

FUNCTIONAL AREA	DIVISION	RISK CATEGORY	ACCESS TIMES	CLEANING HOURS	CLEANING SERVICE TIMES
Ref: Ward name	Surgical	Very High	24/7		Monday to Sunday
CLEANING FREQUENCY/SCHEDULE					
CLEANING FREQUENCY/SCHEDULE	FREQUENCY OF SERVICE	ELEMENTS			
Main ward/side rooms	1 x Daily	Damp clean all surfaces, empty bins, vacuum floor and damp mop floor, clean bed frames weekly.			
Main ward/side rooms	2 x Daily	Full clean sinks, empty bins			
Treatment Rooms Utilities	1 x Daily	Damp clean all surfaces, empty bins, dust control and damp mop floor.			
Bathrooms/Shower Rooms	2 x Daily	Full clean sinks, toilets, urinals, splash backs, bins, partitions, mirrors, damp mop floor.			
Toilets	3 x Daily	Full clean sinks, toilets, urinals, splash backs, bins, partitions, mirrors, damp mop floor.			
General Areas, Corridors, Cleaners Cupboard	1 x Daily	Damp clean all surfaces, empty bins, vacuum floors, damp mop floor. Wipe down all cleaning equipment			
Ward Kitchen	1 x Daily	Full clean sinks, damp clean all cupboards, clean fridge, empty bins, vacuum floor and damp mop floor, defrost fridge monthly.			
Offices	1 x Weekly	Empty bins daily, Dust removal all surfaces, clean sink, vacuum clean carpet Weekly.			
Dispensers (Hand/Gel/Paper)	3 x Daily	Wipe over outside surface, Replenish soap and paper hand towels/toilet tissue dispensers, Full clean weekly.			
Sluice	2 x Daily	Full clean sinks, toilets, splash backs, bins, partitions, mirrors, damp mop floor,.			