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| OA Reablement service | OA Day Care | OA Residential Care | Domiciliary Services | DMH Day Services | DMH Supported Living | DMH Residential Services | EIA'd |
| x | ✓ | ✓ | x | ✓ | x | ✓ | ✓ |

C15 CLEANING SCHEDULE

POLICY

To ensure the cleanliness of the establishment is maintained at all times.

PROCEDURE

Appropriate Personal Protective Equipment must be used at all times.

1. **Cleaning schedules must be in place for all tasks. Where cleaning tasks are undertaken by domestic staff or contract cleaners this should be detailed on the schedule. Staff must be aware that it is the responsibility of everyone to ensure the cleanliness and hygiene of their workplace.**
2. Where we indicate 'staff' this may be the manager, supervisor, support worker or a domestic. For example where a services user has vomited, a member of staff is expected to clean this up immediately.
3. While staff must respect individual service users' needs and preferences all rooms must be cleaned weekly.
4. Staff must follow the cleaning instruction as detailed for each area.
5. If using the cleaning schedule form, it must be preprinted with the unit details. The form must be initialed, signed and dated with all comments completed as detailed on the form. The service can adapt a form of their own choice but the form must be completed before the end of each shift.
6. The schedule must be audited on a monthly basis by the manager / supervisor to check that cleaning has been completed to a good standard. Any adapted forms must also have the monthly audit details on the form. These forms will be checked by CQC and internal auditors.
7. Staff must not use specialist equipment unless they have been trained to do so.
8. All staff must be instructed on how to use the cleaning equipment by using the manufacturer's guidelines.
9. All cleaning products must be used in accordance with COSHH guidelines.

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C15

10. Staff (except OA Domiciliary Services and DMH Supported Living Services) must be aware of the specific colour coding for the mops, cloths, and buckets. (Appendix 1)
 - Red mop, bucket and cloth – toilets, commodes, bidets, sluices, all washbasins, baths, showers, washrooms, surfaces and floors in bathrooms
 - Yellow mop and cloth – isolation areas only
 - Blue mop, bucket and cloth – General areas (office, lounges etc)
 - Green mop, bucket and cloth – Kitchen areas
11. Staff must be aware of, and comply with, any local Risk Assessments.
12. Day care staff must be aware of the cleaning schedule. Their only responsibility is to ensure the areas they have used are left clean and tidy at the end of the day. It is the overall responsibility of the residential home / contract cleaner to ensure the schedule is followed in full.

CLEANING SCHEDULE

1. All areas should be clean and tidy, free from dust, cobwebs, odours and bodily fluids at all times.
2. **All areas except toilets, bathrooms, sluice rooms and kitchenettes.**
 - Empty waste bins
 - Clean surfaces as required
 - Spot / fully vacuum (moving furniture where possible)
 - Wipe and buff mirrors
 - Polish / Dust all surfaces
 - Disinfect door handles
 - Deodorise rooms as required
 - Clean commode – Red cloth
 - Door / window frames
 - Remove any cobwebs
 - Damp and dry wipe skirting boards, window sills, radiators, light switches, door and window frames
 - Clean inside of windows as required
 - Dust pictures / wall lights / ornaments etc
 - Bed frames and attachments
 - Carpets should be shampooed on a daily basis where incontinence, vomit has occurred

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C15

- Clean glass areas
- Clean shelves
- Clean and disinfect tables and chairs (wooden and vinyl)
- Clean hand basins
- Vacuum upholstery on chairs
- Damp wipe inside of all drawers / cupboards
- Disinfect handrails on staircases and corridors
- Hair dressers room -Soak showerheads in an antibacterial cleaner

Annually / as required

- Wash / dry clean / sanitise curtains / clean blinds as applicable
- Fully shampoo carpets at least annually
- Windows

Respite or vacated rooms

As above plus when the room has been vacated:

- Fully shampoo the carpet as required
- Decontaminate the mattress's and bed frames
- Decontaminate drawers and wardrobes

3. Ensuite toilets / bathrooms / toilet areas / sluice

- Empty and disinfect the waste bins
- Clean washbasin / taps
- Clean toilet
- Clean baths/shower cubicles
- Clean bath seat straps and bath hoists
- Wipe splash marks from walls and tiles
- Wipe and buff mirrors
- Clean all hard floor areas
- Door / window frames
- Ensure paper towels / Soap dispensers are full and readily available
- Disinfect door handles, handrails, pull cords and standing aids
- Remove any cobwebs
- Damp wipe skirting boards and window sills
- Damp wipe surfaces as required

Monthly

- Soak showerheads in an antibacterial cleaner (this is recorded in the water temperature file).

4. Kitchenette (not main kitchen)

Daily

- Clean sinks

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C15

- Clean surfaces
- Clean taps
- Clean floor area
- Spot clean the fridge, microwave, dish washer, oven and any other appliances
- Clean door handles
- Remove any cobwebs

Weekly

- Clean the fridge, microwave, dish washer, oven and any other appliances
- Damp wipe inside of cupboards
- Move appliances as appropriate to clean under and behind e.g. fridge

Monthly

- Descale kettle

Annually / as required

- Wash / dry clean curtains / clean blinds as applicable

5. **Lift**

- Disinfect the handrails
- Wipe control panel
- Damp wipe the walls and Vacuum / clean the floor

6. **Equipment**

Weekly or as requested

- Wheelchairs
- Hoists
- Manual handling equipment
- Frames
- Stand Aids
- Cleaning Slings

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