

CATEGORY: FR3

CLEANING TASK	CLEANING FREQUENCY	RESPONSIBILITY
Sanitary Areas		
Toilets, urinals, sinks and taps	1 x full daily, 1 check daily	OCS
Mirrors	1 x full daily	OCS
Patient Areas		
Patient trolleys and treatment couches	1 x full weekly and between use	Domestic Cleaning Team & Trust Staff
Chairs and couches	1 x full daily	OCS
Switches, sockets, datapoints, wall fixtures	1 x full twice weekly, 1 x check daily	OCS
Walls (accessible up to 2m)	1 x full annually, 1 x check daily	OCS
Doors, including ventilation grilles	1 x full daily	OCS
Windows	1 x full every 6 months	OCS
Internal glazing	1 x full weekly	OCS
Radiators including cover	1 x full weekly external only	OCS
Curtains and blinds	As local protocol, annually minimum	OCS
Low, Middle and High surfaces	1 x full weekly	OCS
Notes and drug trolleys and patient clipboards	1 x full weekly and after discharge	Trust Staff
Waste receptacles	1 x full daily, 1 x check daily	OCS
Weighing and medical equipment	1 x full daily and after each use	Trust Staff
Dispenser cleaning	1 x full daily external (internal weekly)	OCS
Replenishment of consumables	Check and replenish 3 x daily	OCS
Floors		
Floors Hard/Soft (including Skirting boards)	1 x full daily	OCS
Kitchen Areas		
Fridges and freezers	1 x full weekly, 1 x check daily	OCS
Cupboards	1 x full monthly. 1 x check daily	OCS
Cleaning Equipment		
All cleaning equipment including trolley	Full clean after use	OCS

National Cleaning Colour Coding Scheme - National Patient Safety Agency

All cleaning items including cloths, mops, buckets, aprons, and gloves should be colour coded as follows:

RED Bathrooms, washrooms, showers, toilets, basins, and bathroom floors	Blue General areas including wards, departments, offices and basins in public areas	Green Catering departments, ward kitchen areas and patient food service at ward level	Yellow Isolation areas
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If you require further information, please email ccs.estatescompliance@nhs.net or alternatively CCS-TR.IPACTEAM@nhs.net