



This Cleaning Guide indicates the general methods and responsibilities required to effectively clean and decontaminate patient care equipment. Specific actions are required where equipment has been in contact with an infectious patient and further advice can be sought from the Infection Prevention and Control Team on extension 4401.

Version date: April 2012

Updated: 17/06/15

Updated 16/12/2016

Approved by IPCC	Oct 2015
Next Review date	Oct 2018

## Routine Decontamination / Cleaning Methods

Item	Method	Frequency	Responsibility
<b>Baby bath stand/ bath/bowl</b>	Clinell Universal Sanitising Wipes	After each use / daily	Ward Staff
<b>Bath</b>	Clinell Universal Sanitising Wipes	After each use / daily	Ward Staff
<b>Bath</b>	TECcare Control	Daily	Housekeeper
<b>Bath Mat</b>	Bath mats are not recommended for use in ward environments		

- remove any objects from the bath
- remove hair or other items from the plug, plug hole and plug chain (use tweezers if necessary)
- dampen or rinse the cloth in the cleaning solution and wring it out well
- wipe the surfaces surrounding the bath, including tiles, ledges, pipes, beneath the bath, paper towel dispenser and soap dispenser
- polish stainless steel or chrome with the cloth
- wipe the inside of the bath, including the plug, chain, taps and overflow
- rinse the cloth in the cleaning solution frequently throughout this process
- with running tap water, rinse the bath thoroughly
- clean the overflow with a bottlebrush.

<b>Bed Frame</b>	Clinell Universal Sanitising Wipes	After each use / daily	Ward Staff
<b>Bed Frame</b>	TECcare Control	Daily	House Keeper

**If the bed is connected to an electrical supply, this should be disconnected before cleaning**

- raise/lower the bed to a convenient height
- dampen the cloth with TECcare Control
- wipe the bed frame, starting from the top and working downward to the base
- remove any grease marks or stains
- leave the bed frame to dry
- return the bed to its original position.

<b>Blood pressure cuff</b>	Clinell universal wipes	After each use	Ward staff
<b>Blood pressure cuff (infectious patient)</b>	TECcare Control (TECcare Ultra for C diff or Norovirus)	After each use	Ward staff
<b>Books / Magazines</b>	Disposed of after single patient use.	Soiled/after each use	Ward Staff
<b>Bowl (washing)</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff

- Use a separate bowl for each patient.
- Dry it thoroughly and store it inverted.
- Do not stack bowls.
- Store the patient's washing bowl inverted in or behind their bedside locker.

<b>Carpet</b>	Vacuum	Weekly	Housekeeper
<b>Carpet</b>	Clean spillage	Immediately	Ward Staff / Housekeeper
<b>Carpet</b>	Blood or body fluids spillage	Immediately	Ward staff –

Vacuum office carpets weekly.

## Additional recommendations

Carpet is not recommended for use in clinical rooms.

<b>Catheter stand</b>	Clinell Universal Sanitising Wipes – <b>single patient use.</b>	Daily	Ward Staff
<b>Catheter stand - long term use</b>	Clinell Universal Sanitising Wipes	Daily	Ward Staff
<b>Chair - Impermeable Material Only</b>	TECcare Control	Daily	Housekeeper
<b>Chair - Impermeable Material Only</b>	TECcare Control (TECcare Ultra for C diff or Norovirus)	Soiled	Ward Staff

Damp dust chairs daily. Use a vacuum cleaner with a crevice tool attachment to remove debris between cushions as necessary.

All chairs in clinical areas must be made of a wipeable material to allow for effective decontamination.

<b>Changing Mat</b>	TECcare Control	Daily	Ward Staff
<b>Commode</b>	TECcare Control	After each use	Ward Staff
<b>Commode</b>	TECcare Control	Weekly	Ward Staff
<b>Commode after use with C Diff/Norovirus Patient</b>	TECcare Ultra	After each use	Ward Staff

Clean the commode (working from top to bottom) rinse and dry. Pay particular attention to the arm rests and under the rim of the bowl. Clean the frame and wheels weekly and whenever visibly soiled – **See Standard Operating Procedure**

<b>Computer keyboard</b>	Clinell Universal Sanitising Wipes	3 hourly	Ward Staff
<b>Computer hardware</b>	Clinell Universal Sanitising Wipes	daily	Ward Staff

Clean computer equipment regularly and whenever visibly soiled, according to the manufacturer's instructions.

<b>Cot</b>	Clinell Universal Sanitising Wipes	After each use / daily	Ward Staff
<b>Cot</b>	TECcare Control	Daily	Housekeeper

<b>Cot Mattress</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff
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For prolonged use at agreed intervals during patient stay.

<b>Cot sides (bed rails)</b>	Clinell Universal Sanitising Wipes	On discharge of patient	Ward Staff
<b>Cot sides (bed rails)</b>	TECcare Control	Daily	Housekeeper
<b>Cot side cushions</b>	Clinell Universal Sanitising Wipes	On discharge of patient	Ward Staff

Take care to ensure that you return the cot side to its correct position for use and that all adjusters, clamps and fittings are secure.

<b>Crockery</b>	Machine wash	After each use	Catering department
<b>Curtains</b>	Remove and Replace with clean	When visibly soiled	Housekeeper
<b>Curtains</b>	Remove and Replace with clean	After an Ultra clean	Housekeeper

- Launder curtains every 3 months
- when visibly soiled
- During an Ultra clean of isolation rooms/bays/bed spaces.
- Damp dust curtain rails after removing the curtains.
- Remove the curtain hooks from the curtain and then fold and place the curtains directly into the appropriate colour coded laundry bag –  
Standard Operating Procedure Commode and Bed Space Cleaning

### Additional recommendations

All reusable curtains purchased must: -

- Be able to withstand washing processes at disinfection temperatures (71°C for three minutes or 65°C for ten minutes).
- Always follow the manufacturer's instructions and adhere to local procedures and policies.  
Standard Operating Procedure Commode and Bed Space Cleaning

<b>Cutlery</b>	Machine wash	After each use	Catering department
<b>Doors</b>	TECcare Control	Daily	Housekeeper
<b>Dressing trolley</b>	Clinell Universal Sanitising Wipes	Before and after every use	Ward Staff

<b>Dynamap (patient monitoring machines)</b>	Clinell Universal Sanitising Wipes	Daily	Ward Staff
<b>ECG Machines</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff
<b>Feeding bottles</b>	Milton steriliser / steam	After each use	Ward staff / parents

Discard single-use disposable feeding bottles after each use.

<b>Floors (dry)</b>	Dry Mop or Vacuum	Daily	Housekeeper / Domestic Assistant
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If there is visible soiling with blood or body fluids, clean according to local spillage policy.  
Blood and Bodily Fluid Guidelines

<b>Floors (wet)</b>	TECcare Control	Daily	Housekeeper / Domestic Assistant
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If there is visible soiling with blood or body fluids, clean according to local spillage guidelines.  
Blood and Bodily Fluid Guidelines  
Ensure wet floor signs are used at all times.

<b>Furniture and fittings</b>	TECcare Control	Daily - Clinical area's Weekly - Non Clinical area's	Housekeeper / Domestic Assistant
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All furniture purchased for clinical areas must be wipeable.

<b>Glass (drinking)</b>	Hot Water (hand wash) / D1 / Dishwasher where in situ	When replenishing water	Housekeeper
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After cleaning rinse each glass through thoroughly in clean water and dry using disposable paper towels.

<b>Hoist sling</b>	Single patient use	Dispose after use	Ward Staff
<b>Hoist</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff
<b>Ice machines</b>	TECcare Control	Weekly wipe over	Housekeeper

- Defrost and clean ice-making machines regularly.
- Disconnect the ice-making machine from the electricity supply.
- Empty the ice bin and dispose of the ice.
- Remove all detachable parts.
- Dampen or rinse a clean cloth in cleaning solution and wring it out well. Clean any reusable ice containers and ice scoops in hand hot water and detergent
- Clean all surfaces of the bin including the dispensing and drainage area. Rinse with clear water.
- Pour some of the cleaning solution down the drain of the ice-making machine to clean it.
- Reassemble the detachable parts. Plug the machine in to the mains supply and test for correct operation

<b>Ipads</b>	TECcare Control	After each use / daily	Ward Staff
<b>IV Stands</b>	Clinell Universal Sanitising Wipes	After each use / daily	Ward Staff
<b>Infusion pumps</b>	Clinell Universal Sanitising Wipes	After each use / daily	Ward Staff
<b>Jugs (body fluids disposal)</b>	Single use	Dispose of after each use	Ward staff
<b>Jugs (body fluids non-disposable)</b>	Sterile services department	After each use	Sterile services department.
<b>Linen</b>	Single use	After each patients use or when becomes soiled.	Ward staff

After each patient use: -

- Place used linen directly into the appropriate colour coded laundry bag (as defined by local policy) at the bedside.  
Standard Operating Procedure Commode and Bed Space Cleaning
- Handle used linen with care to minimise dispersal of microbes into the environment.
- Take care to ensure that you do not inadvertently place any items apart from linen in the laundry bag.
- Launder all used linen according to local laundry policy.  
Standard Operating Procedure Commode and Bed Space Cleaning
- Ensure adherence to PPE policy/guidelines  
Linen and Laundry Policy

<b>Locker top / External Surfaces</b>	TECcare Control	Daily	Housekeeper
<b>Locker top / External surfaces</b>	Clinell Universal Sanitising Wipes	On discharge	Ward staff

<b>Mattress (pressure relieving)</b>	Clinell Universal Sanitising Wipes - whilst in situ on the ward	After each patient use or when visibly soiled	Ward Staff
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- Clean the mattress and overlay thoroughly between patients using Clinell Universal Sanitising Wipes,
- Switch off the pump from the power source.
- Rinse with clear water and allow to dry.
- This must be performed weekly when in long-term use.

### Additional recommendations

On patient discharge all replacement mattresses are sent to the equipment library for further decontamination

<b>Mattress (static)</b>	Clinell Universal Sanitising Wipes	After each patient use or when visibly soiled	Ward Staff
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Mattresses must; -

- be covered with an impermeable material.
- Whenever contaminated and periodically in long-term care.
- If used by a patient with a known or suspected infection, clean using a hypochlorite solution.
- If there is visible soiling with blood or body fluids, clean according to local spillage policy.

### Additional recommendations

If the mattress cover is stained or damaged return to the Equipment Library, following decontamination and label accordingly. Unzip mattress covers regularly to check the foam interior for damage or soiling. If the inside of the mattress is wet or soiled, it must be condemned and replaced.

<b>Medicine pots</b>	Single patient use.	Dispose after each individual patient use	Ward Staff
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(1 medicine pot can be used per patient for the duration of stay but should not be cleaned and re-used for subsequent patients )

<b>Mirror – office and general areas</b>	TECcare Control	Daily	Housekeeper
<b>Mirror – ward, toilet and bathrooms</b>	TECcare Control	Daily	Housekeeper
<b>Nebuliser machines</b>	Clinell universal Sanitising wipes	Daily	Ward staff
<b>Oxygen flow meters</b>	Clinell Universal Sanitising Wipes	On patient discharge	Ward Staff

<b>Patient slide sheet (disposable)</b>	Single patient use	Dispose after each individual patient use or when becomes visibly soiled.	Ward Staff
<b>Patient slide sheet (non-disposable)</b>	Clinell Universal Sanitising Wipes	After every use	Ward Staff

<b>Patient clothing</b>	Sent to the patient's usual place of residence.	After use or when visibly soiled	Patient's relatives / carers.
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- Place each patient's clothing directly into a alginate bag
- Then placing into patient plastic bag for the patient's care to take home for laundering.
- If patient's clothing is visibly soiled place into a yellow plastic bag ensuring patient's relative's / carers are aware that the laundry is soiled.
- Please note all bags should be clearly labelled.

<b>Pillows</b>	Clinell Universal Sanitising Wipes	After every use	Ward Staff
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- Pillows must be covered with a waterproof cover.
- If used by a patient with a known or suspected infection, on discharge, clean and then wipe the pillow cover with hypochlorite solution.
- If there is visible soiling with blood or body fluids, clean according to local spillage guidelines.
- Discard badly stained or damaged pillow covers.

### Additional recommendations

- Unzip pillow covers after each patient has been discharged or at agreed intervals for long stay patients to check the foam interior for damage.
- If the inside of the pillow is wet, you must replace it.
- Condemn the soiled pillow and dispose of it as clinical waste.
- Use of feather filled pillows is discouraged.
- Always follow the manufacturer's instructions and adhere to local procedures and policies.

<b>Pulse Oximeter Probes</b>	Clinell Universal Sanitising Wipes	After every use	Ward Staff
<b>Room- final (terminal) clean</b>	Standard Operating Procedure Commode and Bed Space Cleaning	On discharge / stand down from isolation nursing.	Housekeeper / Domestic Assistant.
<b>Stethoscope</b>	Clinell Universal Sanitising Wipes	After every use	Ward Staff
<b>Telephone</b>	Clinell Universal Sanitising Wipes	Daily - Clinical Weekly - Non Clinical	Ward Receptionist Office Staff
<b>Temperal Artery Thermometer</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff
<b>Temperal Artery Thermometer</b>	Clinell Universal Sanitising Wipe and then hypochlorite solution	When visibly soiled	Ward Staff
<b>Toilets - Internal</b>	TECcare Control	3 x daily - Clinical 1 / 2 x daily non clinical	Housekeeper / Domestic Assistant
<b>Toilets - External</b>	TECcare Control	3 x daily - Clinical 1 / 2 x daily non clinical	Housekeeper / Domestic Assistant

### Additional recommendations

During outbreaks of infectious disease, the Infection Control Team may recommend an increased cleaning frequency.

<b>Toys – (not soft toys)</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff
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- Clean plastic toys with Clinell Universal Sanitising Wipes and allow to dry.
- Soft toys are unsuitable for the clinical environment, except for a child's own toy.
- This should return home with the patient.
- If a soft toy becomes visibly contaminated it should be disposed of as clinical waste.
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<b>Trolley (food)</b>	TECcare Control	After each use	Housekeeper
<b>Uniform</b>	Machine washed as local policy/guidelines Uniform, Dress and Appearance Policy	After each use	Staff member or laundry service

#### Home laundering

- **A clean uniform should be worn by staff for each shift to prevent cross infection.**
- A uniform should be changed when it becomes contaminated with blood and body fluids.
- Uniforms should not be worn outside health and social care premises or patients' homes e.g. public areas such as supermarkets.
- Wash separately from other items in a washing machine using the hottest temperature the material will stand.
- Dry thoroughly, preferably in a tumble dryer.
- Iron with a hot iron.

<b>VitalPac machines</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff
<b>Walking Aids</b>	Clinell Universal Sanitising Wipes	After each use	Ward Staff

#### Additional recommendations

- Arrange prompt repair and decoration of any damaged wall surfaces.

<b>Water dispenser</b>	TECcare Control	Daily	Housekeeper
<b>Water dispenser</b>	Maintenance visit and deep clean	6 monthly	Ward Staff arrange through external contractor

- Switch the electricity supply off
- Empty the drip tray.
- Clean it in warm water and detergent, dry it and replace it.
- Switch on the electricity supply
- Dispense one cup of water and discard it.

<b>Water Jug</b>	Hot Water / D1 / Dishwasher	When replenishing water	Housekeeper
<b>Wheelchair</b>	Clinell Universal Sanitising Wipes	After use / Weekly	Portering Staff / Ward staff

#### Additional recommendations

After cleaning: -

- Check that both footrests and sides are present,
- Tyres are inflated,
- Brakes are functional
- Material is undamaged.
- Withdraw faulty wheelchairs from service

<b>X Ray Apron</b>	Clinell Universal Sanitising Wipes	After each use	X Ray Staff
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## Equality Impact Assessment Tool

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Name of Document: The Cleaning Manual

		Yes/No	Comments
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race	No	
	Ethnic origins (including gypsies and travellers)	No	
	Nationality	No	
	Gender	No	
	Culture	No	
	Religion or belief	No	
	Sexual orientation including lesbian, gay and bisexual people	No	
	Age	No	
	Disability	No	
2.	Is there any evidence that some groups are affected differently?	No	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so can the impact be avoided?	N/A	
6.	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7.	Can we reduce the impact by taking different action?	N/A	

For advice or if you have identified a potential discriminatory impact of this procedural document, please refer it to The Equality & Diversity Lead, Yeovil Academy, together with any suggestions as to the action required to avoid/reduce this impact.

Signed

**Lisa Eastmead-Hoare**

Date: 2015