

Example Only For Small Homes (Add Home name)

Standard: All surfaces should be visibly clean with no blood or body substances, dust, dirt, debris, adhesive tape or spillages.

Cleaning Schedule

Date week beginning:

Element	Action	Method	Staff responsible	Frequency	m	T	W	T h	f	s	s u
Commodes and raised toilet seats	Clean between uses. Check underside of seat.	Clean with detergent and hot water	Domestic	Daily and After use							
Wheelchairs	Clean between uses by each resident. check frames and wheels	Clean with detergent and hot water,	Carer (nights)	Daily and After use							
Bath Hoists	Clean between uses by each resident.	Clean with detergent and hot water	Carer	Daily and After use							
Toilets and bathrooms	Check, clean and tidy. Ensure detergent wipes are available at all toilets; replenish soap, hand towels and PPE, report build up of lime scale.	Clean with detergent and hot water	Domestic	Daily and periodic through the day							
All water Outlets	Run all taps, and showers for a minimum of 2 minutes per week to reduce the risk of Legionella		Carer/ handyman	Weekly							
Drugs trolley, drugs cupboard	Clean and check contents.	Clean with detergent and hot water	Carer	Daily check deep clean weekly							
Drug Store	Check and tidy, Clean horizontal surfaces, mop floor	Clean with detergent and hot water	Domestic	Daily							
Drug fridge	Clean and check temperature (2 – 8oC)	Clean with detergent and hot water	Carer	Daily, deep clean weekly and defrost							
Nebuliser	Check and clean	Detergent wipes	Carer	Daily as per schedule							
Dinning Room	Check and tidy, Clean horizontal surfaces, tables chairs etc. Clean floor, wipe table mats and table covers	Clean with detergent and hot water	Domestic staff	Daily							

Kitchen	Clean as per kitchen schedule																		
Store cupboards	Check and tidy	Clean with detergent and hot water	Domestic staff	Weekly															
Managers office	Check and tidy, Clean horizontal surfaces, tables chairs etc. Clean floor,	Clean with detergent and hot water	Domestic staff	Weekly															
Laundry	Check and tidy, mop floor and wipes surfaces, clean sink, top up soap, hand towels and PPE	Clean with detergent and hot water	Domestic	Daily															
Corridors	Wipe wood work, doors rails and skirting, vacuum floor and mop as required	Clean with detergent and hot water	Domestic	Daily															
Lounge	Check and tidy, Clean horizontal surfaces, tables, sofas, TV etc.	Clean with detergent and hot water or detergent spray	Domestic	Daily															
Bedrooms	As per service users care plan. Replenish soap , hand towels and PPE daily		Resident/carer	Daily															
Curtains	Wash or Launder	Wash or launder	Domestic	Six Monthly															
Carpets	Vacuum	vacuum	Domestic	Daily															
	Deep Clean	Steam clean or Rota wash	domestic	Six monthly and when required															

Colour Code for Cleaning Equipment

- **Red cloths, mop heads and buckets** – bathrooms, shower room, sinks, toilets and all sanitary wear, floors.
- **Blue cloths, mop heads and buckets** – Lounge, dining room, bedrooms, office, drug store and other public areas.
- **Green cloths, mop heads and buckets** - Kitchen
- **Yellow cloths, mop heads and buckets** - To be used in the event of infection/barrier nursing.

‘REMEMBER CLEANLINESS IS EVERYONE’S RESPONSIBILITY’

Cleaning schedules 2012, Review 2013

In setting cleanliness standards the organisation uses as its reference point, *The National Specifications for Cleanliness in the NHS* (2007).