

CLEANING CHECKLIST: NEONATAL

Unit:		Month and Year:																														
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																																
Clean floors- Clinical areas	AM																															
	PM																															
2. Damp Dusting All horizontal/ high touch surfaces* Cubicles		AM																														
	PM																															
Staff support areas		AM																														
	PM																															
3. Clean all basins, Clean & refill soap dispensers & paper towels		AM																														
	PM																															
4. Waste Removal: Clinical waste from bedsides		09																														
		12																														
		15																														
		18																														
		21																														
		06																														
Clinical waste boxes - Remove and seal if 2/3rds full																																
Sharps containers - Remove and seal if 2/3rds 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 incubators /equip - 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					
8. Strip and clean transport incubator					

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		