

Facility Name:	Month and Year:
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Complete daily. Cleaner ticks each completed task & signs once all completed. Supervisor signs that all tasks have been completed satisfactorily. Display in plastic sleeve in sluice room. File completed forms in Essential Package of Care under Support Services.

	Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Daily Cleaning Duties																																	
1. Clean floors Non clinical	AM																																
	PM																																
2. Damp Dusting All horizontal / high touch surfaces* Cubicles	AM																																
	PM																																
Ablutions	AM																																
	PM																																
Patient support areas	AM																																
	PM																																
Staff support areas	AM																																
	PM																																
3. Clean all basins Clean & refill soap dispensers & paper towels	AM																																
	PM																																
4. Waste removal Clinical waste- Remove and seal red boxes if ² / ₃ full																																	
Sharps containers- Remove and seal if ² / ₃ full																																	
Clear general waste bins & reline	AM																																
	PM																																
Tie general waste bags in temporary storage area																																	
5. Remove soiled linen	AM																																
	PM																																
6. Terminal cleaning of equipment/beds - PRN																																	
Cleaner sign																																	
Supervisor sign																																	

*Horizontal surfaces include: Counter tops, chairs, door handles, window sills, lockers, computer keyboard & mouse, light switches et al.

Weekly Cleaning				Month and Year:	
	Week 1	Week 2	Week 3	Week 4	Week 5
1. High Dusting:	Curtain rails				
	Picture /door frames				
	Gabler rails				
	Open shelves				
	Window blinds				
2. Clean general equipment not in daily use					
3. Clean & tidy: Equipment, linen & general store rooms					
	Tea lounge				
	Milk room/kitchen				
4. Clean skirting boards					
5. Clean doors					
6. Scrub wringer machine					
7. Clean/scrub waste bins					

Monthly Cleaning	
1. Defrost and clean Refrigerator	
2. Wipe out and tidy all cupboards	

Quarterly Cleaning	Due Date	Completed
1. Clean windows		
2. Clean:	Light fixtures	
	Air-conditioning vents	
	Ceiling fans	

6 monthly Cleaning	Due Date	Completed
1. Strip and polish floors		
2. Clean walls/vertical surfaces		
3. Clean ceilings		
4. Remove and clean curtains		