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Introduction

The cleanliness of Hospital and Clinics is an important component in the provision of clean safe care. NSW Health policy clearly states that patients have a right to be treated in an organisation that meets the required levels of safety and quality. NSW Health makes sure that services will be provided in a clean and safe environment that is fit for purpose and based on best practice.

In order to meet these requirements, Hospital and Clinics are expected to provide and maintain a clean and appropriate environment that facilitates the prevention and control of healthcare associated infection. Following the NSW Health Environmental Cleaning Policy this manual may be of assistance in providing assurance that a Hospital and Clinics meet these requirements.

This guidance should be used as a starting point from which each site or Clinic can develop their environmental cleanliness standards.

I have worked with a variety of stakeholders with expertise in cleaning, infection control and hospital grade cleaning chemicals. I am grateful to all those helped and supported me to update basic Cleaning Manual suitable for Justice Health clinics in Sydney Metropolitan area and State-wide Health Centres, which provide sufficient information for staff to carry out safe cleaning services on these sites.

Altaf Ahmad
Domestic Services Manager
Long Bay Hospital
Cleaning with micro fibre cloth

With Reference to two publications


- *An Integrated Approach to Hospital Cleaning: Micro fibre Cloth and Steam Cleaning Technology* (Department of Health UK, May 2007).

It is recommended that Management should read these reports and consider implementing the routine use of micro fibre technology.

Micro fibre mops and cloths are made of composite synthetic fibres which are extremely fine, and which are engineered to have a large surface area. This gives a much greater effective cleaning capacity, and enables the extremely efficient removal of microscopic particles. The small size of the micro fibres enables them to reach into microscopic crevices in surfaces. Additionally, the micro fibres are naturally statically charged. This combination of electrostatic attraction and capillary action allows the removal of a far greater number of contaminant particles than conventional mops and cloths.

Many Health Facilities using micro fibre cloths have reported that the time taken to perform cleaning tasks has reduced with improvements in measured cleaning scores.

There are limitations on the use of micro fibre cloths. They are designed to be used dampened only with water, and therefore should not be used in conjunction with chlorine-based disinfectant cleaners. A separate cloth should be used for each patient area to minimise cross contamination. Micro fibre cloths are less effective when used on old and damaged surfaces because of repeated snagging and perform best in the routine maintenance of surfaces which are not heavily soiled.

Micro fibre cloths are designed to be used as part of a well coordinated controlled cleaning system. It has been noticed that some Health facilities do currently use micro fibre cloths for one task, such as high-dusting, this may not produce an optimum result. For this reason, cleaning system should be based on use of micro fibre for a range of tasks in each facility.
Task **CLEANING WITH MICROFIBRE CLOTHS and MOPS**

Equipment and materials required:

- Colour-coded gloves;
- Cleaning trolley designed for use with micro fibre cleaning system;
- Dust-control mop and handle;
- Damp-mopping mop and handle;
- Colour-coded labelled container containing clean micro fibre flat mops;
- Colour-coded labelled containers containing clean micro fibre cloths;
- High-dusting tool, with telescopic attachment if required;
- Micro fibre sleeve for high-dusting tool;
- Colour-coded dustpan and brush;
- Laundry bag for used micro fibre cloths;
- Laundry bag for used micro fibre flat mops;
- Labelled flip top bottles containing general purpose detergent or other cleaning product;
- Warning signs.
Method

1. Wash hands and put on gloves.

2. Plan work route and temporarily remove potential obstacles/furniture to a new, safe location. *(The area to be cleaned at one time should be no larger than half of a six-bedded patient bay.)*

3. Display Wet Floor signs.

4. Decant the cleaning solution in the container provided with Microfibre mop, in strict accordance with the manufacturer’s instructions. *(Do not mix chemicals and only use a cleaning product provided by your employer.)*

5. Assemble items to be used on the cleaning trolley: place clean micro fibre cloths in the colour coded container. Place clean micro fibre flat mops in the coloured mop container. Place net bags over the laundry bags ready to receive used cloths and mops. Impregnate mops with the correct amount of chemical *(Asset)* detergent, following the Cleaning Chemical’s instruction.

6. Begin by high-dusting the area, using the high-duster with telescopic pole and micro fibre sleeve.

7. On completion of high-dusting, remove micro fibre sleeve and place in cloths laundry bag.

8. Damp-dust all surfaces. Decant a small amount of Cleaning Chemical onto the surface to be cleaned and wipe with a Blue Cloth micro fibre cloth. Turn and refold the cloth each time the surface of the cloth being used becomes full of dust. As a guide, a standard sized cloth can be turned and folded so as to give eight effective cleaning surfaces. One cloth should normally be sufficient to clean each area or each room.
9. Work systematically from higher areas to low, taking care to damp-dust the edges and undersides of all surfaces after the tops.

10. Manually pick up any larger rubbish items such as sweet wrappers and tissues by using broom and dust pan.

11. Damp mop the area. Attach a micro fibre flat mop head to the mopping tool.

12. Starting at an edge, mop the area using an overlapping figure-of-“S” pattern, taking care to go right up to every edge. The mop head should remain in contact with the floor at all times.

13. Greasy deposits may require use of the cleaning solution. Spray a small amount of solution onto the soiled area and leave in contact for a short time, then repeat damp-mopping as above.

14. Return any items moved, to the clean surface when it is dry.

15. Move onto the next work area and repeat points 1-14 above.

16. On completion, clean and dry all equipment and store safely and tidily in a secure storage area, segregated according to colour-coding where appropriate.

17. Remove gloves and wash hands.
## Guide Sheet for Cleaning Office Area

### Step 1
#### PPE
1. Put on gloves and safety glasses
2. Use supplies, equipment and chemicals (Diversey)
3. Place caution sign around the area you work

### Step 2
#### Dust and Clean
1. Dust horizontal surfaces with a clean Blue micro-fibre cloth as needed
2. Empty rubbish bin and replace bin liners. Spot clean rubbish bin
<table>
<thead>
<tr>
<th>Step 3</th>
<th>Wipe</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Clean exterior and interior of microwave with damp micro-fibre cloth. Clean exterior of other appliances with micro fibre cloth</td>
<td></td>
</tr>
<tr>
<td>4. Restock hand towel dispenser and condiments</td>
<td></td>
</tr>
<tr>
<td><strong>Step 3</strong></td>
<td><strong>Wipe</strong></td>
</tr>
<tr>
<td>1. Use pre-soaked <em>Blue</em> micro-fibre cloth with <em>neutral detergent</em> (Asset)</td>
<td></td>
</tr>
<tr>
<td>2. Damp wipe counter tops and table tops with the (Asset)</td>
<td></td>
</tr>
<tr>
<td>3. Work Top to bottom</td>
<td></td>
</tr>
<tr>
<td>4. Wipe chairs and furniture as required</td>
<td></td>
</tr>
</tbody>
</table>
### Step 4

**Clean window and Carpet**

1. Clean inside window glass and partition glass if present
2. Spot clean legs of chairs and tables
3. Vacuum carpet
4. Use Vacuum attachments on furniture fabrics

### Step 5

**See Spots**

1. Spot clean entrance doors and cabinets
2. Spot clean walls
3. Spot clean lift and other picture frame in corridor
### Step 6
**Sweep**

1. Pick up large debris and trash with a dust pan
2. Sweep the floor – or vacuum
3. Damp mop the floor
4. Use Auto scrubber

### Step 7
**Inspect**

1. Inspect your work
2. Do not remove Work Zone signs until the floor is completely dry
3. Clean your equipment and supplies
4. Return equipment and supplies to the storeroom
# Long Bay Hospital

## Guide Sheet for Cleaning Patient Room

<table>
<thead>
<tr>
<th>Step 1</th>
<th>PPE</th>
<th>1. Put on gloves and safety glasses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2. Use supplies, equipment and chemicals (Diversey)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Place caution sign around the area you work</td>
</tr>
<tr>
<td>Step 2</td>
<td>Dust and Clean</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>1. Dust horizontal surfaces with a clean micro-fibre cloth as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Empty rubbish bin and replace bin liners. Spot clean rubbish bin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Clean exterior of bed side table, chairs and TV unit with damp micro-fibre cloth. Clean exterior of other equipment and furniture with micro fibre cloth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Restock hand towel dispenser and detergents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Step 3

**Wipe**

1. Use pre-soaked *Blue* micro-fibre cloth with *(Asset)*

2. Damp wipe table tops with the *(Asset)*

3. Work Top to bottom

4. Wipe chairs and furniture as required

5. One cleaning cloth (Blue) to be used in each room
<table>
<thead>
<tr>
<th>Step 4</th>
<th>Clean window</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Clean inside window glass and partition glass if present</td>
</tr>
<tr>
<td></td>
<td>2. Spot clean legs of chairs and tables</td>
</tr>
<tr>
<td></td>
<td>3. Use Vacuum attachments on furniture fabrics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 5</th>
<th>See Spots</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Spot clean entrance doors and cabinets</td>
</tr>
<tr>
<td></td>
<td>2. Spot clean walls</td>
</tr>
<tr>
<td></td>
<td>3. Spot clean picture frame in the room</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 6</th>
<th>Sweep</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pick up large debris and trash with a dust pan</td>
</tr>
<tr>
<td></td>
<td>2. Sweep the floor – or vacuum</td>
</tr>
</tbody>
</table>
### Step 7

**Inspect**

1. Inspect your work
2. Do not remove Work Zone signs until the floor is completely dry
3. Clean your equipment and supplies
4. Return equipment and supplies to the storeroom

<table>
<thead>
<tr>
<th>3. Damp mop the floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Use auto scrubber</td>
</tr>
</tbody>
</table>
### Step 1
#### PPE

1. Put on gloves and safety glasses
2. Use supplies, equipment and chemicals (Diversey)
3. Place caution
sign around the area you work

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Dust and Clean</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dust horizontal surfaces with a clean <strong>RED</strong> micro-fibre cloth as needed</td>
<td></td>
</tr>
<tr>
<td>2. Empty rubbish bin and replace bin liners. Spot clean rubbish bin</td>
<td></td>
</tr>
<tr>
<td>3. Clean exterior of other equipment such as mirror, hand rails with <strong>RED</strong> micro fibre cloth</td>
<td></td>
</tr>
<tr>
<td>4. Clean exterior of toilet, toilet seat and S bend with damp <strong>RED</strong> micro-fibre cloth.</td>
<td></td>
</tr>
<tr>
<td>5. Clean interior</td>
<td></td>
</tr>
</tbody>
</table>
6. Restock hand towel and toilet dispenser and detergents

of toilet with toilet brush and Vanish
### Step 3
**Wipe**

1. Use pre-soaked *Red* micro-fibre cloth *(Vanish)*

2. Damp wipe toilet seat, mirror tops with *(Vanish)*

3. Work Top to bottom

4. Clean hand sink, interior of toilet bowl, shower tap and walls

5. One cleaning cloth *(Red)* to be used in each room
<table>
<thead>
<tr>
<th>Step 4</th>
<th>Clean window</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Clean inside window glass and partition glass if present</td>
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<tr>
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<td>Sweep</td>
</tr>
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<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>1. Pick up large debris and trash with a dust pan</td>
<td></td>
</tr>
<tr>
<td>2. Sweep the floor – with <strong>RED</strong> micro fibre</td>
<td></td>
</tr>
<tr>
<td>3. Damp mop the floor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<td>1. Inspect your work</td>
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<td>2. Do not remove Work Zone signs until the floor is completely dry</td>
<td></td>
</tr>
<tr>
<td>3. Clean your equipment and supplies</td>
<td></td>
</tr>
<tr>
<td>4. Return equipment and supplies to the storeroom</td>
<td></td>
</tr>
</tbody>
</table>
# Long Bay Hospital
Guide Sheet for Carpet Cleaning

<table>
<thead>
<tr>
<th>Step 1</th>
<th>PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Put on gloves and safety glasses</td>
<td></td>
</tr>
<tr>
<td>2. Use supplies, equipment and chemicals (Diversey)</td>
<td></td>
</tr>
<tr>
<td>3. Place caution sign around the area you work</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Dust and Clean</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Dust horizontal surfaces with a clean micro-fibre cloth as needed</td>
<td></td>
</tr>
<tr>
<td>2. Vacuum carpet before shampooing</td>
<td></td>
</tr>
<tr>
<td>3. Roll up mats</td>
<td></td>
</tr>
<tr>
<td>Step 3</td>
<td>1. Make sure that Extractor attachments are in working condition, cleaning brush is attached properly to Carpet Extractor</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Preparation of Carpet Extractor</td>
<td></td>
</tr>
</tbody>
</table>

4. Place in safe area so that no one will trip
5. Remove gum stuck to carpet with putty knife
6. Pick up loose trash and debris with dust pan
7. Move furniture around if necessary (get HELP)
### Step 4

**Spot Clean Carpet**

1. If needed spot clean carpet first to remove marks or excessive build up

2. Spray neutral detergent *(Asset)* on the surface and leave it to react.
<table>
<thead>
<tr>
<th>Step 5 Cleaning of Carpet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. With the drag wand, make a forward pass, laying down a stream of solution. Come back with the vacuum head on the drag wand and extract the solution you just put down. Repeat this procedure on the next section of carpet. Be sure to overlap 2 or 3 inches on each pass.</td>
</tr>
<tr>
<td>2. Carpet Extractor works best in Back ward</td>
</tr>
</tbody>
</table>

3. Scrubber with micro fibre Blue cloth from Outside to inside of the spot so that stain/soil remains intact
| Step 3 | movement  
| 3. Spray chemical on the surface while walking forward and use vacuum & dryer in backward movement. |  
| 4. Do not walk on wet carpet |  
| 5. Let carpet to air dry |  
| 6. Leave Wet Floor Signs around carpet |  

### Step 7: Inspect

1. Inspect your work  
2. Do not remove Work Zone signs until the floor is completely dry  
3. Clean your equipment and supplies  
4. Return equipment and supplies to the storeroom
Work Health and Safety Task Sheets for Cleaning Staff
Work Health & Safety

SAFETY AT WORK

1. As you are on your feet most of the day, ensure that you wear comfortable non-slip closed shoes.

2. When moving furniture or lifting heavy equipment, always bend with your knees, keeping your back as straight as possible.

3. If an item is heavy to move alone, always ask for assistance or use trolley.

4. Always wash your hands, wear vinyl / rubber gloves and other protective equipment issued to you by your Leading Hand.

CONTROL POINTS

A safe and comfortable working environment for all staff.
Work Health & Safety

MAKING A CLEANING SOLUTION AT THE DIVERMITE STATION

1. Make up your bottles of cleaning solution at the dosing station before starting work.

2. Do not attempt to force the wrong bottle into the neck of the wrong dispensing unit as it will not connect. All the refill bottles in this system will only attach to the correct dispenser. Check that all the color coded bottles match the colors on the dispensers.

3. Discard or transfer any remaining chemical to another bottle. Fill empty bottles with water and then product. 1 push will dispense the correct amount of product.

4. Check the drip tray occasionally and empty when necessary.

PRODUCTS
• Asset, D2, D4a & Vanish

SUPPLIES
• Refill systems and refill bottles

CONTROL POINTS
• Refill bottles at the beginning of shift
• Check that the correct color-coded bottles are slotted into the correct dispenser
• Check the drip tray occasionally

Template provided by Diversey
Work Health & Safety

Multi purpose Cleaner – R2L

**Spray Bottles**
1. Fill spray bottle with water and place in R2 Dispenser.
2. Press button ONCE, replace trigger and shake.

**Buckets**
1. Fill bucket with hot water.
2. Place the ladle beneath the Divermite dispenser, Press TWICE.
3. Empty ladle contents into bucket of water. Rinse ladle with water & drain contents into bucket. Replace ladle on dispenser.

**SAFETY**
Rinse & dry hands after use. For prolonged contact, protection of the skin may be necessary.
USING CLEANING CHEMICALS SAFELY

1. All bottles of cleaning chemical should be clearly labeled with the correct color coded label. Always read the label for instructions how to use the product.

2. Never mix cleaning chemicals together in one dispensing bottle.

3. Do not store cleaning chemicals above eye level or at a level where you must stretch as the chemical might fall down causing injury to you or another person.

4. When using cleaning chemicals, always apply the chemical to your cloth where appropriate. You should only apply the chemical directly onto surfaces when instructed to do so by your Supervisor.

PRODUCTS
Room Care range of chemicals

CONTROL POINTS
A safe working environment when using Diversey Products

Template provided by Diversey
General Cleaning Task Sheets for Staff
Hand Wash – Soft Care Antibac Foam

How to clean

1. Wet hands. Apply soap (1 push of dispenser).

2. Wash past wrists using brisk scrubbing motion for at least 20 seconds. NOTE: Focus on areas around, under nails, between fingers.

3. Rinse thoroughly with warm water.

4. Dry hands with a paper towel. Turn water off using paper towel.

SAFETY
If irritation occurs, cease use. Refer to MSDS for further information.

Product Dilution
Soft Care Antibac Foam - Non-perfumed mild hand wash - 1ml (1 push) per application.

Frequency
Frequently throughout day

When to wash:
• Before commencing work
• After breaks ie. smoking, eating, toilet
• After cleaning
• After handling rubbish
• After handling of raw foods before touching cooked foods

Control Points
● Nails trimmed
● Under nails, around cuticles free of dirt
● No open sores on hands
● Notify manager of cuts or abrasions
CLEANING PROCEDURES

GENERAL CLEANING – Asset E1

1. MIRRORS
   Apply Asset to a dry cloth and polish all mirrors in the bathroom. Leave them free from smears and water marks.

2. CURTAINS
   Remove stains and marks with a cloth and Asset. Wipe the curtain rail to remove marks. Arrange curtain when complete.

3. Hand Basin
   Rinse the hand basin and spray Asset. Scrub basin with cleaning cloth. Rinse with clean water and dry.

4. BATHROOM FLOOR
   Clean the bathroom floor using Asset solution. Work back towards the door.

PRODUCTS
- Asset

SUPPLIES/TOOLS
- Soft cloths

CONTROL POINTS
- Never apply a chemical directly on to a wooden surface.
- Always spray the chemical onto your cloth.
- Rub the polish on to the grain of the wood until sheen develops.
DAMP CLEANING – Asset E1

1. Fold the cleaning cloth in half and then half again. Spray Asset to the cloth.

2. Wipe clean all hard surfaces eg. picture frames, TV casings, window sills and the waste bin and skirting boards.

3. Do not spray the chemical directly onto surfaces. Refold the cloth regularly to expose a clean surface.

PRODUCTS

SUPPLIES/TOOLS

CONTROL POINTS

- Never apply a chemical directly on to a wooden surface.
- Always spray the chemical onto your cloth.
- Rub the polish on to the grain of the wood until sheen develops.

Template provided by Diversey
Glass Cleaner- Sparkle JF

1. Remove spray trigger.
   Fill bottle with water up to collar.

2. Place bottle in dispenser.

3. Push button ONCE.

4. Remove bottle from dispenser, replace trigger and shake.

SAFETY
Rinse & dry hands after use. For prolonged contact, protection of the skin may be necessary.

Template provided by Diversey
CLEANING PROCEDURES

GLASS & TELEPHONE CLEANING – Asset E1

1. Fold the cleaning cloth in half and then half again. Spray Asset onto the soft, dry half cloth.

2. Clean all telephones paying attention to the mouthpiece.

3. Clean all glass surfaces with a cloth and Asset, such as mirrors, glass topped tables and pictures.

4. Do not spray the chemical directly onto a glass surface.

PRODUCTS

* Asset

SUPPLIES/TOOLS

• Soft cloths

CONTROL POINTS

• Never apply a chemical directly on to a wooden surface.
• Always spray the chemical onto your cloth.
• Rub the polish on to the grain of the wood until sheen develops.
Cleansing Procedures

Public Areas - Lobby Area & Entrances

1. Always wear personal protective equipment (PPE) and have the correct products to clean the area.

2. Clean all glass entrances with Asset to remove any finger prints. Check this area regularly during the day.

3. Spot clean the Lobby areas, paying attention to glass surfaces, brass fittings, public telephones and guest lifts.

4. Check that all standing bins / ash trays are clean and remove litter on a regular basis. Dispose rubbish in appropriate color-coded bins.

Products

- Asset

Supplies/Tools

- Cloths

Control Points

All surfaces should be sparkling clean and free from rubbish. Public areas should be spot checked regularly during the day to maintain a high standard.

Template provided by Diversey
PUBLIC AREAS - Guest Lifts and Stairs

1. Spot clean doors of the lifts, removing finger prints and marks on doors with Asset regularly.

2. Polish mirrors and glass surfaces regularly in the lifts with a clean cloth and Asset, leaving them streak-free.

3. Check the stairs and damp dust hard surfaces to remove marks, paying attention to the banisters.

4. Remove any litter which may have been dropped in the lift or the stairs.

** Remember to check all the Public Areas frequently as these areas give the guests the first impression of your Hospital / clinic **.

PRODUCTS
• Asset

SUPPLIES/TOOLS
• Cloths
• Dusters

CONTROL POINTS
Area should give a clean and pristine impression at all times to guests.

Template provided by Diversey
Bathroom Cleaning Task Sheets for Staff
Hand Wash – Soft Care Antibac Foam

How to clean

1. Wet hands. Apply soap (1 push of dispenser).

2. Wash past wrists using brisk scrubbing motion for at least 20 seconds. NOTE: Focus on areas around, under nails, between fingers.

3. Rinse thoroughly with warm water.

4. Dry hands with a papertowel. Turn water off using paper towel.

SAFETY
If irritation occurs, cease use. Refer to MSDS for further information.

Product Dilution
Soft Care Antibac Foam - Non-perfumed mild hand wash - 1ml (1 push) per application.

Frequency
Frequently throughout day

When to wash:
• Before commencing work
• After breaks i.e. smoking, eating, toilet
• After cleaning
• After handling rubbish
• After handling of raw foods before touching cooked foods

Control Points
• Nails trimmed
• Under nails, around cuticles free of dirt
• No open sores on hands
• Notify manager of cuts or abrasions
CLEANING PROCEDURES

BATHROOM CLEANING – Vanish JF W4

1. Spray Vanish onto your cloth sponge.

2. Thoroughly wash the bath and wall tiles (or marble) with Vanish to remove all stains, marks and fallen hair. Pay special attentions to taps, soap holders, plug holes and all other metal surfaces.

3. Clean the wash basin and vanity shelves with Vanish, removing any marks. Check the plug is clean and free from dirt and hair.

4. Polish all metal surfaces with a dry cloth, leaving them clean and free from smears. Replenish all amenities.

PRODUCTS

Vanish

SUPPLIES & TOOLS

Cloths for toilet cleaning
Paper towels

CONTROL POINTS

• Use different gloves and cloths for toilet cleaning
• Toilets and urinals should be free from soil

Template provided by Diversey
Cleansing Procedures

Public Areas – Washrooms

1. Check all guest amenities such as hand towels, soap and toilet paper are topped up regularly after use by guests.

2. Clean the hand basins and vanity shelves with Vanish and a damp RED cloth. Pay special attention to the taps, plugs and all metal surfaces, checking they are free from hair and drips of water after use by the guests.

3. Always spot clean and tidy the Rest rooms after use by the guest. Check that fittings work properly and if not, report to your supervisor.

• Use different gloves and cloths for toilet cleaning
• Toilets and urinals should be free from soil

Template provided by Diversey
PUBLIC AREAS - Restrooms, Toilet and Urinal Cleaning

1. **TOILET CLEANING**
   Flush toilet and apply *Vanish* under the rim. Allow to activate for 2-5 minutes. Scrub with the toilet brush and flush again to remove all traces of toilet cleaner.

2. Spray *Vanish* onto a **RED** cloth used only for toilet cleaning. Clean the seat, rim and outside of the toilet bowl removing all traces of soil.

3. **URINAL CLEANING**
   Remove the urinal screen/strainer. Clean and rinse with *Vanish* in cold water. Squirt *Vanish* into the urinal and allow to activate for 2-5 minutes.

4. Clean the inner and outer areas of the urinal with *Vanish* and a **RED** cloth or sponge. Check the partitions and walls around the urinal and remove all marks and stains. Rinse and wipe dry. Replace the screens / strainers.

**PRODUCTS**
- *Vanish*

**SUPPLIES & TOOLS**
- Cloths for toilet cleaning
- Paper towels

**CONTROL POINTS**
- Use different gloves and cloths for toilet cleaning
- Toilets and urinals should be free from soil

*Template provided by Diversey*
Kitchen Cleaning Task Sheets for Staff
Hand Wash – Soft Care Antibac Foam

How to clean

1. Wet hands. Apply soap (1 push of dispenser).

2. Wash past wrists using brisk scrubbing motion for at least 20 seconds. NOTE: Focus on areas around, under nails, between fingers.

3. Rinse thoroughly with warm water.

4. Dry hands with a paper towel. Turn water off using paper towel.

SAFETY
If irritation occurs, cease use. Refer to MSDS for further information.

Product Dilution
Soft Care Antibac Foam - Non-perfumed mild hand wash - 1ml (1 push) per application.

Frequency
Frequently throughout day

When to wash:
• Before commencing work
• After breaks ie. smoking, eating, toilet
• After cleaning
• After handling rubbish
• After handling of raw foods before touching cooked foods

Control Points
● Nails trimmed
● Under nails, around cuticles free of dirt
● No open sores on hands
● Notify manager of cuts or abrasions

Template provided by Diversey
Cleaning of Benches – D10

How to clean
THROUGHOUT THE DAY

1. Wipe any loose particles from table.

2. Spray a damp towel with D10 detergent sanitiser.

3. Wipe over bench.

SAFETY
Rinse & dry hands after use. For prolonged contact, protection of the skin may be necessary. Do not inhale sprayed product. Ensure adequate ventilation.

Products
D10 detergent sanitiser

Supplies/Tools
Clean Cloth

Control Points

Template provided by Diversey
Kitchen

**After Use Chopping Blocks/Cutting Boards**

1. Scrape off any heavy food debris or soiling deposits.

2. Wash and scrub plastic cutting boards in D1 detergent solution.

3. Rinse boards in fresh water.

4. Soak plastic cutting boards in CX sanitising solution for as long as possible, at least 1 hr.

5. Rinse with fresh water and leave to air dry.

6. Store cutting boards on their edges—never lay flat down.

**SAFETY**

Rinse & dry hands after use. For prolonged contact, protection of the skin may be necessary. Do not inhale sprayed product. Ensure adequate ventilation.

**Dilution**

CX Cleaner/Sanitiser - 1.5g / 10L

**Supplies/Tools**

Gloves/Brush/Scraper

**Template provided by**

Diversey
Kitchen - Microwave

How to clean

1. Ensure that the Microwave is turned OFF.

2. Spray D2 onto a clean damp cloth.

3. Wipe inside and outside of Microwave.

4. Leave to act for 30 Seconds. Rinse with water and dry with cloth.

SAFETY
Rinse & dry hands after use. For prolonged contact, protection of the skin may be necessary. Do not inhale sprayed product. Ensure adequate ventilation.

Dilutions:
D2 all purpose cleaner - 1 push into bottle

Supplies/Tools
Cloth

Control Points
- Free of soil & grease
- Sanitise for at least 30 seconds
- In good working condition
Dishwashing Operating Procedures – Suma L4

1. Scrap food soil from plates. Sort and stack dirty dishes on dish table. Remember, the ware washing machine is not a garbage dispose.

2. Rack dishes of same size together in straight rows. Do not overload or overlap. Place cups, glasses etc upside down in racks.

3. NEVER rack with mixed sizes, flatware and glasses together. Do not stack. Place only one layer in each rack.

4. Allow dishes to drain and dry in several seconds after leaving the machine. Remove clean dishes from racks and store in proper storage places.

5. Sort and store cutlery with handles up, eating end down.

Control Points
- Ensure proper pre scraping to prevent re soiling for cleaner wash tank
- Ensure racks slide into machine without force
- Never rack with mixed sizes, flatware and glass ware together
- Inspect and check that all tableware are thoroughly cleaned

Template provided by Diversey
Machine Ware Washing

Machine Close Down

1. Switch off dishwasher, including heaters. Drain all tanks.

2. Remove and clean scrap trays. Clean the pump screens. Check and clean overflows.

3. Remove and clean pre-scaper, wash and power rinse arms. Set aside for inspection. Ensure wash and rinse jets are cleared of blockage.


5. Clean top and sides of machine. Scrub all dish room work surfaces and floor with detergent and water. Rinse and squeegee dry.

Control Points
- Ensure dishwasher and heaters are off before any cleaning work is done
- Ensure wash arms and rinse jets are cleaned and cleared of blockage
- Clean exterior top and sides of machine
- Ensure curtains are washed and thoroughly scrub to remove build up
- Always air curtains overnight for proper ventilation
- Ensure dishroom floor and work surfaces are kept clean and tidy
• Hard Floor Surfaces – Taski R2

1. Prepare the mopping solution, by adding TWO doses of TASKI R2 plus from the Divermite dispenser into a bucket of warm water.

2. Place “wet floor” signs to cover the area you are mopping. Apply the solution to the floor with a mop.

3. Rinse the mop regularly in the solution. Wring out the mop by standing in front of the wringer and press down the handle firmly.

4. When the floor has been mopped completely, rinse the mop and wring out leaving it as dry a possible, Wipe dry all other equipment and store.

SAFETY
Rinse & dry hands after use. For prolonged contact, protection of the skin may be necessary. Do not inhale sprayed product. Ensure adequate ventilation.

- PRODUCTS
  • Taski R2 plus - Hygienic Surface Cleaner

- SUPPLIES & TOOLS
  • Wet floor warning signs
  • Mop and bucket
  • Wringer
  • Cloths

- CONTROL POINTS
  • Place warning signs before starting work
  • Damp wipe edges and skirtings when mopping is complete to remove splashes
  • Store all equipment as dry as possible

Template provided by Diversey