

## Standard Operating Procedure (Methodologies) for Cleaning of the Environment and Equipment

Document Details		
<b>Title</b>	Cleaning Methodologies	
Trust Ref No		
Author	Deputy Director of IPC	
Related Trust Policy	Cleaning Policy	
Approval process		
Approved by (Committee/Director)	Infection Prevention and Control Committee	
Approval Date	23 April 2026	
Review date	April 2026	
Amendments History		
No	Date	Amendment
1	December 2025	New SOP
2		
3		
4		
5		

### Purpose

A clean and tidy environment helps prevent and/or control the spread of healthcare associated infections (HCAI). The aim of the following Cleaning Methodologies, produced by NHS England (2022), is to provide those responsible for cleaning facilities, fixtures, fittings and equipment, as outlined in the Cleaning Policy, with a clear processes to follow, to achieve the level of cleanliness expected by the Trust.

### Introduction

Cleaning instructions for 46 individual elements are listed in the index below, linking to written methodologies, in addition, 43 of these methodologies are available in poster format, and can be provided by the Hotel Services Managers or the Infection Prevention Team if required.

### Scope

All staff have responsibility for keeping the clinical environment and equipment clean, managers, department/service leads should identify what elements their teams are responsible for cleaning within their scope of work, these responsibilities can be found on the Cleaning Charters which should be displayed in your clinical area, and relevant SOPs should be shared with the Team, then printed, laminated and kept in an appropriate location i.e. equipment cleaning room, for reference for staff, including Bank or Agency staff.

### Definitions

The following cleaning methodologies relate to 'full cleaning' activities i.e. not spot or touchpoint cleaning, usually relating to cleaning after use or on discharge. Those with an asterisk (\*) next to them in the list below are more relevant to Clinical staff and/or staff used items, those without an

asterisk are more relevant to Domestic Teams, however, they should be referred to should the need arise, where cleaning is needed in the absence of a Domestic.

## **Responsibilities**

Ensuring that healthcare facilities are clean and safe is essential in the provision of effective healthcare. A clean and tidy environment helps prevent and/or control the spread of healthcare associated infections (HCAI), provides the right setting for the delivery of good patient care and is fundamental in helping patients to recover, these standards are the responsibility of all staff working within the Trust.

## **References**

Cleaning Policy

[NSoHC Cleaning methodologies 2022 - Infection Prevention Control](#)

	Written Cleaning Methodologies	Print page no.	Poster available
1	Dust Control Mop Sweeping	4	✓
2	Damp Mopping - Using a Flat Mopping System	5	✓
3	Damp Mopping - Using a Socket Mop	6	✓
4	Spray Buffing using a Rotary	7	✓
5	Floor Scrubbing using an Automatic Scrubber Dryer	8	✓
6	Carpet Cleaning using Hot Water Extraction	9-10	✓
7	Water Pick Up / Extraction	11	✓
8	Applying Floor Polish and Sealants	12	✓
9	Chewing Gum Removal	13	✓
10	Toilet Riser Cleaning*	14	✓
11	Toilet Cleaning	15	✓
12	Urinal Cleaning	16-17	✓
13	Bath Cleaning	18	✓
14	Sink Cleaning	19	✓
15	Shower Cubicle Cleaning – Including Shower Head	20-21	✓
16	Internal Glass and Mirror Cleaning	22	✓
17	Bed Frame, Standard Mattress and Pillows – Periodic and on discharge cleaning*	23-24	✓
18	Bedside Locker Cleaning*	25	✓
19	Blinds Cleaning	26	✓
20	Fan Cleaning*	27	✓
21	Chair Cleaning*	28	✓
22	Commode Cleaning*	29	✓
23	Patient Trolley Cleaning*	30	✓
24	Macerator Cleaning	31	✓
25	Microwave Cleaning*	32	✓
26	Dishwasher Cleaning*	33	✓
27	Oven Cleaning*	34-35	✓
28	Refrigerator Cleaning*	36	
29	Patient Meal Transport Trolley	37	✓
30	Small Kitchen Appliance Cleaning	38	✓
31	Kitchen Trolley Cleaning	39	✓
32	Cupboard Cleaning	40	✓
33	Stairs, Stairwells and Balustrades	41-42	✓
34	Lift Cleaning Process	43-44	✓
35	Toys Cleaning*	45	
36	Drinking Water Dispenser Cleaning	46	✓
37	Wheelchair Cleaning*	47	
38	Computer Keyboard and Screen Cleaning*	48	✓
39	Waste Receptacle Cleaning	49	✓
40	Vacuum Cleaning	50	✓
41	Damp Dusting / Damp Wiping	51	✓
42	High Level Dusting	52	✓
43	Walls – Spot Cleaning	53	✓
44	Steam Cleaning	54	✓
45	Cleaning Body Fluids*	55	✓
46	Removing and Disposing of Sharp Objects*	56-57	✓

# 1. Dust Control Mop Sweeping

## Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

## Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Mop handle and frame.
4. Dust control mops / cloths as appropriate.
5. Vacuum cleaner or sweeper set.
6. Waste sack in line with waste policy.

## Method of working

1. Make sure your work area is safe.
2. Attach the correct head to the mop frame following the correct colour coding for the area.
3. Remove large items of litter.
4. Starting at the furthest point from the exit, sweeping edges first, work backwards towards the door using an overlapping 'S' shape.
5. Check mop head regularly. Remove any dust, dirt or debris, as necessary.
6. Using the sweeper set / vacuum cleaner remove or dispose of any debris.

## Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 2. Damp Mopping - Using a Flat Mopping System

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Flat mop head or disposable mop heads as appropriate.</li><li>4. Domestic trolley with flat mop frame holder if appropriate.</li><li>5. Non-abrasive pad.</li><li>6. Mop bucket with approved cleaning / disinfectant agent.</li><li>7. Sweeper set or vacuum cleaner.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure your work area is safe.</li><li>2. Make sure the floor is free from dust and debris.</li><li>3. Position trolley behind the line of work and slightly to one side.</li><li>4. Assemble the flat mopping system as per manufacturer's instructions.</li><li>5. Before starting to mop, remove stubborn marks with non-abrasive pad.</li><li>6. Pre-soak the mop head in the cleaning / disinfecting agent. Attach to the mop frame.</li><li>7. Start at the entry point and work down one edge.</li><li>8. Return to the entry point mopping the floor with systematic overlapping 'S' shaped passes.</li><li>9. If mopping a corridor or public area it is advised to do half at a time.</li><li>10. Check mop heads for dirt and debris at regular intervals and change as required.</li><li>11. Leave the floor as dry as possible with the caution signs in place until fully dry.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions, (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation, (if applicable).</li></ol>

### 3. Damp Mopping - Using a Socket Mop

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Socket Mop.</li><li>4. Mop bucket and wringer with cleaning / disinfecting agent.</li><li>5. Disposable non-abrasive pad.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure your work area is safe.</li><li>2. Make sure the floor is free from dust and debris.</li><li>3. Before starting to mop, remove stubborn marks with a disposable non-abrasive pad.</li><li>4. Position mop bucket behind line of work and slightly to the side.</li><li>5. Start at the entry point and work down one edge.</li><li>6. Return to the entry point mopping the floor with systematic overlapping 'S' shaped passes.</li><li>7. If mopping a corridor or public area it is advised to do half at a time.</li><li>8. Check mop heads for dirt and debris at regular intervals and change as required.</li><li>9. Leave the floor as dry as possible with the caution signs in place until fully dry.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 4. Spray Buffing using a Rotary

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Rotary machine – with speed settings appropriate and suitable for the flooring in use.
4. Suitable drive plate and pad as per manufacturer guidance.
5. Spray bottle or spray unit fitted to machine as applicable.
6. Cleaning agent / floor maintainer.
7. Vacuum cleaner.
8. Sweeper set.

### Method of working

1. Make sure your work area is safe.
2. Ensure that the floor is free from dirt, dust, and debris.
3. Safety check - if any faults mark the machine as out of use, report to your supervisor.
4. Select the correct pad for the floor to be cleaned as per manufacturer guidance.
5. Attach the pad onto the drive plate.
6. Machine handle should be in upright position when not in use.
7. Make sure the handle is at the correct height for ease of use.
8. Plan your route move objects making sure correct manual handling techniques are followed to provide access to the floor.
9. Plug in and switch on socket.
10. Select the correct speed setting for the floor to be cleaned and in line with machine manufacturer's instructions.
11. Using the machine clean the edges first.
12. Commence at farthest point from exit.
13. Lightly spray approximately 2 m<sup>2</sup> of floor.
14. Using systematic overlapping passes buff the floor to a clean and even surface ensuring the cable is behind you.
15. If necessary, damp wipe the skirting.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 5. Floor Scrubbing using an Automatic Scrubber Dryer

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Scrubber dryer.
4. Suitable brush or drive plate and pad according to manufacturers instructions.
5. Mop and bucket.
6. Appropriate cleaning / disinfecting agent.

### Method of working

1. Make sure your work area is safe.
2. Ensure that the floor is free from dirt dust and debris.
3. Safety check - if any faults mark the machine as out of use, report to your supervisor.
4. Select the correct pad or brush for the floor to be cleaned.
5. Attach the pad to the drive plate.
6. Carefully fill the machine's clean water tank with the appropriate cleaning / disinfecting agent.
7. Plan your route move objects making sure correct manual handling techniques are followed to provide access to the floor.
8. Using a mop and bucket, clean edges and skirtings first, removing any dust, dirt or debris.
9. Switch on the machine.
10. Systematically scrub the floor area ensuring that each pass overlaps the last.
11. Switch off the machine and change pad or brush as required if it becomes visibly dirty.
12. Repeat the floor scrubbing until the entire floor area is cleaned.
13. Switch off the machine and reinstate the area for use when the floor is completely dry.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 6. Carpet Cleaning using Hot Water Extraction

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Carpet cleaning machine.</li><li>4. Approved carpet cleaning chemical.</li><li>5. Measuring apparatus. NB a patient water / drinking jug should never be used to decant / measure fluids.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make your work area safe.</li><li>2. Make sure area has been vacuum cleaned and is free from loose dirt, chewing gum and debris.</li><li>3. Plan your route and move any easily moveable objects making sure correct manual handling techniques are followed.</li><li>4. Put on appropriate PPE including gloves.</li><li>5. Carefully fill the tank with clean water to the 'full mark' and dispense the chemical into the machines tank as per the manufacturer's instructions and switch on the solution release.</li><li>6. Start at furthest point from the door, move the machine slowly over the floor area in straight lines making sure each pass overlaps the last.</li><li>7. Switch off the solution release function, and using only the vacuum system, continue to repeat the previous step until carpet is as dry as possible.</li><li>8. Switch off the machine when finished and unplug.</li><li>9. Empty the clean water tank and if possible, leave open to the air to dry.</li><li>10. Empty the dirty water into a suitable outlet – check your local policy if unsure. Clean dirty water tank once the task is completed and if possible, leave open to the air to dry.</li><li>11. Reinstate area for use when floor completely dry.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li></ol>

10. Close ventilation (if applicable).

## 7. Water Pick Up / Extraction

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE (as per risk assessment).
3. Wet pick up machine.
4. Mopping system.

### Method of working

1. Make your work area is safe.
2. Carry out standard safety tests on the machine. If the machine is faulty, mark it out of use and report to your supervisor.
3. Plan your route and move any easily moveable objects making sure correct manual handling techniques are followed.
4. Switch on the machine.
5. Using wand attachment if necessary, begin to collect water from the floor area.
6. Work slowly across wet area in a systematic forward motion.
7. Switch off the machine and unplug.
8. Empty dirty water from the tank into a suitable outlet. Check your local policy if unsure.
9. Clean the dirty water tank once task complete and leave open to the air to dry.
10. Mop up any small remaining patches of water using mop and bucket.
11. Damp mop the area with appropriate cleaning / disinfecting agent.
12. Reinstate area for use when floor completely dry.
13. Remove caution signs.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 8. Applying Floor Polish and Sealants

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Mopping system or applicator (flat head or socket mop).
4. Floor polish or sealant.
5. Bucket.

### Method of working

1. Cordon off, and make sure your work area is safe.
2. Ensure floor has been prepared for polishing - refer to floor stripping operating procedure.
3. Assemble all your equipment and pour polish into bucket.
4. Place mop or applicator onto surface of polish and allow to be slowly absorbed - do not submerge.
5. Starting at the furthest point from the door apply a thin uniform layer of polish across the floor. Keep mop in contact with floor at all times, cutting into the edges and avoiding skirtings. Fill in the area overlapping the edge. Reload mop, as necessary. Wait to dry.
6. Apply a second coat at right angles to the first using the same methodology as the first coat.
7. A third coat may be required, if so, return to procedure for first coat.
8. Make sure the floor is completely dry before removing caution signs.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 9. Chewing Gum Removal

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Sweeper set.
4. Chewing gum remover.
5. Colour coded cloths.
6. Scraper if appropriate.
7. Waste bag as per local waste policy.

### Method of working

1. Make your work area safe.
2. Apply the gum remover directly onto the surface of the gum.
3. Use appropriate method to gently remove gum, placing into waste bag. Use a scraper only if necessary.
4. Remove any loose bits of debris using sweeper set.
5. Repeat the steps above until clear.
6. Damp mopping of the area may be required following gum removal. Make sure area is clear before removing caution signs.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 10. Toilet Riser Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs if necessary.
2. Appropriate PPE.
3. Red cloths - disposable or reusable.
4. Red bucket.
5. Cleaning / disinfecting solution, **or**
6. Disposable pre-impregnated wipes for cleaning / disinfecting (or combined).

### Method of working

1. Make sure the work area is safe.
2. Use a red disposable or reusable cloths.
3. Dampen the cloth in the solution bucket and wring out as tightly as possible then fold correctly.
4. Alternatively use an appropriate cleaning / disinfecting wipe.
5. Remove toilet riser from the toilet.
6. Wipe the underside of the riser making sure that the cleaning / disinfecting solution is in contact with every area.
7. Turn the riser over and using a clean surface of the cloth or a fresh wipe Do the same on the top side cleaning from top to bottom, and outside to inside making sure all areas have come into contact with the cleaning/disinfecting solution.
8. Place riser in a safe clean place to air dry.
9. Reinstate the toilet riser to a clean toilet.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

# 11. Toilet Cleaning

## Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

## Equipment required

1. Caution sign.
2. Appropriate PPE.
3. Red bucket.
4. Red disposable or reusable cloths.
5. Toilet brush.
6. Appropriate cleaning / disinfecting / descaling agents (Do not use limescale descaler in conjunction with other chemicals).

## Method of working

1. Make sure the work area is safe.
2. Before cleaning the toilet, clean any associated hand or grab rails.
3. With toilet brush carefully agitate the inside of the toilet pan to lower the water line.
4. Apply the cleaning / disinfecting / descaling agent inside the toilet and under the rim.
5. Using the toilet brush clean the inside of the toilet bowl including below the waterline and under the rim.
6. When satisfied with the result flush the toilet with the toilet brush head in the water flow, tap off excess water and replace in holder (local policy may differ).
7. Make sure you use a cloth specifically for the toilet and associated areas.
8. Clean the handle, the cistern, and if present, the topside of lid and underside of lid.
9. Change your cloth.
10. Clean the top of the toilet seat, the underneath of the toilet seat, refold the cloth and use a clean surface or change cloth.
11. Clean the outside of the toilet bowl from top to bottom.
12. Clean or replace the toilet brush holder.

## Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 12. Urinal Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution sign.
2. Cleaning / disinfecting / descaling agents (Do not use limescale descaler in conjunction with other chemicals.)
3. Appropriate PPE (minimum colour coded gloves and plastic disposable apron).
4. Red bucket.
5. Red disposable or re-usable cloths.
6. Colour coded disposable non-abrasive pad.
7. Visibly clean toilet brush.
8. Waste sack in line with waste policy.

### Method of working

1. Make sure the work area is safe.
2. Clear urinals and channels if necessary.
3. If necessary, remove any stubborn stains / marks with the non-abrasive pad and dispose.
4. Remove gloves and clean your hands before putting clean gloves on to continue.
5. Flush urinals where possible.
6. Where possible turn off flushing mechanism for the urinals and apply cleaning / disinfecting / descaling agent to the inside of the urinal.
7. Using your cloth clean the area surrounding the urinal working from top to bottom cleaning in an 'S' shaped overlapping pattern.
8. Change cloth and clean the urinal from outside to inside.
9. If using a disinfectant, ensure the disinfectant has been left for the required contact time before rinsing the urinal with clean water.
10. Where appropriate turn the flushing mechanism back on.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.

9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 13. Bath Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE (minimum colour coded gloves and plastic disposable apron).
3. Colour coded cloths.
4. Colour coded bucket.
5. Cleaning / disinfecting / descaling agents as per manufacturer's instructions and local policy.

### Method of working

1. Make sure the work area is safe.
2. Using 1<sup>st</sup> clean cloth, clean the taps.
3. Check the taps for limescale. As required apply limescale remover as per the manufactures instructions and leave to react whilst you clean the rest of the bath.
4. Remove any debris from the plug hole and over flow. Some organisations continue to use tweezers to remove debris – refer to local policy.
5. If using gloves to remove debris, remove gloves, clean hands and put on clean gloves to continue.
6. Using 2<sup>nd</sup> clean cloth, work from the outside in and damp wipe all outer areas of the bath.
7. Change cloth or folded cloth side as required and continue to clean the bath paying attention to the overflow, plug, chain and clean plug hold and drain last.
8. Using a 3<sup>rd</sup> clean cloth, dampen and wipe off the limescale remover (if using) from the taps and rinse with clean water.
9. If using a disinfectant, ensure the disinfectant has been left for the required contact time before rinsing the bath with clean water, ensuring no contact between the cloths used to clean the tap and drain.
10. Reinstate area for use.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 14. Sink Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded cloths.
4. Colour coded bucket.
5. Appropriate cleaning / disinfecting / descaling agents.

### Method of working

1. Make sure the work area is safe.
2. Using 1<sup>st</sup> clean cloth, clean the taps.
3. Check the taps for limescale. As required apply limescale remover as per the manufactures instructions and leave to react whilst you clean the rest of the sink.
4. Remove any debris from the plug hole and over flow. Some organisations continue to use tweezers to remove debris – refer to local policy.
5. If using gloves to remove debris, remove gloves, clean hands and put on clean gloves to continue.
6. Using 2<sup>nd</sup> clean cloth, work from the outside in and damp wipe all outer areas of the sink.
7. Change cloth or folded cloth side as required and continue to clean the sink paying attention to the overflow, plug, chain and clean plug hold and drain last.
8. Using a 3<sup>rd</sup> clean cloth, dampen and wipe off the limescale remover (if using) from the taps and rinse with clean water.
9. If using a disinfectant, ensure the disinfectant has been left for the required contact time before rinsing the bath with clean water, ensuring no contact between the cloths used to clean the tap and drain.
10. Reinstate area for use.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 15. Shower Cubicle Cleaning – Including Shower Head

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded cloths.
4. Colour coded bucket x 2.
5. Appropriate cleaning / disinfecting / descaling agents.
6. Waste sack in line with waste policy.

### Method of working

1. Make sure the work area is safe. Clear all objects from the cubicle.
2. Check integrity of shower curtain and date. Change in line with local policy.
3. If descaling - disconnect the shower head and place in de-scaling solution, in line with local policy.
4. If using a filter between the shower head and hose, do not remove shower head routinely. In some cases a disposable shower head is used. See local policy.
5. Remove any dirt or debris from the drain or overflow with gloved hand or tweezers (in line with local policy) and dispose of as per local waste policy.
6. Remove gloves, clean hands and put on fresh gloves to continue.
7. Clean the hose and soap tray.
8. With a clean cloth or cloth side, clean the controls / taps / buttons first.
9. Then with a clean cloth starting from the top to the bottom, from the outside to in, damp wipe all shower cubicle surfaces using an 'S' shape motion.
10. If using a disinfectant, ensure the disinfectant has been left for the required contact time before rinsing the shower with clean water.
11. Dry the shower cubicle with a clean dry cloth.
12. Remove shower head from descaling solution if used, rinse in clean water and reconnect.
13. Clean the floor if using a wet room.
14. Reinstate area for use.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).

8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 16. Internal Glass and Mirror Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs if appropriate.
2. Appropriate PPE.
3. Colour coded bucket.
4. Colour coded cloths.
5. Cleaning / disinfecting agent or pre-impregnated wipes.

### Method of working

1. Make sure the work area is safe.
2. Using a clean cloth clean around the edges first then from top to bottom in an 'S' shaped motion making sure that each pass of the cloth overlaps the last.
3. Using a second dry cloth wipe the surface again making sure that all smears and marks have been removed.
4. Or use a pre-impregnated wipe and leave to dry.
5. Reinstate area for use.
6. Other systems, for example those which utilise steam, are also available and should be used in line with local policy.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 17. Bed Frame, Standard Mattress and Pillows – Periodic and on discharge cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded bucket.</li><li>4. Colour coded cloths or disposable pre-impregnated wipes.</li><li>5. Appropriate cleaning / disinfection solution.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Ensure the bed is fully stripped of linen.</li><li>2. Ensure your work area is safe and place caution signs as appropriate.</li><li>3. Release the bed brakes. Move bed slightly away from the wall to allow access to the head of the bed. Reapply the brakes.</li><li>4. Place the bed in the position recommended by the manufacturer for cleaning and lower or raise the level of the bed to a comfortable height to work at.</li><li>5. At this point disconnect electric beds from the mains supply.</li><li>6. Extend the shelf at the bottom of the bed and wipe clean. (Note: Throughout this procedure 'wipe clean' refers to the use of a cloth dampened in the cleaning / disinfecting solution, which has been wrung out as much as possible and folded correctly to facilitate use of all surfaces of the cloth in turn or the use of pre-impregnated disposable wipes which are changed when dry, visibly soiled and between different pieces / parts of the equipment.)</li><li>7. Remove if possible, the foot end of the bed, clean and replace.</li><li>8. Raise the 'cot sides' and wipe clean systematically from top to bottom.</li><li>9. Wipe-clean the patient bed control and replace.</li><li>10. Pick up first pillow and wipe clean one side of the pillow covering the whole surface in an 'S' shaped fashion. Place the clean side of the pillow down onto the extended shelf. Wipe clean the upper side of the pillow, then repeat with second pillow – placing 'clean to clean'. <i>If using heat sealed pillows with fully welded seams report any holes in the seams. If using pillows stitched into or slipped into plastic covers report any damage / soiling with blood or body fluids</i> Pillows may need to be removed from use and replaced if necessary – take advice from a supervisor or ward manager if unsure.</li><li>11. Now turn the mattress 90 degrees and move it to the top half of the bed frame.</li><li>12. Detach base plates if possible and place on the mattress. Wipe the bed frame underneath the plates then each detached plate before replacing them again.</li><li>13. Then wipe clean the uppermost surface of the mattress and when dry 'flip' over the mattress so that the clean side is face down on the clean half of the bed frame / plates.</li><li>14. Repeat the process with the upper half of the bed frame including the bed head.</li></ol>

15. Similarly clean the second side of the mattress but then rotate the mattress back in alignment with the bed frame.
16. Now wipe clean all the edges of the mattress cover paying particular attention to the zip/zip cover.
17. Report any signs of infestation or damage to your supervisor.
18. If necessary, reconnect the bed to the mains supply or manually raise the bed.
19. If necessary, disconnect the bed from the mains supply again before wiping clean the underside of the frame that could not be reached previously, the cross supports, breaks and wheels working down from top to bottom.
20. Report any signs of failure / damage to the rise and fall mechanism or breaks.
21. Reconnect the bed to the mains supply. Reposition the bed in the correct position and at the right level for use. Release the breaks and push the bed back towards the wall into the original position. Reapply the breaks.
22. Wipe clean the control handset once more and place back in position.
23. The bed should not be made up with fresh linen until the frame, mattress and pillows are dry.

### **Finish**

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions, (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 18. Bedside Locker Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths or pre impregnated wipes as per local policy.</li><li>4. Colour coded bucket.</li><li>5. Appropriate cleaning / disinfecting agent using correct dilution.</li><li>6. Waste sack in line with waste policy.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. In line with local policy ensure items have been removed from the locker surfaces to facilitate cleaning.</li><li>3. Dampen a clean cloth in the cleaning solution, wring out excess solution and fold correctly.</li><li>4. Damp wipe all external surfaces, cleaning the edges first starting with the locker top using an 'S' shaped cleaning motion working down the locker finishing with the wheels.</li><li>5. Replace any removed items once surface dry.</li><li>6. Internal surfaces should be cleaned periodically, following patient discharge and / or on request if visibly soiled.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 19. Blinds Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. High level dusting tool and extension pole.
4. Vacuum cleaner with small brush tool.
5. Colour coded bucket.
6. Colour coded cloths.
7. Cleaning / disinfecting agent using the correct dilution.

### Method of working

1. Make sure the work area is safe.
2. Remove any items that may be damaged or cause an obstruction.
3. Lower blinds fully down and tilt flat if venetian, if vertical fully extend and tilt flat.
4. Dust blinds from top to bottom.
5. If using a vacuum cleaner, attach the small round brush attachment and vacuum the blinds from top to bottom.
6. Damp wipe if waterproof material with cleaning / disinfecting agent.
7. Make sure that the internal window ledge has been left free from residual dust.
8. Reinstate for use with blinds left in original position.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 20. Fan Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions, (or as otherwise instructed) as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded bucket.
4. Colour coded cloths.
5. Dry brush.
6. Cleaning / disinfecting agent using the correct dilution.

### Method of working

1. Make sure the work area is safe.
2. Remove any items that may be damaged or cause an obstruction.
3. First turn the desk fan off and place socket switch to off, then unplug from wall socket.
4. Remove the front grill from the fan (usually done by unclipping it), check manual for correct procedure.
5. Remove the blade and back grill taking care in doing so.
6. With cloth damp wipe fan's blade and grills with cleaning / disinfecting agent.
7. When cleaning motor ensure only brush with a dry brush.
8. Allow blades and grills to be completely dry.
9. Reassemble the fan.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 21. Chair Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. Dampen the cloth in the cleaning / disinfecting solution, wring out as tightly as possible and fold correctly.</li><li>3. Clean the edges of the chair starting from the top of the chair working towards the bottom.</li><li>4. Remove any debris and damp wipe the crevis between the cushions, then clean the underneath of the cushion.</li><li>5. With a clean cloth damp wipe, from top to bottom, the legs of the chair.</li><li>6. With a clean cloth damp wipe the arms paying attention to the underneath of the arms.</li><li>7. Reinstate area for use when all items are dry.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 22. Commode Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li><li>5. Clean trolley or surface on which to place detachable parts if appropriate.</li></ol> <p>NB if the patient has certain infections notably antibiotic associated diarrhoea (<i>Clostridium difficile</i>) a different higher-level disinfectant must be used in line with national guidelines and local policy. If in doubt check with a supervisor.</p>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Remove the chair cover / lid. Damp wipe and place safely to one side.</li><li>2. Remove any solid matter or gross soiling if present and dispose of appropriately.</li><li>3. Damp wipe the commode from top to bottom.</li><li>4. Clean the top of the frame first working down over the front and back of the back support, then the arms, the top of the seat, the underside of the seat then down the legs, foot rest and wheels changing the surface of the cloth or the cloth, as necessary.</li><li>5. Pay particular attention to undersides. Tip the commode forward if necessary, to clean and visually inspect the underside of the commode.</li><li>6. Reclean the cover / lid if necessary and replace.</li><li>7. Report any signs of damage e.g. split or damaged surfaces, rusting or faulty breaks.</li><li>8. Once dry, reinstate the commode for use if safe to do so..</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 23. Patient Trolley Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket with cleaning solution.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe and place out caution sign.</li><li>2. Dampen the cloth in the cleaning solution, wring out as tightly as possible and fold correctly.</li><li>3. Damp wipe the trolley working from top to bottom.</li><li>4. Pay attention to the underside, edges and wheels.</li><li>5. Change cloth and/or use clean cloth side as required.</li><li>6. Reinstate area for use when all items are dry and remove caution sign.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 24. Macerator Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution sign.</li><li>2. Appropriate PPE.</li><li>3. Red bucket.</li><li>4. Red disposable or reusable cloths.</li><li>5. Toilet brush.</li><li>6. Appropriate cleaning / disinfecting / descaling agents (Do not use limescale descaler in conjunction with other chemicals).</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. Ensure the macerator is not in use and has been recently discharged.</li><li>3. Before cleaning the macerator, clean any associated external areas of the macerator.</li><li>4. Using a colour coded cloth, take the cloth that has been pre-soaked in the cleaning disinfection solution. Make sure you use a cloth specifically for the macerator and associated areas and clean the handle, external fittings and the topside of lid.</li><li>5. Change your cloth.</li><li>6. Clean the top of the underside of lid.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 25. Microwave Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs if necessary.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li><li>5. Cleaning solution.</li><li>6. Food safe sanitiser.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe and disconnect the machine from the mains supply.</li><li>2. Open door and remove any turntable.</li><li>3. Wash the turntable in neutral detergent, rinse and dry.</li><li>4. Dampen the cloth in the solution bucket (neutral detergent) and wring out as tightly as possible, fold correctly and remove any organic matter (food soilage) from the internal surfaces.</li><li>5. Using a detergent / sanitizer (non-odour) and using a clean cloth, wipe all internal surfaces starting with the microwave ceiling and downwards. Then do the same to the inside of the door and surround.</li><li>6. Dry if necessary and replace clean turntable. Close the door.</li><li>7. Using a clean cloth or cloth surface clean the external surfaces starting at the top working downwards. Leave any handles, knobs or keypads until last.</li><li>8. When procedure is complete, and the microwave is dry reinstate the microwave for use and reconnect to the mains supply.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 26. Dishwasher Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Appropriate PPE as risk assessment.</li><li>2. Colour coded cloths.</li><li>3. Colour coded bucket with cleaning / disinfectant agent.</li><li>4. Caution signs as appropriate.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe and disconnect the dishwasher machine from the mains supply.</li><li>2. Empty dishwasher and remove bottom washing rack.</li><li>3. Locate the drain on the bottom of the dishwasher, and remove any food lodged in or around the drain.</li><li>4. Remove the filter and allow it to soak in a solution of water and cleaning solution.</li><li>5. Dampen the cloth in cleaning solution and wring out as tightly as possible, fold correctly.</li><li>6. Damp wipe the area around the drain and inside the base, sides and roof of dishwasher.</li><li>7. Replace the filter.</li><li>8. Dampen the cloth in cleaning solution and wring out as tightly as possible, fold correctly.</li><li>9. Damp wipe the washing rack and replace it.</li><li>10. Damp wipe exterior of dishwasher and door seal by running your cloth across the soft white plastic on the door seal. Examine the door seal to make sure you have lifted all the dirt from it.</li><li>11. Using a new cloth, dampen in clean water and rinse all the outer areas of the dishwasher.</li><li>12. When dry reinstate the dishwasher for use and reconnect to the mains supply.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 27. Oven Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded cloths.
4. Disposable non-abrasive pad.
5. Colour coded bucket with cleaning / disinfectant agent.
6. Sweeper set.
7. Paper towels or absorbent materials.

### Method of working

1. Make sure the work area is safe and place paper towels / absorbent material on floor to absorb any leaks.
2. Check temperature of oven before starting to clean, to make sure it is cold. Check all controls are set to off and if possible, switch off from mains supply.
3. Remove all shelving and immerse in cleaning solution in bucket or sink.
4. Carefully remove loose soiling.
5. Dampen the cloth in the cleaning solution bucket and wring out as tightly as possible, fold correctly.
6. Damp wipe oven working from inside out, paying attention to the ceiling, inside of the door and door joint. Use the non-abrasive pad for any stubborn marks and grease. Leave any handles, knobs or keypads until last.
7. Change cloth or cloth side as required.
8. If there is heavy soiling that resists general cleaning, a specialised oven cleaner may be required. Contact your supervisor if unsure.
9. Remove shelves from cleaning solution and clean using a new cloth. Place the shelves back in the oven and reinstate for use. Switch mains back on.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.

10. Close ventilation (if applicable).

## 28. Refrigerator Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe, remove any items from fridge and disconnect from mains supply.</li><li>2. Remove any detachable parts, following manufacturer's instructions. Place parts in a sink or bucket to soak in cleaning solution.</li><li>3. Ensure freezer compartment (if appropriate) is defrosted prior to cleaning.</li><li>4. Dampen cloth in cleaning solution, wring out and fold correctly.</li><li>5. Working from inside to out wipe all surfaces of the refrigerator, leaving handles and knobs until last. Clean all detachable parts.</li><li>6. Pay attention to the door seals, door hinge and grooves for shelves and compartments.</li><li>7. When dry, replace any detachable parts that have been removed.</li><li>8. Reinstate for use when all items are dry this may include locking fridge and switch back on at mains.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 29. Patient Meal Transport Trolley

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs if necessary.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li><li>5. Non-abrasive pad.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe and disconnect the trolley from mains supply.</li><li>2. Check the temperature of the trolley to make sure it is cool for safe cleaning.</li><li>3. Dampen the cloth in the solution bucket and wring out as tightly as possible, fold correct.</li><li>4. Damp wipe the patient meal trolley paying attention to ceiling and internal surfaces.</li><li>5. Using a new cloth move on to clean the inner racking.</li><li>6. Using a new cloth move on to damp wipe the outer casing, paying attention to top, sides, wheels and rails.</li><li>7. Using a new cloth clean down the handles last.</li><li>8. When all items are dry, reinstate trolley for use.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 30. Small Kitchen Appliance Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs if necessary.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li><li>5. Non-abrasive pad.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe, remove any food items and disconnect the appliance from the mains supply.</li><li>2. Remove any detachable parts following manufacturers instructions.</li><li>3. Dampen the cloth in the solution bucket and wring out as tightly as possible, fold correctly.</li><li>4. Clean all areas of the appliance, leaving any handles, knobs or keypads until last. For stubborn stains use a disposable non-abrasive pad.</li><li>5. When dry, replace any detachable parts that have been removed and reinstate for use.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 31. Kitchen Trolley Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs if necessary.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket.</li><li>5. Non-abrasive pad.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. Dampen the cloth in the solution bucket and wring out as tightly as possible, fold correctly.</li><li>3. Turn trolley upside down where safe to do so, clean underneath including bars and wheels.</li><li>4. Clean all areas of the trolley, changing and folding cloth as required.</li><li>5. Damp wipe with food safe solution all areas of the trolley. For stubborn stains use a non-abrasive pad.</li><li>6. When dry, reinstate trolley for use.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 32. Cupboard Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs if necessary.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Non-abrasive pad.</li><li>5. Colour coded bucket.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. Follow local protocol before moving anything from the cupboard.</li><li>3. Dampen the cloth in the solution bucket and wring out as tightly as possible, fold correctly.</li><li>4. Starting from the inside working out, wipe all surfaces of the interior of the cupboard using 'S' shaped motions. For stubborn stains use a non-abrasive pad.</li><li>5. Clean all areas inside the cupboard, including doors and inner panels. Be careful not to overreach.</li><li>6. Change cloth or side of cloth as required.</li><li>7. Damp wipe cupboard fronts, including doors, side panels and handles.</li><li>8. When dry, replace any items and reinstate for use.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 33. Stairs, Stairwells and Balustrades

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Mop system.
2. Floor scraper.
3. Neutral detergent – follow manufacturer's instructions for dilution.
4. Green scourers.
5. Dustpan and brush – correct colour code.
6. Bucket – correct colour code.
7. Cloths – correct colour code.
8. PPE, colour coded rubber gloves – knee pads or kneeling cushion.
9. Caution warning signs.
10. Black waste bag.

### Method of working

#### Balustrades and Handrails

1. Wash and dry hands.
2. Wear PPE i.e., blue rubber gloves, knee pads or cushion if kneeling.
3. Place caution signs top and bottom of area to be cleaned.
4. Start at the bottom of the staircase and work upwards.
5. Ensure the bucket is placed on a landing behind your line of work.
6. Check balustrades and handrails for any gum and remove with green scourers. Using a damp cloth wipe the handrail, rinse the cloth. Holding onto the handrail wipe the balustrade from top to bottom. As you move up the staircase wipe any run marks that may occur straight away, there should be no run marks on any surface.
7. Always hold onto the handrails as you move up the staircase.
8. As you move up the staircase work kneeling to wipe the balustrade. Do not lean over the balustrade to clean.
9. Rinse cloth regularly, water must be changed once it becomes dirty.
10. Return equipment to store.
11. Return warning signs to store.
12. Carry out a visual check of the area.

#### Stairs

1. Wash and dry hands, correct PPE i.e., blue rubber gloves.
2. Place caution warning signs at the top and bottom of the stairs.
3. Always commence work at the top.
4. Moving from the bottom step to the top. Remove large pieces of debris and sharp items using the floor scraper and the dustpan and brush.
5. Dispose of the debris in the black waste bag.

6. Start mopping at the top of the staircase and work backwards.
7. Move the equipment down to the landing if appropriate.
8. Using the function on the mop spray a fine mist over the floor surface, using a crosswise movement, mop stairs from inside edge to outside. Clean all areas including risers, nosing and treads, again taking care when stepping backwards, giving more attention to the heavily trafficked areas.
9. Remove streaks and runs as they occur with a clean cloth.
10. Clean equipment and return to store.
11. Once the surface is completely dry remove caution signs and return signs to store.
12. Carry out a visual check of the area.

#### **Finish**

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 34. Lift Cleaning Process

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded cloths.
4. Colour coded bucket with cleaning solution.
5. Mopping system.
6. Vacuum cleaner.
7. High level dusting tool.
8. Appropriate coloured waste bag.

### Method of working

1. Make sure the work area is safe and place out caution sign.
2. The lift needs to be isolated by the correct key – this may need liaison with another department, ideally the cleaning will take place at a quiet time within the working day.
3. The lift must be cleaned as a process, following other task methodologies within this manual as numbered.
4. Remove large debris from the area.
5. Using the high-level dusting tool clean the high levels of the lift and surrounding doors (Methodology 44).
6. Dampen the cloth in the cleaning solution, wring out as tightly as possible and fold correctly.
7. Systematically damp wipe all internal parts of the lift from top to bottom and back to front. Keypads and handrails are to be cleaned last as they are touch points.
8. Change cloth and/or use clean cloth side as required.
9. Using a vacuum cleaner or dust control system remove dust and debris from the lift floor paying particular attention to the door tracks and runners. Ensure the doors are isolated before crossing any cable into the lift. (Methodology 1 or 42).
10. Using the damp mop clean the floor of the lift from the back to the front of the lift using systematic overlapping passes. (Methodology 2 or 3).
11. When the lift cleaning is complete the lift can be reinstated for use, remove caution sign.
12. The external doors will need to be cleaned using the damp wiping methodology and buffing dry to avoid streaking. This task will form part of concourse cleaning on each level of the lift shaft.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.

5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 35. Toys Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Colour coded cloths.</li><li>4. Colour coded bucket with cleaning solution.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe and place out caution sign.</li><li>2. Dampen the cloth in the cleaning solution, wring out as tightly as possible and fold correctly.</li><li>3. Damp wipe the toys ensuring all surfaces of the toy are cleaned internal and external.</li><li>4. Pay attention to the small crevices and key touch areas of the toy.</li><li>5. Ensure the container housing the toys is cleaned externally and internally.</li><li>6. Change cloth and/or use clean cloth side as required.</li><li>7. Reinstate toys for use when all items are dry and remove caution sign.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 36. Drinking Water Dispenser Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Appropriate PPE as risk assessment.
2. Colour coded cloths.
3. Colour coded bucket with cleaning/disinfectant agent.
4. Caution sign as appropriate.

### Method of working

1. Make sure the work area is safe.
2. Dampen the cloth in cleaning solution and wring out as tightly as possible, fold correctly.
3. Clean the area where the taps are and clean the taps, take care not to contaminate any other areas from the taps.
4. Change the cloth or use a fresh clean pre-dosed cloth.
5. Dampen the cloth in cleaning solution and wring out as tightly as possible, fold correctly.
6. Damp wipe the outside of the drinking dispenser.
7. Locate the drain overflow tray, remove the tray and grill, dispose of the excess water and clean damp wipe the tray and grill before replacing, and remove any food lodged in or around the drain.
8. Damp wipe the area around the drain and inside the base, sides and roof of drinking water container.
9. Take special care not to touch the taps with this cloth.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 37. Wheelchair Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded cloths.
4. Colour coded bucket with cleaning solution.

### Method of working

1. Make sure the work area is safe and place out caution sign.
2. Damp the cloth in the cleaning solution, wring out as tightly as possible and fold correctly.
3. Change cloth and/or use clean cloth side as required.
4. Apply brakes of the wheelchair.
5. Tip the wheelchair back and damp wipe the wheels and underside of the chair.
6. Return the chair to the upright position.
7. Wipe the chair from top to bottom including the seat, seatback, frame and any removable parts.
8. Leave the arms and handles until last, clean with a new or clean cloth side.
9. Reinstate the wheelchair for use when all items are dry, tag the chair if required as per local policy and remove caution sign.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 38. Computer Keyboard and Screen Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs if necessary.
2. Appropriate PPE.
3. Colour coded cloths.

### Method of working

1. Make sure the work area is safe.
2. Make sure computer is turned off and work saved, always check with owner.
3. Cover the surface area around where you are cleaning with a clean cloth.
4. Begin by turning keyboard upside down and gently but firmly tapping the underneath to dislodge any particles of dust.
5. Wipe keys edges and base.
6. Using a clean cloth or a wipe, carefully wipe around the casing of monitor.
7. Using a new cloth gently wipe the surface of the screen followed by the top, sides and base if necessary.
8. Reinstate for use when dry.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 39. Waste Receptacle Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE – refer to risk assessment.
3. Colour coded cloths or impregnated wipes.
4. Foam sponge / non-abrasive pad.
5. Colour coded bucket.
6. Waste sacks and tags in line with waste policy.

### Method of working

1. Make sure the work area is safe and you are not causing the patient any discomfort.
2. Remove waste sack, tie and tag and remove to designated waste area or waste trolley.
3. Dampen the cloth in the solution bucket and wring out as tightly as possible or use pre dose cloths and fold correctly.
4. Starting with the outer surface of the bin and using an 'S' motion, damp wipe all external surfaces of the waste receptacle. Any stubborn marks to be removed by a disposable nonabrasive scourer pad.
5. Damp wipe inside of the bin starting at the base, paying attention to hinges, crevices, joints.
6. Reassemble bin and replace bin liner, reinstate the waste receptacle when all surfaces are dry.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 40. Vacuum Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Vacuum cleaner with appropriate tools (check filters and dust bag in place).
4. Dustpan and brush.
5. Colour coded cloths.

### Method of working

1. Place warning signs.
2. Check PAT test is current.
3. Check electrical equipment particularly plugs and cables to ensure safe to use.
4. Report any faults to supervisor and attach do not use label.
5. Fully assemble vacuum before plugging in, including filter and dust bag. Ensure cable is fully unwound.
6. Adjust brushes or fit appropriate tools to suit surface being cleaned.
7. Remove large pieces of debris and any items using dustpan and brush.
8. Dispose of debris in correct waste bag.
9. Plug in the machine.
10. Start at the furthest point from the door working backwards towards the exit.
11. Using a push / pull method overlap each stroke moving furniture as you go (pay attention to the heavily trafficked areas).
12. Keep cable away from traffic areas and at the side of room / corridor.
13. Do not tread on the cable or place cable over shoulder.
14. Change sockets before cable is fully stretched.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 41. Damp Dusting / Damp Wiping

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs if necessary.
2. Appropriate PPE.
3. Colour coded cloths.
4. Colour coded bucket.
5. Non-abrasive pad.

### Method of working

1. Make sure the work area is safe, remove any items to facilitate cleaning.
2. Dampen the cloth in the solution bucket and wring out as tightly as possible, fold correctly.
3. Using overlapping strokes, clean all areas of the item including underneath top, handles and wheels leaving any handles, knobs or wheels until last. For stubborn stains use a disposable non-abrasive pad or magic sponge.
4. When dry, replace any items that were removed to facilitate cleaning and reinstate for use.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 42. High Level Dusting

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE – refer to risk assessment.</li><li>3. High level dusting tool and attachments.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Make sure the work area is safe and do not attempt to dust areas where patients are eating, drinking or where clinical procedures are being carried out.</li><li>2. Check that any wall hangings, curtain rails, etc. are secure before starting.</li><li>3. Starting at the highest point of the room dust methodically to lowest point, covering a one to two metre section at a time. Angle and adjust the high dusting tool to reach into corners, along ledges and hard to reach areas.</li><li>4. Make sure all wall hangings and fixtures and fittings are dusted.</li><li>5. Clean floors to remove any dust and debris and reinstate the area.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 43. Walls – Spot Cleaning

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE.
3. Colour coded cloths.
4. Colour coded bucket.
5. Foam sponge / non-abrasive pad.
6. Cleaning trolley / floor protection.

### Method of working

1. Make sure the work area is safe and you are not causing the patient any discomfort.
2. Make sure your bucket remains on trolley, or floor is protected if placed on the ground.
3. Dampen the cloth in the solution bucket and wring out as tightly as possible, fold correctly.
4. Carry out a fast test by wiping a small inconspicuous area of the wall to check if the wall covering is waterproof. If the colour runs (colouring your cloth) or the surface starts to erode, stop and call your supervisor.
5. Gently wipe the mark using a circular motion from outside to in. Do not scrub the mark, if the mark is stubborn then use a non-abrasive pad.
6. Reinstate the area when all surfaces are dry.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 44. Steam Cleaning

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs.</li><li>2. Appropriate PPE.</li><li>3. Steam cleaner with appropriate tools.</li><li>4. Colour coded cloths.</li><li>5. Colour coded bucket.</li></ol>
<b>Method of working</b>
<ol style="list-style-type: none"><li>1. Place caution signs.</li><li>2. Ensure PAT test is current.</li><li>3. Check equipment - particularly plugs and cables - to ensure it is safe to use.</li><li>4. Report any faults to supervisor and attach do not use label.</li><li>5. Adjust nozzle head to correct level to suit the surface being cleaned.</li><li>6. Ensure the machine tank has enough water for operation.</li><li>7. Put on gloves.</li><li>8. Remove non-liquid debris (such as wet paper towels etc) and dispose of in correct waste bag.</li><li>9. Plug in machine.</li><li>10. Change sockets before cable is fully stretched.</li><li>11. Do not tread on cable or place cable over shoulder.</li><li>12. Empty machine tank as required, do not allow to overfill.</li><li>13. Use mop to remove liquid from difficult to access areas such as edges and corners.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li><li>9. Wash hands using NHS guidelines.</li><li>10. Close ventilation (if applicable).</li></ol>

## 45. Cleaning Body Fluids

### Before you start

1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.
2. Ventilate area, where possible.
3. Wash hands using NHS guidelines.
4. Check for cuts and abrasions – cover with a waterproof dressing if required.
5. Select, check and put on (don) appropriate PPE.
6. Assemble colour coded equipment / machinery.
7. Prepare cleaning / **disinfecting** solution according to manufacturer's instructions (or as otherwise instructed), as required.
8. Place caution signs.
9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.
10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.

### Equipment required

1. Caution signs.
2. Appropriate PPE – refer to risk assessment.
3. Body fluid disposable kit or absorbent granules.
4. Paper towels or absorbent disposable cloths.
5. Floor mopping system.

### Method of working

1. Report the spillage or receive notification through local procedure.
2. Cordon off area of spillage with signage and make sure the work area is safe.
3. Identify type of spillage and assess the area i.e. is it a walkway or next to an external door.
4. Assemble colour coded equipment and spill kit or similar.
5. Put on clean personal protective equipment.
6. Using absorbent granules or gel apply to area of spillage and leave for required time (check instructions of product).
7. When granules have absorbed the spill, using scoop and scraper remove to yellow bag. When all removed, place scoop and scraper in the yellow bag.
8. Using surface disinfectant wipes to clean the area, dry with paper towel or disposable cloth.
9. Place wipes and used towels / cloths, scoop and scraper and PPE in yellow bag. Tie bag and seal, place in designated refuse bin.
10. The floor should then be damp mopped in accordance with written methodology for floor cleaning.

### Finish

1. Check all areas have been cleaned and report any access issues.
2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.
3. Dispose of any waste or debris as per your local policy.
4. Ensure any spent chemical agents are disposed of safely.
5. Clean and dry all equipment.
6. Clean and remove caution signs when the area is safe and dry.
7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).
8. Take off (doff) and dispose of PPE as per your local policy.
9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).

## 46. Removing and Disposing of Sharp Objects

<b>Before you start</b>
<ol style="list-style-type: none"><li>1. Check appropriate chemical safety data sheet, COSHH and risk assessments before commencing task.</li><li>2. Ventilate area, where possible.</li><li>3. Wash hands using NHS guidelines.</li><li>4. Check for cuts and abrasions – cover with a waterproof dressing if required.</li><li>5. Select, check and put on (don) appropriate PPE.</li><li>6. Assemble colour coded equipment / machinery.</li><li>7. Prepare cleaning / disinfecting solution according to manufacturer's instructions (or as otherwise instructed), as required.</li><li>8. Place caution signs.</li><li>9. During the cleaning process, ensure chemicals are kept safely locked away in the trolley or cleaning cupboard, including in between tasks.</li><li>10. During the cleaning process, check for any damage to the area and report in line with local policy. If you notice any signs of pest infestation report as required.</li></ol>
<b>Equipment required</b>
<ol style="list-style-type: none"><li>1. Caution signs if the object can be accessed by other users.</li><li>2. Appropriate PPE such as sharp resistant gloves.</li><li>3. Litter pickers.</li></ol>
<b>Method of working</b>
Method of working – removal in a waste container <ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. Visually check the waste bag for any protruding objects, if seen, refer to clinical teams to remove the sharp item and dispose of in the sharp waste container.</li><li>3. Report the incident on the Datix system so an investigation can be completed to identify the root cause of incorrect disposal.</li><li>4. Remove bag into the correct waste stream.</li><li>5. If injured by a sharp object, report immediately. Keep hold of the sharp object if possible and follow local protocols for reporting and potential treatment.</li></ol> Method of working – incorrectly discarded sharp i.e., floor or patients' tray or broken glass etc. <ol style="list-style-type: none"><li>1. Make sure the work area is safe.</li><li>2. Erect caution signs if necessary.</li><li>3. Locate the sharps bin close to the object.</li><li>4. Using the correct tool, carefully remove the sharp item(s) and tip into the sharp waste container.</li><li>5. Check any residue or fragments, clean using the appropriate methodology.</li><li>6. Report the incident on the Datix system so an investigation can be completed to identify the root cause of incorrect disposal.</li><li>7. Return the sharps container to its correct location.</li><li>8. If injured by a sharp object, report immediately. Keep hold of the sharp object if possible and follow local protocols for reporting and potential treatment.</li></ol>
<b>Finish</b>
<ol style="list-style-type: none"><li>1. Check all areas have been cleaned and report any access issues.</li><li>2. Correctly dispose of or send to launder all mops and cloths used as per your local policy.</li><li>3. Dispose of any waste or debris as per your local policy.</li><li>4. Ensure any spent chemical agents are disposed of safely.</li><li>5. Clean and dry all equipment.</li><li>6. Clean and remove caution signs when the area is safe and dry.</li><li>7. Store equipment safely. Charge batteries on any machinery as per manufacturer's instructions (if applicable).</li><li>8. Take off (doff) and dispose of PPE as per your local policy.</li></ol>

9. Wash hands using NHS guidelines.
10. Close ventilation (if applicable).