects changes in line with the Monitoring Framework for NHSScotland National Cleaning Services Specification and The National Education and Training Framework for Domestic Services.

Context

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

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

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

- the Carey Report 'Managing the risks of healthcare associated infections in NHSScotland' (August 2001);
- 'A Framework for national surveillance of healthcare associated infection in Scotland' (July 2001);
- the NHS Quality Improvement Scotland (NHS QIS)/Clinical Standards Board for Scotland (CSBS) HAI Infection Control Standards (December 2001) and Cleaning Services Standards (June 2002);
- the 'Antimicrobial Resistance Strategy' and 'Scottish Action Plan' (June 2002);
- the Ministerial HAI Action Plan 'Preventing infections acquired while receiving healthcare' (October 2002);
- the 'Champions' educational initiative (April 2002);
- the 'Audit Scotland review of cleaning services' and the NHSQIS 'review of HAI infection control standards' (both published January 2003);
- 'Monitoring Framework for NHSScotland National Cleaning Services Specification' (November 2004);
- the 'National Education and Training Framework for Domestic Services' (January 2007);

- Scottish Executive Health Department. 'Infection control and cleaning: nursing issues'. NHS HLD (2005) 7. Edinburgh: SEHD; 2005 (cited 2007 Jun27); Available from http://www.sehd.scot.nhs.uk/melsHDL2005_07.pdf.

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

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

The revised draft National Cleaning Services Specification was issued for widespread consultation in 2008, and the final document takes account of the views expressed.

The Cleaning Specification is written to be applicable throughout Scotland wherever healthcare is being delivered (e.g. acute, primary care and independent contractor settings), within the NHS as well as in the private, independent and voluntary sectors. The importance of environmental cleanliness in non-NHS sectors is reflected in the Regulation of Care (Requirement as to Care Services) (Scotland) Regulation 2002 and the National Care Standards.

The National Cleaning Services Specification

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

Healthcare Associated Infection (HAI) remains a priority issue for NHSScotland, in terms of the safety and well being of patients, staff and the public.

The HAI Task Force was established in 2003 to take forward the Ministerial HAI Action Plan 'Preventing Infections Acquired While Receiving Healthcare' (October 2002). Cleaning services are an essential part of the multidisciplinary approach to tackling HAI. For prevention and control of infection to work effectively, critical activities such as cleaning and hand hygiene have to be embedded into everyday practice. There must be a culture of "*Infection control is everybody's business*", with integration of best practice into routine activities. As part of its work programme, the HAI Task Force developed the 'NHSScotland Code of Practice for the Local Management of Hygiene and HAI' and the 'NHSScotland National Cleaning Services Specification'.

These documents include guidance on cleanliness and hygiene, effectively setting minimum standards for the healthcare environment. They were issued to NHS Boards in May 2004.

The HAI Task Force commissioned Health Facilities Scotland (HFS) to develop a Monitoring Framework for the NHSScotland National Cleaning Services Specification. This was developed in consultation with a range of stakeholders within NHSScotland and was implemented in April 2006. The first quarterly report was published in August 2006.

Monitoring in this context is defined as the ongoing assessment of the outcome of cleaning processes to assess the extent to which cleaning procedures are being carried out correctly, to identify any remedial action which is required and to provide an audit trail.

An essential component of any monitoring framework is the fundamental principle of continuous improvement. Therefore, the Monitoring Framework not only provides a reporting mechanism, but a rectification process that can be used locally to identify, prioritise and address issues of non-compliance.

2. Performance management

Introduction

- 2.1 Throughout the year, NHS Boards will monitor all facilities. This report covers monitoring of a proportion of the facilities/areas within an NHS Board area.

Compliance is assessed within NHS Boards using a standardised monitoring template. There are two components to the monitoring:

- audits carried out on a routine basis by Domestic Services;
- audits carried out by Peer Review teams, which may incorporate a Public Involvement element.

Cleanliness is assessed using an observational process and according to the technical requirements set out in the NHSScotland National Cleaning Services Specification. The requirements vary depending on the type of area being assessed and the scores are weighted to reflect risk. For example, an operating theatre receives a higher weighting.

The areas to be audited are selected at random in accordance with the Monitoring Framework guidance.

Peer and Public reviews

- 2.2 The purpose of the peer review audit is to provide a degree of independent scrutiny within the monitoring system. The peer review process may include representation from the following, accompanied by a representative from Domestic Services.

- a member of the public;
- an Infection Control professional;
- a manager with domestic service expertise;
- an Estates representative;
- a member of the NHS Board's Quality Team.

The area to be audited by the peer review process, using the monitoring tool to audit, is selected at random and is not identified to local staff in advance of the visit. At the conclusion of the review, all participants will have signed the completed audit tool sheets.

NHS Boards report their results to Health Facilities Scotland on a monthly basis who then collate the information on a quarterly basis and forward this report to the Scottish Government Health Directorate (SGHD) for publication.

Benchmarking

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

A renewed focus on benchmarking is established across NHSScotland to produce properly researched benchmarks.

Summary

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

Further details on the Performance Management Process can be found at <http://www.hfs.scot.nhs.uk/online-services/publications/facilities/miscellaneous-facilities-documents/> 'Monitoring Framework for NHSScotland National Cleaning Services Specification Guide for NHSScotland Managers - Version 2, February 2007'.

3. Staff training and development

- 3.1 The National Education and Training Framework for Domestic Services can be found at <http://www.hfs.scot.nhs.uk/online-services/publications/facilities/miscellaneous-facilities-documents/>.

Review of Training Programmes

- 3.2 Training programmes for all grades of staff including managers should be developed and personal development plans produced where appropriate.

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

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

To further promote and underpin consistency in training, it is recommended that there should be national reference materials/packages available throughout NHSScotland. i.e. the NHSScotland National Education and Training Framework for Domestic Services.

Summary

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

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

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

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

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

4. General guidance

Hand Hygiene

- 4.1 To reduce the risk of cross infection, all staff must comply with the '5 moments of hand hygiene at the point of care' www.hps.scot.nhs.uk; www.washyourhandsofthem.com in all healthcare facilities.

Contact surfaces

- 4.2 To reduce the risk of cross infection greater emphasis requires to be placed on the cleaning of contact surfaces in all healthcare facilities.

Slip, trips and falls

- 4.3 It is important to consider that the cleaning process may introduce slip or trip hazards to an environment. Guidance on slips, trips and cleaning can be found in the Health and Safety Executive's (2005) 'Slips and Trips: the importance of floor cleaning.' <http://www.hse.gov.uk/pubns/web/slips02.pdf>.

Colour coding Hospital cleaning materials and equipment

- 4.4 In 2008 the National Patient Safety Agency (NPSA) National Colour Coding Scheme was adopted throughout NHSScotland as standard in order to improve the safety of hospital cleaning, ensure consistency, provide clarity for staff, therefore reducing the risk of cross infection.

Red Bathrooms, washrooms, showers, toilets, basins and bathroom floors	Blue General areas including wards, departments, offices and basins in public areas
Green Ward kitchen areas and patient food service at ward level	Yellow Isolation areas

All materials and equipment, for example, cloths, mops, microfibre equipment, buckets, aprons and gloves will be colour coded. The method used to colour code items will be clear, permanent and in accordance with existing local practice. (Ensure that designated PPE and materials are used solely in their designated area).

Steam Cleaning

- 4.5 In 2009, the SGHD had provided initial funding for the purchase of Steam Cleaning Machines, to be used throughout all the NHS Boards in Scotland.

The equipment for Steam Cleaning of beds, curtains etc. is to be available in every hospital which will utilise the implementation programme of training the trainer.

To determine the cleaning operative, frequency of task and location where steam cleaning is applied, the local requirement for each Board should be risk assessed.

5. Guide to the Cleaning Services Specification

Introduction

- 5.1 The HAI Task Force group reviewed the NHSScotland National Cleaning Services Specification issued May 2004. This Section provides guidance on the interpretation and local application of the Cleaning Services Specification. It should be read in conjunction with Section 6, Cleaning Services Specification. For an input specification, the provision of frequencies is essential.

Task Definition/Quality Standards

- 5.2 These are arranged by surface/category to be cleaned and include all relevant tasks. Each surface/category is allocated a number indicating Task Group number and running from Group 1 - Group 20.

Task Group	Description	Page Number
Task Group 1	Hard Floor	19
Task Group 2	Soft Floor	21
Task Group 3	Sanitary fittings	22
Task Group 4	Furnishings	23
Task Group 5	Low level surfaces	24
Task Group 6	High level surfaces	25
Task Group 7	Telephones	25
Task Group 8	Paintwork - walls and doors	25
Task Group 9	Glass partitions and panels and wall finishes	26
Task Group 10	Curtains/screens	26
Task Group 11	Window blinds	27
Task Group 12	Hand hygiene/consumable products	27
Task Group 13	Ashtrays	27
Task Group 14	Refuse	28
Task Group 15	Ward Kitchen/pantry, fixtures, fittings and appliances	28
Task Group 16	Cleaning equipment	30
Task Group 17	Check clean	31
Task Group 18	Patient transport vehicles	31
Task Group 19	Use of Colour Coding	31
Task Group 20	Reporting of faults	32

Within the group, the required tasks are allocated numbers (e.g. Task Group 1 Hard Floors, Task 1.1 – 1.14).

At the end of each section, 'required outcome measures' relating to these surfaces/categories/task groups are included.

Index to Activity Codes

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

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

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

Alphabetical Code	Accommodation Category
A Code	In-patient Acute
B Code	High Risk In-patient
C Code	In-patient Continuing Care
D Code	Clinical Departments
E Code	Non Clinical Departments
F Code	Residential Accommodation
G Code	Clinics and Health Centres
H Code	Very High Risk - Theatres, Transplant
I Code	Laboratory, Pharmacy, CDU including Sterile Fluid Preparation and Sterile Services
J Code	Patient Transport Vehicles
K Code	Daily Clean Isolation Room
L Code	Discharge Clean
M Code	Terminal Clean

Specification Codes - Frequency Templates

5.4 Recommended frequencies, can be subject to a local risk assessment. This would not only take account of local policies but would allow an organisation the opportunity to demonstrate, by reference to risk assessment, the need to deviate from a recommended frequency.

Examples of Risk Assessment

- a theatre which is in use 5 out of a possible 10 sessions, could have its frequency reduced to reflect the under-utilisation of the area. Comparison to

an emergency theatre which can be in use 24hrs a day, seven days a week and would require an increase in cleaning frequency to reflect usage;

- an in-patient ward which closes at the weekend may, after risk assessment, have its cleaning frequencies reduced, in comparison to an in-patient receiving-ward (admitting and discharging large numbers of patients on a daily basis) which may require to have its cleaning frequency increased to reflect activity in the area;
- a ward area could be assessed as low risk, but the admission of a patient with a specific condition could change this risk rating to high. It should be recognised that healthcare environments are dynamic situations requiring ongoing review at local level.

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

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

Frequency Template detail

5.5 In the example below X = full (cleans) or 'check' denotes nature of clean.

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

- 7 = Monday – Sunday;
- 5 = Monday – Friday;
- 3 = 3 x weekly;
- 2 = Saturday/Sunday;
- 7/7 = 7 full/7 check;
- 5/2 = 5 full Monday - Friday/2 check Saturday/Sunday;
- 7/14 = 7 full/14 check;
- 7/21 = 7 full/21 check;
- 1/4 = 1 full/4 check;

- 1/6 = 1 full/6 check;
- 14/14 = 14 full/14 check;
- 10/4 = 10 full Monday - Friday/4 check Saturday/Sunday;
- local requirement denotes references to 5.4.

Example

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

Codes removed/added from previous specification:

Removed: A2, A4, A7, A11, D5, D6, D8, E4, F3, F7, G2, G4, G5, G6, G8, G9

Added: I3, I4

Sample Templates

Template 1: Locations at which services are to be provided (page 160)

5.6A sample template to evidence that the Cleaning Service Provider is aware of all locations, operating procedures and has developed a cleaning specification in conjunction with the Infection Control Team.

Template 2: Specification Details (page 161)

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

1. **Location Code or Room Number:** As per location and room identification. Reference floor plans.
2. **Description:** Room function/activity
3. **Floor Area:** Size of location/room as per scale floor plans.
4. **Floor Type:** Example – carpet.

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

Coding symbols for types of floor coverings as follows:

Code	Type
P.V.C.	All vinyl floors
S.R.V	Slip Resistant Vinyl
W	Wood
R	Rubber
LINO	Linoleum
T	Terrazzo
Comp.	Composition
Con.	Concrete
CORK	Cork
Q.T.	Quarry Tiles
A.S.T.	Anti-static Terrazzo
A.S.V.	Anti-static Vinyl
C	Carpet (wool/nylon)
L.P.C.	Low Profile Carpet

5. **Domestic Service Code:** As defined in Task Groups 1 to 20.
6. **Period when presence is required:** Presence is defined as physical presence in the area when work must be scheduled at the time(s) specified.
7. **Period when cover is required:** Defined as the time(s) when the Cleaning Service Provider is permitted to carry out the work as specified in the schedule and is required to have a member of staff available, possibly working elsewhere, to deal with unpredictable contingencies e.g. response to outbreak control plan, discharge cleaning, terminal cleaning.

8. **Period when work may not be scheduled:** Defined as the period when the cleaning service provider is denied access to the specified location.
9. **Remarks:** Remarks defined as additional information relating to the specified location as detailed.

Template 3: Specification of local requirements ([page 162](#))

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

6. Cleaning Services Specification

Index	Page
Task Definition/Quality Standards.....	19
Index to Activity Codes A-M	32
Specification A Code	32
Specification B Code	32
Specification C Code	33
Specification D Code	34
Specification E Code	34
Specification F Code	35
Specification G Code.....	36
Specification H Code	36
Specification I Code.....	36
Specification J Code.....	37
Specification K Code.....	38
Specification L Code	38
Specification M Code	38

6.1 Task Definition/Quality Standards

Hard Floor Task Group 1

1.1 Remove Debris	<p>Pick up litter which cannot/should not be removed by suction cleaning. This could include paper towels, tissues, empty drinks cans, paper clips etc.</p>
1.2 Dust control	<p>Remove dust and litter from all hard floor surfaces including floor edges and corners using dust control mops/micro-fibre system.</p>
1.3 Suction Clean	<p>Remove dry dust and soil using dry suction equipment complying with a minimum of three-stage filtration within patient areas. This process includes floor edges and corners. Check filters and replace per manufacturer's instructions.</p>
1.4 Damp Mop	<p>Remove soil and dirt from hard floors using a cotton or mixed fibre mop and appropriate cleaning agent in solution with hand hot water or using the micro-fibre system. Mop water should be changed at least once per 15 minutes and at the commencement of a different location type.</p> <p>When damp mopping corridors or circulation areas, leave a clearly indicated dry walkway for 'Traffic' to pass, for safety purposes, using at all times warning signs and warning tape when floors are wet.</p>
1.5 Spot Mop (Referred to as 'Check Clean' on Definition Sheet):	<p>As part of the check cleaning process, remove spots, spillage or ingrained dirt from hard floors using the same method as for damp mopping. Clinical/Nominated Staff are responsible for the disinfection process of spillages of urine, faeces, vomit or blood in clinical areas.</p> <p>Note: All spots and spillages of a hazardous nature must be removed immediately. Hazardous can mean spillage likely to cause accidents to staff, patients, visitors, through falling or spillage which is hazardous from a Control of Infection viewpoint.</p> <p>It is worth noting that fluid spills of a non-clinical nature can be cleaned using a dry cloth thereby leaving the area dry instead of using the wet mopping technique and introducing a further hazard. Obviously greasy spills will require the use of a cleaning chemical and an appropriate technique. Leave a clearly indicated dry walkway for 'traffic' to pass, for safety purposes, caution/wet floor cleaning in progress sign to be positioned and visible on floor being treated.</p>
1.6 Spray Clean (Non clinical areas only)	<p>Following dust control mopping or suction cleaning, use a prepared liquid solution in a hand-spray. Spray an appropriate amount of solution onto the hard floor. Use a high-speed floor machine with an appropriate pad, pass the machine over the hard floor until the surface is clean, dry, dust free and an acceptable finish is achieved. Spray cleaning should not be carried out on terrazzo, concrete, non-slip flooring or anti-static flooring. Solution should be discarded on completion of task. Leave a clearly indicated dry walkway for 'traffic' to pass, for safety purposes, caution/wet floor cleaning in progress sign to be positioned and visible on floor being treated.</p>
1.7 Buff/Burnish	<p>Carry out after routine damp mopping or scrub/re-dress. Pass machine over floor from side to side, ensuring minimum overlap of pad or brush attachment on each pass.</p>

<p>1.8 Scrub</p> <p>Remove floor soil, ingrained dirt and scuff marks using a floor scrubbing machine, an appropriate pad/brush and appropriate cleaning agent. Using appropriate equipment rinse and dry hard floors. Leave a clearly indicated dry walkway for 'traffic' to pass. For safety purposes, caution/wet floor cleaning in progress sign to be positioned and visible on floor being treated.</p>
<p>1.9 Strip/seal</p> <p>Remove furniture and dust control mop or suction clean area to be treated. Apply chemical floor stripper, mixed in accordance with manufacturer's instructions. Scrub floor, a section at a time, until the area is complete. Suction dry entire area to remove slurry. Damp mop floor with clean water to neutralise.</p> <p>Allow floor to dry thoroughly. Apply coats of polish/dressing according to manufacturer's instructions. Buff all areas when last coat has completely dried.</p> <p>Throughout process leave a clearly indicated dry walkway for 'traffic' to pass. For safety purposes, caution/wet floor cleaning in progress signs to be positioned and visible on floor being treated.</p>
<p>1.10 Manual Scrub</p> <p>The removal of ingrained dirt and soil from hard floor surfaces, using the appropriate equipment.</p> <p>Leave a clearly indicated dry walkway for 'traffic' to pass. For safety purposes, caution/wet floor cleaning in progress sign to be positioned and visible on floor being treated.</p>
<p>1.11 Suction Dry</p> <p>Indicates the use of mechanical wet-pick-up equipment complying with a minimum of three-stage filtration within patient areas to remove water from floor after scrubbing.</p>
<p>1.12 Anti-Static Flooring</p> <p>Testing of anti-static properties will take place periodically in accordance with local policy. Test failing may require remedial action by the Domestic Services Department and namely increased frequency of tasks 1.8 and 1.11; followed by re-testing of anti-static properties and as required repeating of tasks 1.8 and 1.11 until satisfactory readings are achieved.</p>
<p>1.13 Sweeping</p> <p>The removal of dust, dirt, litter from floor/ground surfaces using appropriate brush.</p> <p>This process is only for specific areas e.g. outside entrances/garden patios.</p>
<p>1.14 Steam Cleaning</p> <p>This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against <i>Clostridium difficile</i>.</p> <p>Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.</p>

Required Outcome Measures

The floor is free of dust, grit, litter, chewing gum, marks and spots, water or other liquids.

- the floor is free of polish or other build-up at the edges and corners or in traffic lanes;
- the floor is free of spots, scuffs or scratches on traffic lanes, around furniture and at pivot points;
- inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots;
- polished or buffed floors are of a uniform lustre.

Appropriate signage and precautions are taken regarding pedestrian safety on newly cleaned or wet floors.

It is important to consider that the cleaning process may introduce slip or trip hazards to an environment. Guidance on slips, trips and cleaning can be found in the Health and Safety Executive's (2005) 'Slips and trips: the importance of floor cleaning' <http://www.hse.gov.uk/pubns/web/slips02.pdf>.

Soft Floor Task Group 2

2.1 Remove debris

Pick up litter which cannot/should not be removed by suction cleaning. This could include paper towels, tissues, empty drinks cans, paper clips etc.

2.2 Suction Clean

Remove dry dust and soil using dry suction equipment complying with a minimum of three stage filtration within patient areas. This process includes floor edges and corners. Check filters and replace per manufacturer's instructions.

2.3 Remove Spots and Spillages

Inspect area and remove all visible dust and debris, chewing gum, etc. from floors. Remove spills and stains from soft floor covering using an appropriate cleaning agent and equipment.

Leave warning sign of wet area. Suction clean when dry using, as appropriate for size of stain, hand kits or extraction cleaning equipment.

2.4 Carpet Extraction Clean

The restoration of appearance and the removal of soil/stains from carpeting. Suction clean carpet prior to extraction cleaning. Protect the feet of furniture, which cannot be moved. Spot clean heavy stains. Follow manufacturer's instructions for extraction cleaning. A suitable cleaning agent and method should be used which will not damage the fibre structure or colour of carpet. Care should be taken not to cause shrinkage or colour run. Open doors and windows where possible to assist drying. Suction clean carpet when dry. Use warning signs when floor cleaning is in progress.

2.5 Apply Carpet Protector

This duty should only be carried out after discussion with service users and must be carried out as soon as possible after an extraction clean.

Using the approved spray applicator and after ensuring optimum ventilation possible, apply carpet protector to the whole of the area in accordance with manufacturer's instructions. Use warning signs when floor cleaning is in progress.

2.6 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- the floor is free of dust, grit, litter, chewing gum, marks and spots, water or other liquids;
- the floor is free of stains, spots, scuffs or scratches on traffic lanes, around furniture and at pivot points;
- inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots;
- carpets are of an even appearance without flattened pile. After extraction cleaning, there is no shrinkage or colour loss;
- barrier matting zones are free from ingrained dust, dirt and stains.

It is important to consider that the cleaning process may introduce slip or trip hazards to an environment. Guidance on slips, trips and cleaning can be found in the Health and Safety Executive's (2005) 'Slips and trips: the importance of floor cleaning'.

<http://www.hse.gov.uk/pubns/web/slips02.pdf>.

Sanitary Fittings Task Group 3

3.1 Clean

Wearing colour coded Personal Protective Equipment (PPE), clear any debris. Damp wipe using disposable paper/cloth, fresh solution of neutral detergent and hand hot water.

For sanitary fittings use sanitiser, in accordance with Local Policy. Rinse all surfaces.

Dry and buff the mirror, metal and ceramic surface.

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

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

3.2 Descale

Descale toilets/urinals in accordance with Local Policy and following manufacture's instructions.

3.3 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- to reduce the risk of cross infection emphasis requires to be placed on the cleaning of contact surfaces i.e. taps, flush handles, light switches, pull cords, dispensers, door handles etc;
- porcelain, cubicle rails and plastic surfaces are free from smudges, smears, body fluids, soap build-up, mineral deposits and manufacturer's labels;
- metal surfaces, shower screens and mirrors are free from streaks, soil, smudges, soap build-up and oxide deposits;
- wall finishes and fixtures (including soap dispensers and towel holders) are free of dust, grit, smudges/streaks, mould, soap build-up and mineral deposits;
- shower curtains and bath mats are free from stains, smudges, smears, odours, mould and body fluids;
- plumbing fixtures are free of smudges, dust, soap build-up and mineral deposits;
- sanitary fixtures are free from unpleasant odours;
- polished surfaces are of a uniform lustre;
- sanitary disposal units are clean, functional and regularly serviced;
- consumable items are in sufficient supply;
- waste is removed in accordance with Local Policy.

It is important to consider that the cleaning process may introduce slip or trip hazards to an environment. Guidance on slips, trips and cleaning can be found in the Health and Safety Executive's (2005) 'Slips and trips: the importance of floor cleaning'.

<http://www.hse.gov.uk/pubns/web/slips02.pdf>.

Furnishings Task Group 4

4.1 Remove Debris
4.2 Damp Clean <p>Wearing colour coded PPE, damp clean using the micro-fibre system, disposable paper or disposable cloth immersed in hand hot water, containing correctly measured neutral detergent solution and wring out as dry as possible.</p> <p>Change neutral detergent solution when dirty and at least once per 15 minutes and prior to moving to different location/area.</p> <p>This process applies to door handles, desks, lockers, beds, tables, overbed tables, examination couches, chairs, overchair tables, soft play equipment, cabinets, bed lights, examination lights, light switches, control panels, patient call buttons, worktops, pictures, TV and hi-fi equipment, including remote controls, trolleys, radiators, and pipe work, ledges, fire extinguishers, decorative plants, trees and containers.</p>
4.3 Periodic cleaning <p>According to type, (including fabric upholstered chairs, non clinical areas) and to be performed according to Local Specification/Policy.</p>
4.4 Clean <p>All wheels, castors and lower part of bed frames. To be performed in rotation and according to local specification/policy.</p>
4.5 Lighting and Emergency Pull Cords <p>Cord surfaces should be impervious for ease of cleaning.</p>

4.6 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- to reduce the risk of cross infection emphasis requires to be placed on the cleaning of contact surfaces as above;
- hard surface furniture is free of spots, soil, film, dust, fingerprints and spillage;
- soft furnishings are free from stains, soil, film and dust;
- furniture legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs;
- edges, corners, folds and crevices are free of dust, grit, lint and spots where accessible;
- all high surfaces are free from dust and cobwebs;
- equipment is free of tape/plastic, etc., which may compromise cleaning;
- furniture has no unpleasant odour;
- shelves, bench tops, cupboards and wardrobes/lockers are clean inside and out and free of dust, litter or stains;
- internal plants are free of dust and litter.

It is important to consider that the cleaning process may introduce slip or trip hazards to an environment. Guidance on slips, trips and cleaning can be found in the Health and Safety Executive's (2005) 'Slips and trips: the importance of floor cleaning'.

<http://www.hse.gov.uk/pubns/web/slips02.pdf>.

Low Level Surfaces Task Group 5

5.1 Damp Clean

Wearing colour coded PPE, damp clean using a micro-fibre system, disposable paper or disposable cloth immersed in hand hot water, containing correctly measured neutral detergent solution. Wring out as dry as possible. Change neutral detergent solution when dirty and at least once per 15 minutes and prior to moving to different location/area.

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

5.2 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- internal and external walls are free of dust, grit, lint, soil, film, graffiti and cobwebs;
- walls are free of marks caused by furniture/equipment or users;
- light switches are free of fingerprints, and any other marks;
- low level light fittings are free of dust, grit, lint and cobwebs;
- to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces as above.

High Level Surfaces Task Group 6

6.1 Clean wall surfaces, ledges, cabinets, furnishings, pipes, direction signs and curtain rails

Use either suction cleaner or dust control mop with appropriate attachments to clean all accessible dry surfaces, including edges and corners. In sanitary areas, dust mop down to tile or impervious wall covering level and damp clean area. Include high level internal glass surfaces.

This process applies to window ledges, partition ledges and any other surfaces which might attract dust, cobwebs and any form of spillage.

6.2 Steam Cleaning

This method of specialist cleaning, when, used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- internal and external walls and horizontal surfaces are free of dust, grit, lint, soil, film, graffiti and cobwebs;
- walls and ceilings are free of marks caused by furniture, equipment or site users;
- to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces as above.

Telephones Task Group 7

7.1 Damp Clean

Wearing colour coded PPE, damp clean using a micro-fibre system, disposable paper or disposable cloth immersed in hand hot water, containing correctly measured neutral detergent solution. ring out as dry as possible. Remove all soil.

Required Outcome Measures

- telephone is visibly clean;
- to reduce the risk of cross infection emphasis requires to be placed on the cleaning of contact surfaces as above.

Paintwork – Walls and Doors Task Group 8

8.1 Remove Marks

Wearing colour coded PPE, damp clean using a micro-fibre system, disposable paper or disposable cloth immersed in hand hot water, containing correctly measured neutral detergent solution. Wring out as dry as possible, remove all forms of soiling and graffiti. Change neutral detergent solution when dirty and at least once per 15 minutes and prior to moving to different locations.

8.2 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- internal and external doors and door frames, door handles, kick plates and contact surfaces are free of dust, grit, lint, chewing gum, soil, film, fingerprints and cobwebs;
- doors, door frames and contact surfaces are free of marks caused by furniture, equipment or staff;
- air vents, grilles and other ventilation outlets are free of dust, grit, soil, film, cobwebs, scuffs and any other marks;
- door tracks and door jambs are free of grit and other debris;
- to reduce the risk of cross infection emphasis requires to be placed on the cleaning of contact surfaces as above.

Glass, Laminate and ceramic wall finishes Task Group 9

9.1 Clean

Wearing colour coded (PPE) damp clean using a micro-fibre system, disposable cloth/paper immersed in hand hot water, containing neutral detergent solution. Rinse and wring out cloth/paper in clean water and wipe area as dry as possible. Remove smears with dry disposable cloth/paper. Report cracked/broken surfaces to appropriate responsible person.

9.2 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- glass partitions, panels and wall finishes should be free from dust, soil, smears, finger prints and have a streak free finish;
- external and internal surfaces of glass are clear of all streaks, chewing gum, spots and marks, including fingerprints and smudges;
- window frames, tracks and ledges are clear and free of dust, grit, marks and spots;
- to reduce the risk of cross infection emphasis requires to be placed on the cleaning of contact surfaces as above.

Curtains/Screens Task Group 10

10.1 Change mobile screens

10.2 Change Bed/Cubicle curtain

10.3 Change Window curtains

10.4 Shower curtains - Damp Wipe

10.5 Shower curtains - Remove and Change

10.6 Net Curtains - Remove and change

10.7 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- curtains, mobile screens and drapes are free from stains, dust, cobwebs, lint. Cords shall be impervious for ease of cleaning;
- curtains should be uniformly fitted;
- to reduce the risk of cross infection emphasis requires to be placed on the cleaning of contact surfaces as above.

Windows Blinds Task Group 11

11.1 Suction clean/Dust removal

Remove dry dust and soil using a dry dusting tool or suction clean complying with a minimum of three stage filtration process.

11.2 Remove and Clean

Source specialist clean - to be performed in accordance with local policy.

11.3 Opening and Closing mechanism

11.4 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- blinds are free from stains, dust, cobwebs, lint. Cords shall be impervious for ease of cleaning;
- blinds should be uniformly fitted and wipable;
- to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces as above.

Hand Hygiene Products Task Group 12

12.1 Replenish Consumable Supplies

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

Required Outcome Measures

- containers should be free from marks/stains etc;
- consumable items are in sufficient supply;
- to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces i.e. dispensers.

Ashtrays Task Group 13

13.1 Empty and Clean

Wearing colour coded PPE, clean using damp paper and neutral detergent solution.

Required Outcome Measures

- ashtray is visibly clean in accordance with Local Policy.

Refuse Task Group 14

<p>14.1 Collect and Dispose</p> <p>Wearing colour coded PPE, collect and dispose of refuse from holders, and containers in accordance with local policy.</p>
<p>14.2 Clean Holders/Containers</p> <p>Wearing colour coded PPE, damp clean outside and then inside of holder/container with the micro-fibre system, disposable paper or disposable cloth, immersed in correctly measured solution of neutral detergent and wring out as dry as possible, removing all forms of soiling and graffiti and dry. Change solution when dirty and at each change of location.</p> <p>Large enclosed type receptacles will require to be specially cleaned in accordance with local policy. Report mechanical failures e.g. broken lids/foot pedals to the appropriate responsible person.</p>
<p>14.3 Replace Disposable Liners/Containers</p> <p>To be performed in accordance with Local Policy.</p>
<p>14.4 Steam Cleaning</p> <p>This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against <i>Clostridium difficile</i>.</p> <p>Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.</p>
<p>Required Outcome Measures</p> <ul style="list-style-type: none"> waste/bins or containers are clean inside and out, free of stains and mechanically intact; waste is removed in accordance with Local Policy; to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces.

Ward/Therapeutic Kitchen/Pantry, Fixtures, Fittings and Appliances Task Group 15

<p>15. Ward/Therapeutic Kitchen, Fixtures, Fittings and Appliances</p> <p>Cleaning materials for use in food preparation areas must be dedicated for the purpose. All equipment should be cleaned with reference to manufacturer's recommendations.</p>
<p>15.1 Clean Spillages</p> <p>To be performed in accordance with Local Policy.</p>
<p>15.2 Damp Clean External Surfaces</p> <p>To be performed in accordance with Local Policy.</p>
<p>15.3 Defrost Refrigerator and Clean</p> <p>Switch off appliance. Remove all contents and store at appropriate temperature. Wearing colour coded PPE, remove ice trays and shelves and wash and dry. When completely defrosted, empty drip tray. Clean outside of fridge with hand hot water, using neutral detergent solution. Damp clean inside of fridge and inside door paying special attention to seals.</p> <p>Re-assemble trays and shelves in fridge and switch on. Re-stock fridge when appropriate temperature has been achieved (1°C - 4°C). Wash and dry equipment.</p>

15.4 Defrost Deep Freeze and Clean

Switch off appliance. Remove stock and store at appropriate temperature. Wearing colour coded appropriate PPE, wash trays/shelves in solution of correctly measured neutral detergent solution, rinse and dry. Once defrosted, damp clean inside of deep freeze and inside of door paying special attention to seals. Rinse and dry. Clean outside of deep freeze with solution of correctly measured neutral detergent.

Re-assemble trays and shelves in deep freezer, switch on and when appropriate temperature has been achieved (-18°C - 22°C), re-stock.

15.5 Icemakers – SAN(SC)06/46 26 October 2006

Reference Local Standard Operating Procedure.

The storage compartment should be cleaned weekly to prevent the build up of bacteria.

To clean the icemaker, minimum frequency 26/52.

- remove and dispose of all ice from the storage compartment;
- wash the ice storage compartment with a solution of general purpose neutral detergent and a disposable cloth or paper;
- rinse the compartment with clean potable water;
- using a solution of sodium hypochlorite 125ppm, rinse compartment again;
- rinse with clean potable water and dry thoroughly.

The ice that has been removed from the machine to allow for cleaning should be disposed of and it SHOULD NOT be returned to the ice machine.

The exterior surfaces of the ice machine, particularly the door/hatch of the ice storage compartment, must be kept clean.

15.6 Strip and Clean Cooker

Wearing colour coded PPE, switch off cooker at power point, remove spillage tray, oven trays, grill tray, pan rests and soak in solution of correctly measured neutral detergent. Clean inside and outside of cover/grill including internal and external doors, removing all debris and build-up of dirt. Rinse and dry. Clean hob, burners/rings and controls using solution of correctly measured neutral detergent, rinse and dry. Clean spillage tray, oven tray, grill trays, pan rests. Rinse and dry.

Re-assemble components of cooker. Switch on cooker at power point.

15.7 Clean behind and under appliances

Remove all dirt, dust and debris where accessible. Clean floor surface.

15.8 Clean shelves and interior of cupboards

Damp clean as per furniture and fittings using neutral detergent in solution.

15.9 Other Kitchen Appliances

To include food processor/mixer, toasters, water boilers, milk refrigerators, for example.

To be performed in accordance with Local Policy.

15.10 Clean Heated Cabinets/Hot cupboards/Regen Trolleys

Power supply must be switched off. Wear colour coded PPE.

Cabinets: Damp clean using appropriate disposable cloth/paper product, hand hot water and neutral detergent solution. Use scouring pad to remove any build-up. Rinse and allow to dry.

Cupboards: As with cabinets, but daily power cannot go off and so beware of 'Burns Hazard'. Switch off electrics.

Regen Trolley: Ensure the trolley has cooled down completely and is isolated from the electric supply before cleaning. Pay close attention to manufacturer's instructions for cleaning. Remove all grids and wash in hand hot water and neutral detergent solution. Remove fan shield, wash, rinse and air dry. Wash inside of oven, rinse, air dry and re-assemble. Remove door gasket, wash, rinse and air dry.

15.11 Clean Microwave Oven

Wear colour coded PPE. Damp clean inside of microwave – remove and clean turntable/tray as appropriate. Use appropriate disposable cloth/paper product, hand hot water and neutral detergent. Pay close attention to manufacturer's instructions for cleaning.

15.12 Clean Kitchen Trolleys Including Wheels

Trolleys must be damp cleaned after use, including edges, wheels and handles. Trays should be lifted out to facilitate the cleaning of edges.

15.13 Clean Waste Disposal Units

All splashes and food deposits must be cleaned off after each use wearing PPE and using appropriate agents.

15.14 Steam Cleaning

This method of specialist cleaning, when used in conjunction with micro-fibre cloths, is particularly effective against *Clostridium difficile*.

Steam Cleaning will take place in accordance with local requirement and a risk assessment should be in place in accordance with local policy and procedure.

Required Outcome Measures

- fixtures, surfaces and appliances are free of grease, dirt, dust, deposits, marks, stains and cobwebs;
- cooker hoods (interior and exterior) and filters are free of grease and dirt on inner and outer surfaces;
- motor vents etc., are clean and free of dust and lint;
- refrigerators/freezers are clean and free of ice build-up;
- waste is removed in accordance with Local Policy;
- to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces as above.

Cleaning Equipment Task Group 16

16. Cleaning Equipment

Includes all electrical and manual equipment.

16.1 Remove all loose dust and soil.

16.2 Remove paper bag from suction cleaner and replace. When necessary clean and replace filters in accordance with manufacturer's guidance.

16.3 Empty solution and collection tanks after use.

Clean with correctly measured solution of appropriate neutral detergent, rinse and dry.

<p>16.4 Clean and dry buckets and receptacles as per colour code segregation policy. Mop heads full laundering and drying to ensure thermal disinfection must be carried out (as per MEL Circular). Dry buckets and receptacles as per colour coding segregation policy.</p>
<p>16.5 Remove Attachments Wash, rinse, dry and store as per colour code segregation policy.</p>
<p>16.6 Outer Casing Damp wipe outer casing, handle, flex, with solution of correctly measured neutral detergent, dry and store.</p>
<p>16.7 Report any faults or mechanical failures in accordance with Local Policy.</p>
<p>Required Outcome Measures</p> <ul style="list-style-type: none"> • equipment should be clean, dry and serviceable; • equipment should be stored correctly; • to reduce the risk of cross infection, emphasis requires to be placed on the cleaning of contact surfaces.

Check Clean Task Group 17

<p>17. Definition of Check Clean</p>
<p>17.1 Check Clean This is a visual check of cleanliness, for spots, spillages, general debris etc. at a specified frequency throughout the day. Sufficient cleaning should be carried out to restore the area or item to an acceptable standard using the agreed cleaning procedures.</p>
<p>Required Outcome Measures</p> <ul style="list-style-type: none"> • see detail Task Groups 1 to 16.

Patient Transport Vehicle Task Group 18

<p>18. Patient Transport Vehicle These tasks are divided into daily and weekly to allow arrangements to be applied. This Task Group includes Ambulance service vehicles therefore daily duties are part of a 'crew' responsibility and the weekly duties are identified at local level. All task numbers relate to the Task Groups 1 – 16 as previously detailed in this document.</p>

6.2 Miscellaneous Task Groups

Colour Coding Task Group 19

<p>19. Colour Coding Adhere to current National Guidance.</p>
<p>19.1 Cloths Adhere to current National Guidance.</p>
<p>19.2 Colour Coded Personal Protective Equipment (PPE) (e.g. gloves, aprons, goggles) Adhere to current National Guidance.</p>

19.3 Mop heads

Adhere to current National Guidance.

19.4 Manual equipment which is colour coded

Adhere to current National Guidance.

Reporting of Faults Task Group 20

20 Reporting of Faults

All faults relating to environmental surfaces, fittings and mechanical failures should be reported to the appropriate responsible person.

6.3 Index of Activity Codes A-M

A Code - In-Patient Acute

Specification Code	Room Type	Area	Remarks
A1	Bed Area/Day room/Clinical clean and Dirty utility areas/Ward Corridor and Stairs	In-patient Ward	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location usage.
A3	Sanitary Area	In-patient Ward	
A5	Ward Pantry/Kitchen	In-patient Ward	
A6	Offices	In-patient Ward	
A8	Store Room	In-patient Ward	
A10	Dining Room	In-patient Wards	
D7	Entrance/steps/ramps	Wards/Departments	
D9	Staff changing/sanitary areas	Wards/Departments	
D17	Fire Escape stairs	In-patient wards	
A12	Domestic Service Room (DSR)	All Areas	

B Code – High Risk In-Patient

Intensive Care Units (ICU), CCU, Renal, HDU, Oncology, Haematology, Orthopaedics, Cardio Thoracic, Neuro Surgery, Theatre Recovery, Infectious Diseases Unit and A & E – Bed Area

B Code – High Risk In-Patient (continued)

Specification Code	Room Type	Area	Remarks
B1	Bed Area/Day room/Clinical clean and Dirty utility areas/Ward Corridor and Stairs	In-patient Ward	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location usage.
A3	Sanitary Area	In-patient Ward	
A5	Ward Pantry/Kitchen	In-patient Ward	
A6	Offices	In-patient Ward	
A8	Store Room	In-patient Ward	
A10	Dining Room	In-patient Ward	
D7	Entrance/steps/ramps	Wards/Departments	
D9	Staff changing/sanitary areas	Wards/Departments	
D17	Fire Escape stairs		
A12	DSR	All Areas	

C Code – In-Patient Continuing Care

Specification Code	Room Type	Area	Remarks
C11	Day Room/Day Dining Room/Recreation	In-patient Ward	
A1	Bed Area/Day room/Clinical clean and dirty utility areas/Ward Corridor and Stairs	In-patient Ward	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location usage.
A3	Sanitary Area	In-patient Ward	
A5	Ward Pantry/Kitchen	In-patient Ward	
A6	Offices	In-patient Ward	
A8	Store Room	In-patient Ward	
A10	Dining Room	In-patient Ward	
D7	Entrance/steps/ramps	Wards/Departments	
D9	Staff changing/sanitary areas	Wards/Departments	
D17	Fire escape stairs		
A12	DSR	All Areas	

D Code – Clinical Departments

Specification Code	Room Type	Area	Remarks
D1	Treatment Room/Patients Changing/Clinical clean/Dirty Utility areas	Consulting Room/ Departments	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location
D2	Sanitary Area/rehabilitation pool	Departments	
D3	Office/reception area/lecture rooms/meeting rooms/corridors/stairs and lifts	Departments	
D7	Entrance/steps and ramps	Wards/Departments	
D9	Staff Changing/Sanitary Area	Departments	
D14	Clinical Workshop	Departments	
D16	Store	Departments	
D17	Fire escape stairs	Wards/Departments	
E13	Pantry	Departments	
A12	DSR	All areas	

E Code – Non Clinical Departments

Specification Code	Room Type	Area	Remarks
E3	Office and computer services non-clinical	Departments	
D3	Office/reception area/lecture rooms/meeting rooms/corridors/stairs and lifts	Departments	
E10	Staff Dining Room/Coffee Lounge	Departments	
E11	Tea Bar/Cafeteria	Departments	
E12	Shop/Bank	Departments	
E13	Pantry	Departments	
E15	Workshop – Works Dept	Departments	
D7	Entrance/steps/ramps	Wards/Departments	
D9	Staff Changing/Sanitary Area	Departments	
D16	Store	Departments	

E Code – Non Clinical Departments (continued)

Specification Code	Room Type	Area	Remarks
D17	Fire Escape stairs	Departments	
A12	DSR	All areas	

F Codes – Residential Accommodation

Specification Code	Room Type	Area	Remarks
F1	Bedroom, Sitting Room, Private Sitting Room, Office, Sanitary flat, utility	Residential Accommodation	Reference NHS HDL (22001) 50 - Living and Working Guidelines for Doctors in Training.
F2	Sanitary Area – Communal	Residential Accommodation	
F4	Pantry/Kitchen	Residential Accommodation	
F5	On Call room/Relatives Room	Residential Accommodation	
F6	Communal Stairs, Corridor, Entrance, Sitting Room, Recreation Room	Residential Accommodation	
A12	DSR	All areas	

G Code – Clinic and Health Centres

Specification Code	Room Type	Area	Remarks
G1	Consulting Room/Clinic Treatment Room/corridors/waiting areas/entrances/lifts and stairs/Clinically Clean and Dirty Utility Areas/workshops and dispensaries	Clinics/Health Centres	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location.
G3	Public and patient changing sanitary areas and staff rest rooms	Clinics/Health Centres	
G7	Office	Clinics/Health Centres	
G10	High risk Treatment Room	Clinics/Health Centres	
D16	Store	Clinics/Health Centres	
D17	Fire Escape Stairs	Clinics/Health Centres	

G Code – Clinic and Health Centres (continued)

Specification Code	Room Type	Area	Remarks
E13	Pantry	Clinics/Health Centres	
I4	Local Decontamination room	Clinics/Health Centres	
A12	DSR	All areas	

H Code – Very High Risk

Theatres, Transplant, Bone Marrow

Specification Code	Room Type	Area	Remarks
H1	Theatre, Transplant Unit, Bone Marrow	Very High Risk	
H2	Changing accommodation and corridors	Very High Risk	
A3	Sanitary	In-Patient ward	
A6	Office	In-Patient ward	
A5	Ward Pantry/Kitchen	In-Patient ward	
E10	Staff lounge	Departments	
A12	DSR	All areas	

I Code – Laboratory, Pharmacy, CDU and Sterile Fluid Preparation, Sterile Services

Specification Code	Room Type	Area	Remarks
I1	Laboratory, Pharmacy		
I2	Pharmacy sterile fluid preparation, SSD		
D7	Entrance/steps/ramps	Wards/Departments	
D9	Staff Changing/Sanitary Area	Departments	
E3	Office and computer services		
E10	Staff lounge	Departments	
I3	Clean Room	Sterile Preparation Area/CDU	CDU policy to apply

I Code – Laboratory, Pharmacy, CDU and Sterile Fluid Preparation, Sterile Services (continued)

Specification Code	Type	Area	Remarks
I4	Wash Room	CDU	CDU policy to apply
A12	DSR	All Areas	CDU policy to apply
D2	Sanitary Area		
D3	Office/reception area/lecture rooms/meeting rooms/corridors/stairs and lifts		
D14	Clinical Workshop	Outer Areas	
D16	Store		
E13	Staff Kitchen Area		
H2	Changing Accommodation	Clean Room, Changing Area	

J Code – Patient Transport Vehicle Cleaning and Accommodation

Specification Code	Type	Area	Remarks
J1	Transport vehicle cleaning	Vehicle departments	If usage is different from the standard specification, adjust service frequency accordingly to reflect actual location
D1	Treatment Room/Patients Changing/Clinical clean/Dirty utility areas	Departments	
D2	Sanitary Area	Departments	
D3	Office/reception areas/lecture rooms/meeting rooms/corridors/stairs and lifts	Departments	
D7	Entrances	Departments	
D9	Staff changing/Sanitary area	Departments	
D16	Store	Departments	
D17	Fire escape stairs	Departments	
E3	Offices and computer services	Departments	
E10	Staff lounge	Departments	
E13	Pantry/kitchen	Departments	
A12	DSR	All areas	

K Code – Daily Clean Isolation Room

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

L Code – Discharge Clean

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

M Code – Terminal Clean

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

Frequency Template

In-Patient Wards – Bed Areas/Day Room/Clinical Clean and Dirty Utility Area/Wards/Corridor and Stairs

Specification Code A1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X		7			1.1	
1.2	Dust control	X	X	5/2			1.2	
OR								
1.3	Suction clean	X	X	5/2			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.5	
1.7	Buff/burnish	X					1.7	Local requirement
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Extraction clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Toilet - sinks – wash hand basins - taps and fixtures							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards – Bed Areas/Day Room/Clinical Clean and Dirty Utility Area/Wards/Corridor and Stairs

Specification Code A1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Extraction clean according to type						4.3	Local requirement
4.4	Clean all wheels & castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement
5.	Low Level Surfaces							
5.1	Damp clean	X	X	1/6			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X	X	5/2			7.1	
8.	Paintwork - walls - doors							
8.1	Remove marks	X	X	1/6			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards – Bed Areas/Day Room/Clinical Clean and Dirty Utility Area/Wards/Corridor and Stairs

Specification Code A1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10.	Curtains/Screens							
10.1	Change mobile screens	X				2	10.1	Local requirement
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains	X				2	10.3	
10.4	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean					1	11.2	Specialist clean as per local policy
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X	X	7/7			12.1	
13.	Ashtrays							
13.1	Empty and clean						13.1	Local policy
14.	Refuse							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	1/6			14.2	
14.3	Replace disposable liners/containers	X		7/7			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template
In-Patient Wards – Sanitary Area
Specification Code A3

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X	X	7/7			1.1	
1.2	Dust control	X	X	7/7			1.2	
OR								
1.3	Suction clean	X	X	7/7				
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.5	
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X		1			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X	X	7/7			3.1	Local requirement
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X	X	7/7			4.1	
4.2	Damp clean	X	X	7/7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement

Frequency Template
In-Patient Wards – Sanitary Area
Specification Code A3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X	X	1/6			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephone							
7.1	Damp clean						7.1	
8.	Paintwork - walls - doors							
8.1	Remove marks	X	X	1/6			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
9.2	Steam Clean	X						Local requirement
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	

Frequency Template
In-Patient Wards – Sanitary Area
Specification Code A3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10.4	Shower curtains damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				6	10.5	
10.6	Net curtains remove and change					2	10.6	
10.7	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and Towels							
12.1	Replenish supplies	X	X	14/7			12.1	
13.	Ashtrays							
13.1	Empty and clean						13.1	
14.	Refuse							
14.1	Collect and dispose	X	X	14/7			14.1	
14.2	Clean holders/containers	X	X	14/7			14.2	
14.3	Replace disposable liners/containers	X	X	14/7			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning Equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template
In-Patient Wards – Ward Pantry/Kitchen
Specification Code A5

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7/14			1.1	
1.2	Dust control	X	X	5/2			1.2	
OR								
1.3	Suction clean	X	X	5/2			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	14			1.5	
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X	X	7/14			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X	X	7/14			4.1	
4.2	Damp clean	X	X	7/14			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	According to local policy
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
5.2	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards – Ward Pantry/Kitchen

Specification Code A5 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			2		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
9.2	Steam Clean	X						Local requirement
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		7/14			12.1	
13.	Ashtrays							
13.1	Empty and clean						13.1	
13.2	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards – Ward Pantry/Kitchen

Specification Code A5 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
14.	Refuse							
14.1	Collect and dispose	X	X	7/14			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/containers	X	X	7/14			14.3	
14.4	Steam Clean	X						Local requirement
15.	Kitchen fixtures - fittings- Appliances							
15.1	Clean Spillages	X	X	7/14			15.1	
15.2	Damp clean outside surfaces	X		7			15.2	
15.3	Defrost refrigerator clean	X		1			15.3	
15.4	Defrost freezer and clean	X				6	15.4	
15.5.1	Icemaker - storage compartment	X		1			15.5.1	
15.5.2	Icemaker	X			2		15.5.2	
15.6	Strip and clean cooker	X	X	1/6			15.6	
15.7	Clean behind and under appliances	X				6	15.7	
15.8	Clean shelves and interior cupboards	X	X	1	1		15.8	
15.9	Clean other kitchen appliances	X		1			15.9	As applicable
15.10	Clean heated cabinets	X		1			15.10	
15.11	Clean Microwave Cookers	X		1			15.11	
15.12	Clean kitchen trolleys	X		7			15.12	
15.13	Clean waste disposal units	X	X	7/14			15.13	
15.14	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards – Ward Pantry/Kitchen

Specification Code A5 (continued)

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

Frequency Template
In-Patient wards – Offices
Specification Code A6

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control	X	X	5/2			1.2	
OR								
1.3	Suction clean	X	X	5/2			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		4			1.5	
1.7	Buff/burnish	X		2			1.7	Local requirement
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	Floors soft							
2.1	Remove debris	X	X	5/2			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Extraction clean	X				4	2.4	
2.5	Apply carpet protector						2.5	As required
3.	Sanitary fittings							
3.1	Clean	X	X	5/2			3.1	
3.2	De-scale						3.2	
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		3			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	

Frequency Template

In-Patient wards – Offices

Specification Code A6 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X	X	5/2			7.1	
8.	Paintwork - wall – doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
10.	Curtains						10.1	
10.1	Change bed/trolley screens							
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				1	10.3	
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	

Frequency Template

In-Patient wards – Offices

Specification Code A6 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
12.	Soap and towels							
12.1	Replenish supplies	X	X	5/2			12.1	
13.	Ashtrays							
13.1	Empty and clean						13.1	
14.	Refuse							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template
In-Patient Wards – Stores
Specification Code A8

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

Frequency Template

In-Patient Wards – Stores

Specification Code A8 (continued)

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

Frequency Template
In-Patient Wards – Dining Rooms
Specification Code A10

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X	X	7/21			1.1	
1.2	Dust control		X	21			1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	21			1.5	
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X			1		1.8	
or								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub				1		1.10	
1.11	Suction dry				1		1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X	X	7/21			2.1	
2.2	Suction clean	X	X	7/14			2.2	
2.3	Spillage/stain removal		X	21			2.3	
2.4	Extraction clean	X			1		2.4	
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement

Frequency Template
In-Patient Wards – Dining Rooms
Specification Code A10 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X	X	7/21			4.1	
4.2	Damp clean	X	X	7/21			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X	X	1/6			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
9.2	Steam Clean	X						Local requirement
10.	Curtains							
10.3	Change window curtains	X				2	10.3	
10.4	Steam Clean	X						Local requirement

Frequency Template
In-Patient Wards – Dining Rooms
Specification Code A10 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		7			12.1	
13.	Ashtrays							
13.1	Empty and clean						13.1	
13.2	Steam Clean	X						Local requirement
14.	Refuse							
14.1	Collect and dispose	X	X	7/14			14.1	
14.2	Clean holders/containers	X	X	7/14			14.2	
14.3	Replace disposable liners/ containers	X	X	7/14			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template

All Areas – Domestic Services Room

Specification Code A12

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control		X	4			1.2	
OR								
1.3	Suction clean	X		3			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		4			1.5	
1.7	Buff/burnish	X		1			1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Extraction clean						2.4	
2.5	Apply carpet protector						2.5	
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	
3.2	De-scale	X					3.2	As required
3.3	Steam Clean	X						Local requirement

Frequency Template

All Areas – Domestic Services Room

Specification Code A12 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean						7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X			1		8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template

All Areas – Domestic Services Room

Specification Code A12 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
12.	Soap and towels							
12.1	Replenish supplies	X	X	2/5			12.1	
14.	Refuse							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X	X	1/6			14.2	
14.3	Replace disposable liners/ containers	X	X	1/6			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template

High Risk In-Patient – Intensive Care Units (ICU), CCU, Renal, HDU, Oncology, Haematology, Orthopaedics, Cardio Thoracic, Neuro Surgery, Theatre Recovery, Infectious Diseases Unit and A & E – Bed Area, Clinical Clean/Dirty Utility etc

Specification Code B1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control	X		7				
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	7			1.4	
1.7	Buff/burnish	X		7			1.7	Local requirement
1.8	Scrub/	X		1			1.8	Discharge policy
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
1.12	Steam Clean	X						Local requirement
3.1	Clean	X	X	7/14			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement
4.	Furnishings						4	
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	Discharge policy
4.5	Steam Clean	X						Local requirement

Frequency Template

High Risk In-Patient – Intensive Care Units (ICU), CCU, Renal, HDU, Oncology, Haematology, Orthopaedics, Cardio Thoracic, Neuro Surgery, Theatre Recovery, Infectious Diseases Unit and A & E – Bed Area, Clinical Clean/Dirty Utility etc

Specification Code B1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces						5	
5.1	Damp clean	X	X	1/6			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones						7	
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors						8	
8.1	Remove marks	X		7			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles						9	
9.1	Clean	X		7			9.1	
9.2	Steam Clean	X						Local requirement
10	Curtains/Screens						10	
10.1	Change bed / trolley screens	X				4	10.1	Local requirement
10.2	Change bed / cubicle curtains	X				4	10.2	
10.3	Change window curtains	X				4	10.3	

Frequency Template

High Risk In-Patient – Intensive Care Units (ICU), CCU, Renal, HDU, Oncology, Haematology, Orthopaedics, Cardio Thoracic, Neuro Surgery, Theatre Recovery, Infectious Diseases Unit and A & E – Bed Area, Clinical Clean/Dirty Utility etc

Specification Code B1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10.4	Shower curtains - damp clean	X		1			10.4	
10.5	Shower curtains remove and change	X			1		10.5	
10.6	Net curtains remove and change	X				4	10.6	
10.7	Steam Clean	X						Local requirement
11.	Window blinds						11	
11.1	Suction clean	X			2		11.1	
11.2	Remove and clean	X					11.2	Specialist clean
11.3	Opening and closing mechanism	X			2		11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels						12	
12.1	Replenish supplies	X	X	7/14			12.1	
14.	Refuse							
14.1	Collect and dispose	X	X	7/14			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/containers	X	X	7/14			14.3	
14.4	Steam Clean	X						Local requirement

Frequency Template

High Risk In-Patient – Intensive Care Units (ICU), CCU, Renal, HDU, Oncology, Haematology, Orthopaedics, Cardio Thoracic, Neuro Surgery, Theatre Recovery, Infectious Diseases Unit and A & E – Bed Area, Clinical Clean/Dirty Utility etc

Specification Code B1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X	X	7/14			16.1 to 16.6	

Frequency Template

Specification Code C: In-Patient Wards, Continuing Care – Day Rooms/Day Dining Room/Recreation

Specification Code C11

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X	X	7/21			1.1	
1.2	Dust control	X	X	7/21			1.2	
OR								
1.3	Suction clean	X	X	7/21			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop		X	21			1.5	
1.7	Buff/burnish	X					1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X	X	7/21			2.1	
2.2	Suction clean	X	X	7/14			2.2	
2.3	Spillage/stain removal		X	21			2.3	
2.4	Extraction clean	X			1		2.4	
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X	X	7/7			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards, Continuing Care – Day Rooms/Day Dining Room/Recreation

Specification Code C11 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X	X	7/21			4.1	
4.2	Damp clean	X	X	7/21			4.2	
4.3	Clean inside of locker						4.3	
4.4	Periodic clean according to type	X			1		4.4	
4.5	Clean all wheels and castors	X			1		4.5	
4.6	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X	X	1/6			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template

In-Patient Wards, Continuing Care – Day Rooms/Day Dining Room/Recreation

Specification Code C11 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	
10.3	Change window curtains	X				2	10.3	
10.4	Steam Clean	X						Local requirement
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		7			12.1	
13.	Ashtrays							
13.1	Empty and clean	X	X	7/7			13.1	
13.2	Steam Clean	X						Local requirement
14.	Refuse							
14.1	Collect and dispose	X	X	7/7			14.1	
14.2	Clean holders/containers	X	X	7/7			14.2	
14.3	Replace disposable liners/ containers	X	X	7/7			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template

Clinical Departments – Treatment Rooms/Consulting Rooms/Patients Changing/Clinical Clean, Dirty Utility area etc

Specification Code D1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X		5			1.1	
1.2	Dust control	X		5			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Extraction clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement

Frequency Template

Clinical Departments – Treatment Rooms/Consulting Rooms/Patients Changing/Clinical Clean, Dirty Utility area etc

Specification Code D1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels & castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement
5.	Low Level Surfaces							
5.1	Damp clean	X	X	1/4			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			2		6.1	
16.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - walls - doors							
8.1	Remove marks	X	X	1/4			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template

Clinical Departments – Treatment Rooms/Consulting Rooms/Patients Changing/Clinical Clean, Dirty Utility area etc

Specification Code D1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10.	Curtains/Screens							
10.1	Change bed/trolley screens	X				2	10.1	
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains	X				2	10.3	
10.4	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X	X	1/4			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

Frequency Template

Clinical Departments – Sanitary Areas/Rehabilitation Pools

Specification Code D2

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X		5			1.1	
1.2	Dust control	X		5			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement
5.	Low Level Surfaces							
5.1	Damp clean	X	X	1/4			5.1	
5.2	Steam Clean	X						Local requirement

Frequency Template

Clinical Departments – Sanitary Areas/Rehabilitation Pools

Specification Code D2 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
6.2	Steam Clean	X						Local requirement
8.	Paintwork - walls - doors							
8.1	Remove marks	X	X	1/4			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
9.2	Steam Clean	X						Local requirement
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains	X				2	10.2	
10.3	Change window curtains						10.3	
10.4	Shower curtains – damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				6	10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement

Frequency Template

Clinical Departments – Sanitary Areas/Rehabilitation Pools

Specification Code D2 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

Frequency Template

Clinical Departments – Offices/Reception Areas/Lecture Rooms/Corridors/Stairs and Lifts

Specification Code D3

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

Frequency Template

Clinical Departments – Offices/Reception Areas/Lecture Rooms/Corridors/Stairs and Lifts

Specification Code D3 (continued)

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

Frequency Template

Clinical Departments – Offices/Reception Areas/Lecture Rooms/Corridors/Stairs and Lifts

Specification Code D3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
12.	Soap and Towels							
12.1	Replenish supplies	X	X	2/3			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
16.	Cleaning Equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

Frequency Template

Clinical Departments/In-Patient Wards-Entrances/Steps/Ramps

Specification Code D7

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

Frequency Template

Clinical Departments/In-Patient Wards-Entrances/Steps/Ramps

Specification Code D7 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
10	Curtains							
10.3	Change window curtains	X				1	10.3	
10.6	Net curtains remove and change						10.6	Local requirement
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
12.	Soap and towels							
12.1	Replenish supplies	X		7			12.1	
13.	Ashtrays							
13.1	Empty and clean	X		7			13.1	

Frequency Template

Clinical Departments/In-Patient Wards-Entrances/Steps/Ramps

Specification Code D7 (continued)

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

Frequency Template

Clinical Departments – Staff changing/Sanitary Areas

Specification Code D9

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

Frequency Template

Clinical Departments – Staff changing/Sanitary Areas

Specification Code D9 (continued)

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

Frequency Template

Clinical Departments – Staff changing/Sanitary Areas

Specification Code D9 (continued)

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

Frequency Template
Clinical Departments – Clinical Workshops
Specification Code D14

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control	X		5			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Extraction clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement

Frequency Template
Clinical Departments – Clinical Workshops
Specification Code D14 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template
Clinical Departments – Clinical Workshops
Specification Code D14 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10.	Curtains							
10.3	Change window curtains						10.3	Local requirement
10.6	Net curtains remove and change						10.6	Local requirement
10.7	Steam Clean	X						Local requirement
11.	Window Blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		5				
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

Frequency Template

Clinical Departments – Stores

Specification Code D16

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

Frequency Template
Clinical Departments – Stores
Specification Code D16 (continued)

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

Frequency Template
Clinical Departments – Fire Escape Stairs
Specification Code D17

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	
1.2	Dust control	X	X	1			1.2	
OR								
1.3	Suction clean	X	X	1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub						1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry						1.11	
1.13	Hand sweep						1.13	Local policy
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal		X	1			2.3	
2.4	Extraction clean						2.4	
2.5	Apply carpet protector						2.5	Local requirement
4.	Furnishings							
4.1	Remove debris	X		1			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type						4.3	Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	

Frequency Template
Clinical Departments – Fire Escape Stairs
Specification Code D17 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
7.	Telephones							
7.1	Damp clean						7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X			1		8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X			1		9.1	
10.	Curtains							
10.3	Change window curtains	X				1	10.3	
10.6	Net curtains remove and change						10.6	Local requirement
11.	Window Blinds							
11.1	Suction clean	X				6	11.1	Local requirement
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism					6	11.3	Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

Frequency Template

Departments – Offices and Computer Services Non-Clinical

Specification Code E3

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

Frequency Template

Departments – Offices and Computer Services Non-Clinical

Specification Code E3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephone							
7.1	Damp clean	X		1			7.1	
8.	Paintwork - walls - doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
10.	Curtains							
10.1	Change bed/trolley screens						10.1	
10.3	Change window curtains	X				1	10.3	
10.6	Net curtains remove and change						10.6	Local requirement
11.	Window blinds							
11.1	Suction clean	X					11.1	Local requirement
11.2	Remove and clean	X				1	11.2	Local Policy
11.3	Opening and closing mechanism	X					11.3	Local requirement
12.	Soap and Towels							
12.1	Replenish supplies	X		1/4			12.1	
14.	Refuse							
14.1	Collect and dispose	X	X	1/4			14.1	Local policy
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/ containers	X		1			14.3	

Frequency Template

Departments – Offices and Computer Services Non-Clinical

Specification Code E3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
16.	Cleaning Equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

Frequency Template

Departments – Staff Dining Room/Coffee Lounge

Specification Code E10

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	Local policy
1.2	Dust control	X		7			1.2	
OR								
1.3	Suction clean	X		7			1.3	Local policy
1.4	Damp mop	X		7			1.4	Local policy
1.5	Spot mop	X		3			1.5	
1.6	Spray clean	X		3			1.6	
OR								
1.7	Buff/burnish	X		3			1.7	Local requirement
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	Floors soft							
2.1	Remove debris	X		7			2.1	Local policy
2.2	Suction clean	X		7			2.2	Local policy
2.3	Spillage/stain removal		X	7			2.3	Local policy
2.4	Extraction clean	X				4	2.4	Local policy
2.5	Apply carpet protector						2.5	Local requirement
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	Local policy
3.2	De-scale						3.2	Local requirement
4.	Furnishings							
4.1	Remove debris	X		1/6			4.1	Local policy
4.2	Damp clean	X		1/6			4.2	Local policy
4.3	Periodic clean according to type						4.3	Local policy
4.4	Clean all wheels and castors						4.4	Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	Local policy

Frequency Template

Departments – Staff Dining Room/Coffee Lounge

Specification Code E10 (continued)

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

Frequency Template

Departments – Cafeterias including Voluntary areas

Specification Code E11

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

Frequency Template

Departments – Cafeterias including Voluntary areas

Specification Code E11 (continued)

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

Frequency Template

Departments – Shops and Banks

Specification Code E12

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	Local policy
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	Local requirement
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	1			2.3	
2.4	Extraction clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
4.	Furnishings							
4.1	Remove debris	X		1			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	

Frequency Template

Departments – Shops and Banks

Specification Code E12 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X			1		5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X				6	6.1	
7.	Telephones							
7.1	Damp clean	X		1			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
10	Curtains							
10.3	Change window curtains	X				1	10.3	
11.	Window Blinds							
11.1	Suction clean	X				6	11.1	
11.2	Remove and clean	X				1	11.2	Local policy
11.3	Opening and closing mechanism	X				6	11.3	
12.	Soap and towels							
12.1	Replenish supplies						12.1	
14.	Refuse							
14.1	Collect and dispose	X		1			14.1	Or as usage
14.2	Clean holders/containers	X		1			14.2	Or as usage
14.3	Replace disposable liners/ containers	X		1			14.3	
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 to 16.6	

Frequency Template

Departments – Pantry

Specification Code E13

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control		X	3/2			1.2	
OR								
1.3	Suction clean	X	X	3/2			1.3	
1.4	Damp mop	X		3			1.4	
1.5	Spot mop		X	2			1.5	
1.6	Spray clean						1.6	
OR								
1.7	Buff/burnish		X	1			1.7	Local requirement
1.8	Scrub	X				4	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				4	1.10	
1.11	Suction dry	X				4	1.11	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X	X	3/2			2.2	
2.3	Spillage/stain removal			5			2.3	
2.4	Extraction clean	X				4	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	Local requirement

Frequency Template

Departments – Pantry

Specification Code E13 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X	X	1/4			4.2	
4.3	Periodic clean according to type	X			1		4.4	
4.4	Clean all wheels and castors	X			1		4.5	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		1			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
12.	Soap and towels							
12.1	Replenish supplies	X	X	1/4			12.1	
14.	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		1			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	

Frequency Template

Departments – Pantry

Specification Code E13 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
15	Kitchen Fixtures-Fittings/ Appliances							
15.1	Clean spillages	X		5			15.1	
15.2	Damp clean outside surfaces	X		1			15.2	
15.3	De-frost refrigerator and clean	X			1		15.3	
15.4	Defrost deep freeze and clean	X				1	15.4	
15.5.1	Icemaker storage compartment	X		1			15.5.1	
15.5.2	Icemaker	X			2		15.5.2	
15.6	Strip and clean cooker	X		1			15.6	
15.7	Clean behind and under appliances	X				6	15.7	
15.8	Clean shelves and interior of cupboards	X			1		15.8	
15.9	Clean other kitchen appliances	X		1			15.9	Local requirement
15.11	Clean microwave oven	X		1			15.11	Local requirement
15.13	Clean waste disposal units	X		1			15.13	Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 to 16.6	

Frequency Template

Departments – Workshops – Works Department

Specification Code E15

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	
1.2	Dust control	X		1			1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X			1		1.4	
1.5	Spot mop		X	1			1.5	
1.6	Spray clean	X			1		1.6	
OR								
1.7	Buff/burnish	X			1		1.7	Local requirement
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
3.	Sanitary fittings							
3.1	Clean	X		1			3.1	
3.2	De-scale						3.2	Local requirement
4.	Furnishings							
4.1	Remove debris						4.1	Local policy
4.2	Damp clean						4.2	Local policy
4.3	Periodic clean according to type						4.3	Local policy
4.4	Clean all wheels and castors						4.4	Local policy
5.	Low level surfaces							
5.1	Damp clean	X			1		5.1	

Frequency Template

Departments – Workshops – Works Department

Specification Code E15 (continued)

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

Frequency Template

Residential Accommodation – Bedrooms, Bed Sitting Rooms, Private Sitting Rooms and Offices/Sanitary Areas/Utility Areas

Specification Code F1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		1			1.1	
1.2	Dust control	X		1			1.2	
OR								
1.3	Suction clean	X		1			1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop						1.6	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	Local requirement
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress	X				2	1.9	As required
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal	X		1			2.3	
2.4	Extraction clean	X				2	2.4	
2.5	Apply carpet protector						2.5	
3.	Sanitary fittings							
3.1	Clean	X		1			3.1	
3.2	De-scale						3.2	
4.	Furnishings							
4.1	Remove debris	X		1			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors						4.4	

Frequency Template

Residential Accommodation – Bedrooms, Bed Sitting Rooms, Private Sitting Rooms and Offices/Sanitary Areas/Utility Areas

Specification Code F1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
7.	Telephones							
7.1	Damp clean	X		1			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		1			8.1	
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		1			9.1	
10	Curtains/Screens							
10.3	Change window curtains	X				1	10.3	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
11.	Window blinds							
11.1	Suction clean	X				4	11.1	
11.2	Remove and clean	X				1	11.2	
11.3	Opening and closing mechanism						11.3	Local policy
12	Soap and towels							
12.1	Replenish supplies	X		1			12.1	

Frequency Template

Residential Accommodation – Bedrooms, Bed Sitting Rooms, Private Sitting Rooms and Offices/Sanitary Areas/Utility Areas

Specification Code F1 (continued)

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

Frequency Template

Residential Accommodation – Sanitary Area Communal

Specification Code F2

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

Frequency Template

Residential Accommodation – Sanitary Area Communal

Specification Code F2 (continued)

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

Frequency Template

Residential Accommodation – Sanitary Area Communal

Specification Code F2 (continued)

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

Frequency Template
Residential Accommodation – Pantry/Kitchen
Specification Code F4

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

Frequency Template

Residential Accommodation – Pantry/Kitchen

Specification Code F4 (continued)

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

Frequency Template

Residential Accommodation – Pantry/Kitchen

Specification Code F4 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
15	Kitchen-Fixture-Fittings-Appliances							
15.1	Clean Spillages	X		1			15.1	
15.2	Damp clean outside surfaces	X		1			15.2	
15.3	Defrost Refrigerator and clean	X		1			15.3	
15.4	Defrost freezer and clean	X				6	15.4	
15.5.1	Icemaker - storage compartment						15.5.1	
15.5.2	Icemaker						15.5.2	
15.6	Strip and clean cooker	X		1			15.6	
15.7	Clean behind and under appliances	X				4	15.7	
15.8	Clean shelves and interior cupboards	X				2	15.8	
15.9	Clean other kitchen appliances	X		1			15.9	
15.10	Clean heated cabinets						15.10	
15.11	Clean Microwave Cookers	X					15.11	
15.12	Clean kitchen trolleys						15.12	
15.13	Clean waste disposal units	X		1			15.13	
16.	Cleaning Equipment							
16.1 to 16.6	Clean and dry	X		1			16.1 16.6	

Frequency Template

Residential Accommodation on Call Rooms, Relatives Rooms

Specification Code F5

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control	X		2			1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop	X		2			1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
2.	Floors soft							
2.1	Remove debris	X		7			2.1	
2.2	Suction clean	X	X	5/2			2.2	
2.3	Spillage/stain removal		X	7			2.3	
2.4	Extraction clean	X				2	2.4	
2.5	Apply carpet protector						2.5	
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	
3.2	De-scale						3.2	
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X	X	5/2			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	

Frequency Template

Residential Accommodation on Call Rooms, Relatives Rooms

Specification Code F5 (continued)

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

Frequency Template

Residential Accommodation on Call Rooms, Relatives Rooms

Specification Code F5 (continued)

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

Frequency Template

Residential Accommodation – Communal Stairs, Corridors, Entrances, Sitting Room, Recreation Room

Specification Code F6

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.7	Buff/burnish	X					1.7	Local requirement
1.8	Scrub	X				2	1.8	
OR								
1.9	Strip/re-dress						1.9	
1.10	Manual Scrub	X				2	1.10	
1.11	Suction dry	X				2	1.11	
1.13	Hand sweep	X		5			1.13	
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		1			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Extraction clean	X				2	2.4	
2.5	Apply carpet protector						2.5	Local requirement
3.	Sanitary fittings							
3.1	Clean						3.1	
3.2	De-scale						3.2	
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		1			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X				4	6.1	

Frequency Template

Residential Accommodation – Communal Stairs, Corridors, Entrances, Sitting Room, Recreation Room

Specification Code F6 (continued)

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

Frequency Template

Residential Accommodation – Communal Stairs, Corridors, Entrances, Sitting Room, Recreation Room

Specification Code F6 (continued)

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

Frequency Template

Clinics and Health Centres - Consulting Rooms, Clinics Treatment Rooms, Dirty Utility, Technical Workshops, Dispensaries, Corridors/Waiting Areas/Entrances/Lifts and Stairs

Specification Code G1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control							
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.4	
1.7	Buff/burnish	X					1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X		5			2.1	
2.2	Suction clean	X		5			2.2	
2.3	Spillage/stain removal		X	5			2.3	
2.4	Extraction clean	X				6	2.4	
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Toilet - sinks - wash hand basins – taps and fixtures							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	Local requirement
3.3	Steam Clean	X						Local requirement

Frequency Template

Clinics and Health Centres - Consulting Rooms, Clinics Treatment Rooms, Dirty Utility, Technical Workshops, Dispensaries, Corridors/Waiting Areas/Entrances/Lifts and Stairs

Specification Code G1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X				4	4.3	
4.4	Clean all wheels and castors	X				4	4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X	X	1/4			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
9.2	Steam Clean	X						Local requirement
10	Curtains/Screens							
10.1	Change mobile screens						10.1	Local requirement
10.2	Change bed/cubicle curtains	X				2	10.2	

Frequency Template

Clinics and Health Centres - Consulting Rooms, Clinics Treatment Rooms, Dirty Utility, Technical Workshops, Dispensaries, Corridors/Waiting Areas/Entrances/Lifts and Stairs

Specification Code G1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
	Curtains/Screens							
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X					11.2	Specialist clean
11.3	Opening and closing mechanism						11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

Frequency Template

Clinics and Health Centres – Public and Patient Sanitary Areas and Staff Changing and Rest Rooms

Specification Code G3

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control	X		5			1.2	
OR								
1.3	Suction clean						1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop		X	5			1.5	
1.6	Spray clean	X		1			1.6	
OR								
1.7	Buff/burnish	X		1			1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Extraction clean						2.4	
2.5	Apply carpet protector						2.5	
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	

Frequency Template

Clinics and Health Centres – Public and Patient Sanitary Areas and Staff Changing and Rest Rooms

Specification Code G3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
	Furnishings							
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X	X	1/4			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	
16.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean						7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		5			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		5			9.1	
9.2	Steam Clean	X						Local requirement
10	Curtains/Screens							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	

Frequency Template

Clinics and Health Centres – Public and Patient Sanitary Areas and Staff Changing and Rest Rooms

Specification Code G3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
	Curtains/Screens							
10.3	Change window curtains	X				1	10.3	
10.4	Shower curtains - damp wipe	X		1			10.4	
10.5	Shower curtains remove and change	X				2	10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X					11.2	Specialist clean
11.3	Opening and closing mechanism	X					11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

Frequency Template
Clinics and Health Centres – Offices
Specification Code G7

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

Frequency Template
Clinics and Health Centres – Offices
Specification Code G7 (continued)

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

Frequency Template
Clinics and Health Centres – Offices
Specification Code G7 (continued)

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

Frequency Template

Clinics and Health Centre – High Risk Treatment Rooms

Specification Code G10

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub	X		1			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
1.12	Anti-static flooring						1.12	
1.13	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		5			5.1	
5.2	Steam Clean	X						Local requirement

Frequency Template

Clinics and Health Centre – High Risk Treatment Rooms

Specification Code G10 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		5			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		5			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		5			9.1	
9.2	Steam Clean	X						Local requirement
10	Curtains/Screens							
10.1	Change bed/trolley screens	X				4	10.1	Local requirement
10.2	Change bed/cubicle curtains	X				4	10.2	
10.3	Change window curtains	X				4	10.3	
10.4	Shower curtains - damp wipe	X		5			10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement

Frequency Template

Clinics and Health Centre – High Risk Treatment Rooms

Specification Code G10 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
11.	Window blinds							
11.1	Suction clean	X			2		11.1	
11.2	Remove and clean	X					11.2	Specialist clean as per local policy
11.3	Opening and closing mechanism	X			2		11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/ containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

Frequency Template

Very High Risk – Theatres, Transplant, Bone Marrow

Specification Code H1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub	X		7			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		7			1.10	
1.11	Suction dry	X		7			1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	
3.2	De-scale	X					3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		7			5.1	
5.2	Steam Clean	X						Local requirement

Frequency Template

Very High Risk – Theatres, Transplant, Bone Marrow

Specification Code H1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		7			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		7			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		7			9.1	
9.2	Steam Clean	X						Local requirement
10.	Curtain/Screens							
10.1	Change bed/trolley screens	X				12	10.1	
10.2	Change bed/cubicle	X				12	10.2	
10.3	Change window curtains	X				12	10.3	
10.4	Shower curtains remove and change						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement

Frequency Template

Very High Risk – Theatres, Transplant, Bone Marrow

Specification Code H1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
11.	Window blinds							
11.1	Suction clean	X		1			11.1	
11.2	Remove and clean	X				2	11.2	Specialist clean
11.3	Opening and closing mechanism	X		1			11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		7			12.1	
14	Refuse							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 16.6	

Frequency Template

Very High Risk – Changing Accommodation/Corridors

Specification Code H2

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish	X					1.7	Local requirement
1.8	Scrub	X			1		1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X			1		1.10	
1.11	Suction dry	X			1		1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X	X	1/6			5.1	
5.2	Steam Clean	X						Local requirement

Frequency Template

Very High Risk – Changing Accommodation/Corridors

Specification Code H2 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			2		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/6			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/6			9.1	
9.2	Steam Clean	X						Local requirement
10	Curtain/Screens							
10.1	Change bed/trolley screens	X				12	10.1	
10.2	Change bed/cubicle	X				12	10.2	
10.3	Change window curtains	X				12	10.3	
10.4	Shower curtains remove and change	X		1			10.4	
10.5	Shower curtains remove and change	X				12	10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement

Frequency Template

Very High Risk – Changing Accommodation/Corridors

Specification Code H2 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		7			12.1	
14	Refuse							
14.1	Collect and dispose	X		7			14.1	
14.2	Clean holders/containers	X		7			14.2	
14.3	Replace disposable liners/containers	X		7			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		7			16.1 to 16.6	

Frequency Template

Laboratory, Pharmacy

Specification Code I1

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.8	Scrub	X				6	1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X				6	1.10	
1.11	Suction dry	X				6	1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Extraction clean						2.4	
2.5	Apply carpet protector						2.5	
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X			1		4.3	
4.4	Clean all wheels and castors	X			1		4.4	
4.5	Steam Clean	X						Local requirement

Frequency Template
Laboratory, Pharmacy
Specification Code I1 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X		1			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			1		6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X	X	1/4			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X	X	1/4			9.1	
9.2	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean	X			1		11.1	
11.2	Remove and clean	X				1	11.2	Specialist clean
11.3	Opening and closing mechanism	X			1		11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	

Frequency Template

Laboratory, Pharmacy

Specification Code I1 (continued)

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

Frequency Template
Sterile Fluid Preparation Pharmacy
Specification Code I2

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		5			1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		5			1.3	
1.4	Damp mop	X		5			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub	X		5			1.8	
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		5			1.10	
1.11	Suction dry	X		5			1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Extraction clean						2.4	
2.5	Apply carpet protector						2.5	
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		5			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement

Frequency Template
Sterile Fluid Preparation Pharmacy
Specification Code I2 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		5			4.1	
4.2	Damp clean	X		5			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		5			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		1			6.1	CDU policy to apply
16.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		5			7.1	
8.	Paintwork - wall - doors							CDU policy to apply
8.1	Remove marks	X		5			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		5			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template
Sterile Fluid Preparation Pharmacy
Specification Code I2 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
11.	Window blinds							CDU policy to apply
11.1	Suction clean	X		1			11.1	
11.2	Remove and clean	X				4	11.2	Specialist clean
11.3	Opening and closing mechanism	X		1			11.3	
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		5			12.1	
14	Refuse							
14.1	Collect and dispose	X		5			14.1	
14.2	Clean holders/containers	X		5			14.2	
14.3	Replace disposable liners/containers	X		5			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		5			16.1 16.6	

Frequency Template

Sterile Services: (CDU) – clean room/sterile preparation area

Specification Code I3

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control	X		7			1.2	
or								
1.3	Suction clean						1.3	
1.4	Damp mop	X		7			1.4	Local policy/after use
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub	X		7			1.8	
or								
1.9	Strip/re-dress						1.9	As required
1.10	Manual scrub	X		7			1.10	
1.11	Suction dry	X		7			1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	Local policy/after use
3.2	De-scale	X					3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	Local policy/after use
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement

Frequency Template

Sterile Services: (CDU) – clean room/sterile preparation area

Specification Code I3 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X		7			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		7			6.1	CDU policy to apply
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork-wall-doors							CDU policy to apply
8.1	Remove marks	X		7			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass, partitions, panels and ceramic wall tiles							
9.1	Clean	X		7			9.1	
9.2	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		7			12.1	

Frequency Template

Sterile Services: (CDU) – clean room/sterile preparation area

Specification Code I3 (continued)

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

Frequency Template
Sterile Services: (CDU)- Wash Room
Specification Code I4

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control						1.2	
or								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	Local policy/after use
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub	X		7			1.8	
or								
1.9	Strip/re-dress						1.9	As required
1.10	Manual scrub	X		7			1.10	
1.11	Suction dry	X		7			1.11	
1.12	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		7			3.1	Local policy/after use
3.2	De-scale	X					3.2	
3.3	Steam Clean	X						Local requirement
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	Local policy/after use
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement

Frequency Template

Sterile Services: (CDU)- Wash Room

Specification Code I4 (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
5.	Low level surfaces							
5.1	Damp clean	X		7			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		7			6.1	CDU policy to apply
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork-wall-doors							CDU policy to apply
8.1	Remove marks	X		7			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass, partitions, panels and ceramic wall tiles							
9.1	Clean	X		7			9.1	
9.2	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X		7			12.1	

Frequency Template

Sterile Services: (CDU)- Wash Room

Specification Code I4 (continued)

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

Frequency Template
Patient Transport Vehicle/Accommodation Cleaning
Specification Code J1

CREW/DRIVER					CONTRACTED IN-HOUSE/EXTERNAL			
No.	Task	Full	Check	Daily	Full	Week	Task	Remarks
1.	Floors hard							
1.1	Remove Debris	X		1	X	1	1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean or sweep	X		1	X	1	1.3	
1.4	Damp mop	X		1			1.4	
1.5	Spot mop		X	1			1.5	
1.7	Buff/burnish							Local requirement
1.8	Scrub							
1.9	Strip/re-dress							
1.10	Manual scrub				X	1	1.10	
1.11	Suction dry							
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris	X		1			2.1	
2.2	Suction clean	X		1	X	1	2.2	
2.3	Spillage/stain removal		X	1			2.3	
2.4	Extraction clean	X			X		2.4	As required
2.5	Apply carpet protector						2.5	Local requirement
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X		1	X	1	3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement

Frequency Template

Patient Transport Vehicle/Accommodation Cleaning

Specification Code J1 (continued)

CREW/DRIVER					CONTRACTED IN-HOUSE/EXTERNAL			
No.	Task	Full	Check	Daily	Full	Week	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		1	X	1	4.1	
4.2	Damp clean	X		1	X	1	4.2	
4.3	Periodic clean according to type	X			X	1	4.3	
4.4	Clean all wheels & castors				X	1	4.4	
4.5	Steam Clean	X						Local requirement
5.	Low Level Surfaces							
5.1	Damp clean		X		X	1	5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X			X	1	6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		1	X	1	7.1	
8.	Paintwork - walls - doors							
8.1	Remove marks		X		X	1	8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean		X		X	1	9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template

Patient Transport Vehicle/Accommodation Cleaning

Specification Code J1 (continued)

CREW/DRIVER					CONTRACTED IN-HOUSE/EXTERNAL			
No.	Task	Full	Check	Daily	Full	Week	Task	Remarks
11.	Window blinds							
11.1	Suction clean				X	1	11.1	
11.2	Remove and clean	X					11.2	Crew specialist clean as required
11.3	Opening and closing mechanism	X					11.3	Crew as required
11.4	Steam Clean	X						Local requirement
12.	Soap and towels							
12.1	Replenish supplies	X		1	X	1	12.1	
14.	Refuse							
14.1	Collect and dispose	X		1	X	1	14.1	
14.2	Clean holders/containers		X		X	1	14.2	
14.3	Replace disposable liners/containers	X		1	X	1	14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		1	X	1	16.1 to 16.6	

Frequency Template
Daily Clean Isolation Room
Specification Code K

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
1.	Floors hard							
1.1	Remove debris	X		7			1.1	
1.2	Dust control						1.2	
OR								
1.3	Suction clean	X		7			1.3	
1.4	Damp mop	X		7			1.4	
1.5	Spot mop						1.5	
1.7	Buff/burnish						1.7	Local requirement
1.8	Scrub						1.8	Discharge policy
OR								
1.9	Strip/re-dress						1.9	As required
1.10	Manual Scrub	X		1			1.10	
1.11	Suction dry	X		1			1.11	
1.12	Steam Clean	X						Local requirement
2.	Floors soft							
2.1	Remove debris						2.1	
2.2	Suction clean						2.2	
2.3	Spillage/stain removal						2.3	
2.4	Extraction clean						2.4	
2.5	Apply carpet protector						2.5	
2.6	Steam Clean	X						Local requirement
3.	Sanitary fittings							
3.1	Clean	X	X	7/14			3.1	
3.2	De-scale						3.2	
3.3	Steam Clean	X						Local requirement

Frequency Template

Daily Clean Isolation Room

Specification Code K (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
4.	Furnishings							
4.1	Remove debris	X		7			4.1	
4.2	Damp clean	X		7			4.2	
4.3	Periodic clean according to type	X		1			4.3	
4.4	Clean all wheels and castors	X		1			4.4	
4.5	Steam Clean	X						Local requirement
5.	Low level surfaces							
5.1	Damp clean	X		7			5.1	
5.2	Steam Clean	X						Local requirement
6.	High level surfaces							
6.1	Clean ledges, pipes, direction signs	X		7			6.1	
6.2	Steam Clean	X						Local requirement
7.	Telephones							
7.1	Damp clean	X		7			7.1	
8.	Paintwork - wall - doors							
8.1	Remove marks	X		7			8.1	
8.2	Steam Clean	X						Local requirement
9.	Glass partitions, panels and ceramic wall tiles							
9.1	Clean	X		7			9.1	
9.2	Steam Clean	X						Local requirement

Frequency Template

Daily Clean Isolation Room

Specification Code K (continued)

No.	Task	Full	Check	Week	Month	Year	Task	Remarks
10	Curtains/Screens							
10.1	Change bed/trolley screens						10.1	
10.2	Change bed/cubicle curtains						10.2	Local requirement
10.3	Change window curtains						10.3	Discharge policy
10.4	Shower curtains - damp wipe						10.4	
10.5	Shower curtains remove and change						10.5	
10.6	Net curtains remove and change						10.6	
10.7	Steam Clean	X						Local requirement
11.	Window blinds							
11.1	Suction clean						11.1	Discharge policy
11.2	Remove and clean						11.2	Specialist clean as per local policy
11.3	Opening and closing mechanism						11.3	Discharge policy
11.4	Steam Clean	X						Local requirement
12	Soap and towels							
12.1	Replenish supplies	X	X	7/14			12.1	
14	Refuse							
14.1	Collect and dispose	X	X	7/14			14.1	
14.2	Clean holders/containers	X	X	7/14			14.2	
14.3	Replace disposable liners/ containers	X	X	7/14			14.3	
14.4	Steam Clean	X						Local requirement
16.	Cleaning equipment							
16.1 to 16.6	Clean and dry	X		21			16.1 to 16.6	

Frequency Template

Discharge Clean

Specification Code L

No.	Task	Full	Check	Clean	Task	Remarks
1.	Floors hard					
1.1	Remove debris	X		1	1.1	
1.2	Dust control				1.2	
OR						
1.3	Suction clean	X		1	1.3	
1.4	Damp mop				1.4	
1.5	Spot mop				1.5	
1.7	Buff/burnish				1.7	Local requirement
1.8	Scrub/				1.8	Local requirement
OR						
1.9	Strip/re-dress				1.9	As required
1.10	Manual Scrub				1.10	Local requirement
1.11	Suction dry				1.11	Local requirement
1.12	Steam Clean	X				Local requirement
2.	Floors soft					
2.1	Remove debris	X		1	2.1	
2.2	Suction clean	X		1	2.2	
2.3	Spillage/stain removal	X		1	2.3	
2.4	Extraction clean				2.4	Local requirement
2.5	Apply carpet protector				2.5	Local requirement
2.6	Steam Clean	X				Local requirement
3.	Sanitary fittings					
3.1	Clean	X		1	3.1	
3.2	De-scale				3.2	
3.3	Steam Clean	X				Local requirement

Frequency Template

Discharge Clean

Specification Code L (continued)

No.	Task	Full	Check	Clean	Task	Remarks
4.	Furnishings					
4.1	Remove debris	X		1	4.1	
4.2	Damp clean	X		1	4.2	
4.3	Periodic clean according to type	X		1	4.3	
4.4	Clean all wheels and castors				4.4	Local requirement
4.5	Steam Clean	X				Local requirement
5.	Low level surfaces					
5.1	Damp clean	X		1	5.1	
5.2	Steam Clean	X				Local requirement
6.	High level surfaces					
6.1	Clean ledges, pipes, direction signs	X		1	6.1	
6.2	Steam Clean	X				Local requirement
7.	Telephones					
7.1	Damp clean	X		1	7.1	
8.	Paintwork - wall - doors					
8.1	Remove marks		X	1	8.1	
8.2	Steam Clean	X				Local requirement
9.	Glass partitions, panels and ceramic wall tiles					
9.1	Clean		X	1	9.1	
9.2	Steam Clean	X				Local requirement

Frequency Template

Discharge Clean

Specification Code L (continued)

No.	Task	Full	Check	Clean	Task	Remarks
10	Curtains/Screens					
10.1	Change bed/trolley screens				10.1	Local requirement
10.4	Shower curtains - damp wipe	X		1	10.4	
10.5	Shower curtains remove and change		X	1	10.5	
10.6	Net curtains remove and change				10.6	
10.7	Steam Clean	X				Local requirement
11.	Window blinds					
11.1	Suction clean	X		1	11.1	
11.3	Opening and closing mechanism	X		1	11.3	
11.4	Steam Clean	X				Local requirement
12	Soap and towels					
12.1	Replenish supplies	X		1	12.1	
14	Refuse					
14.1	Collect and dispose	X		1	14.1	
14.2	Clean holders/containers	X		1	14.2	
14.3	Replace disposable liners/ containers	X		1	14.3	
14.4	Steam Clean	X				Local requirement
16.	Cleaning equipment					
16.1 to 16.6	Clean and dry	x		1	16.1 16.6	

Frequency Template

Terminal Clean

Specification Code M

No.	Task	Full	Check	Clean	Task	Remarks
1.	Floors hard					
1.1	Remove debris	X		1	1.1	
1.2	Dust control				1.2	
OR						
1.3	Suction clean	X		1	1.3	
1.4	Damp mop				1.4	
1.5	Spot mop				1.5	
1.7	Buff/burnish				1.7	Local requirement
1.8	Scrub	X		1	1.8	
OR						
1.9	Strip/re-dress				1.9	As required
1.10	Manual Scrub	X		1	1.10	
1.11	Suction dry	X		1	1.11	
1.12	Steam Clean	X				Local requirement
2.	Floors soft					
2.1	Remove debris	X		1	2.1	
2.2	Suction clean	X		1	2.2	
2.3	Spillage/stain removal	X		1	2.3	
2.4	Extraction clean	X		1	2.4	
2.5	Apply carpet protector				2.5	Local requirement
2.6	Steam Clean	X				Local requirement
3.	Sanitary fittings					
3.1	Clean	X		1	3.1	
3.2	De-scale				3.2	
3.3	Steam Clean	X				Local requirement

Frequency Template

Terminal Clean

Specification Code M (continued)

No.	Task	Full	Check	Clean	Task	Remarks
4.	Furnishings					
4.1	Remove debris	X		1	4.1	
4.2	Damp clean	X		1	4.2	
4.3	Periodic clean according to type	X		1	4.3	
4.4	Clean all wheels and castors	X		1	4.4	
4.5	Steam Clean	X				Local requirement
5.	Low level surfaces					
5.1	Damp clean	X		1	5.1	
5.2	Steam Clean	X				Local requirement
6.	High level surfaces					
6.1	Clean ledges, pipes, direction signs	X		1	6.1	
6.2	Steam Clean	X				Local requirement
7.	Telephones					
7.1	Damp clean	X		1	7.1	
8.	Paintwork - wall - doors					
8.1	Remove marks	X		1	8.1	
8.2	Steam Clean	X				Local requirement
9.	Glass partitions, panels and ceramic wall tiles					
9.1	Clean	X		1	9.1	
9.2	Steam Clean	X				Local requirement

Frequency Template

Terminal Clean

Specification Code M (continued)

No.	Task	Full	Check	Clean	Task	Remarks
10	Curtains/Screens					
10.1	Change bed/trolley screens				10.1	Local requirement
10.2	Change bed/cubicle curtains	X		1	10.2	
10.3	Change window curtains				10.3	Local Policy
10.4	Shower curtains - damp wipe				10.4	
10.5	Shower curtains remove and change	X		1	10.5	
10.6	Net curtains remove and change				10.6	
10.7	Steam Clean	X				Local requirement
11.	Window blinds					
11.1	Suction clean				11.1	Local Policy
11.2	Remove and clean				11.2	Local Policy
11.3	Opening and closing mechanism	X		1	11.3	
11.4	Steam Clean	X				Local requirement
12	Soap and towels					
12.1	Replenish supplies	X		1	12.1	
14	Refuse					
14.1	Collect and dispose	X		1	14.1	
14.2	Clean holders/containers	X		1	14.2	
14.3	Replace disposable liners/ containers	X		1	14.3	
14.4	Steam Clean	X				Local requirement
16.	Cleaning equipment					
16.1 to 16.6	Clean and dry	X		1	16.1 16.6	

7. Sample Templates

Template 1 – Locations at which the services are to be provided

NAME:

ADDRESS:

PHONE NO:

FAX NO:

EMAIL:

AUTHORISED OFFICER:

LOCATION OPERATING DETAIL:

WEEKDAYS HOURS OF OPENING

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

PUBLIC HOLIDAYS

Christmas Day

Boxing Day

New Years Day

Second January

Local holiday

Local holiday

Local holiday

Local holiday

ICT SPECIFICATION REVIEW

SIGNATURE: DATE:

DATE OF COMMISSIONING: VARIATION NO:

SPECIFICATION REVIEW DATE:

Template 2 – Specification Details

Location:

Ward/Department/Other:

No of Beds:

Speciality:

Location Code or Room No	Description	Floor Area Sq.m	Floor Type	Dom Serv Code	Period when presence is required		Period when Cover is required		Period when Work may not be scheduled		Remarks
					Mon/Fri	Sat/Sun	Mon/Fri	Sat/Sun	Mon/Fri	Sat/Sun	
Soft Floor Total					Total Sheet 1						
Hard Floor Total					Total Sheet 2						
Grand Total					Total Sheet 3						
					Grand Total						

Template 3 – Specification of Local Requirements

LOCATION:

Spec Code	Task	Task No.	Applicable Frequency					Not Applicable
			Full Clean	Check Clean	Week	Month	Year	

8. Glossary of Terms

Cleaning Services Specification

A & E – Accident and Emergency.

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

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

CCU – Coronary Care Unit

CDU - Central Decontamination Unit SSD - Sterile Services Department or **HSDU** - Hospital Sterile Disinfection Unit

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

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

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

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

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

HFS – Health Facilities Scotland

HPS – Health Protection Scotland

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

IDU - Infectious Disease Unit.

Isolation Room - A room in which certain categories of patients, particularly those with alert organisms or communicable diseases can be cared for with a minimum of contact with the rest of the patients/clients. No recommendation/frequency is given

for soft flooring in isolation rooms because this type of flooring should not be present in isolation rooms.

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

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

PPE – Personal Protective Equipment

ppm - Parts per million.

Service User – defined as patients and visiting public.

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

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10. Appendix 1: Membership of Working Group 7, HAI Task Force 2004

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

Appendix 2: Membership of Technical Review 7, HAI Task Force 2007

<i>Name</i>	<i>Membership Representation</i>	<i>Title</i>	<i>Organisation</i>
Martin Henry	Chair of HFS Domestic Services Advisory Group	Facilities Planning Manager	The State Hospital Board for Scotland
Angela Brown	Domestic Services	Area Domestic Services Manager	NHS Dumfries and Galloway
Isabella Dickie	Hotel Services	Divisional Hotel Services Manager	NHS Ayrshire and Arran
Jane Gething	Domestic Services	General Services Manager	NHS Borders
Myra Keenan	Patient Environment & Monitoring	Quality Improvement and Development Manager	NHS Lothian
Mary Kelly	Domestic Services	Head of Domestic and Associated Services	NHS Lothian
Midge Rotheram	Domestic Services Manager/Chair of Association of Healthcare Cleaning Professionals (AHCP Scotland)	Support Services Manager	NHS Fife