



Environmental Cleaning Standard Operating Procedure

Title: Module 4: Work procedures for cleaning in conditions/situations with high infection risk and specialised departments

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Active date: October 2024

Review date: October 2029

Applies to: Health workers undertaking cleaning tasks

Exclusions:

Purpose: This module sets out the cleaning of operating theatre rooms, blood, body substance spills and specific cleaning requirements for rooms/areas with patients who have a known infectious disease.

All timeframes mentioned are approximate and are only to be used as a guide.

SHPN: (CEC) 240868

ISBN: 978-1-76023-980-0



Introduction

It is the responsibility of each NSW Health organisation to decide on the detergent and disinfectants to be used. Disinfectants and dual-purpose cleaner/disinfectants are to be listed on the [Australian Register of Therapeutic Goods](#) (ARTG) and have known activity against the organism. Health organisations are able to decide if they want to perform a terminal clean with two separate chemicals or use the dual-action chemical products or specialised equipment.

[Cleaning of the Healthcare Environment \(PD2023_018\)](#) recommends the use of disinfectants for routine cleaning only for:

- extreme risk areas
- as part of management of an outbreak or cluster of infections
- terminal cleaning following an MRO/infectious disease
- toilets.

When selecting a disinfectant or dual-purpose cleaner/disinfectant for a cleaning and disinfection task, the purchasing team/committee is to ensure that the:

- disinfectant or dual-purpose cleaner/disinfectant is listed on the [ARTG](#)
- disinfectant or dual-purpose cleaner/disinfectant is effective against the targeted organism(s) including microbiological activity and contact time to kill microorganisms
- intended purpose of the disinfectant or dual-purpose cleaner/disinfectant is as per the manufacturer's instructions
- disinfectant or dual-purpose cleaner/disinfectant is suitable for the surface or setting
- facility has the capacity to comply with the manufacturer's instructions
- disinfectant or dual-purpose cleaner/disinfectant has the appropriate environmental sustainability credentials
- disinfectant or dual-purpose cleaner/disinfectant's safety data sheet is available and accessible for health workers undertaking cleaning
- facility has the capacity to ensure that health workers have access to the relevant cleaning equipment and personal protective equipment (PPE) to be used with the disinfectant or dual-purpose cleaner/disinfectant and have been trained in appropriate use of PPE.

There is growing evidence supporting the efficacy of some emerging cleaning technologies in reducing the burden of pathogens on environmental surfaces. However, many of these technologies are expensive, have potential safety risks, and require additional training programs to be developed before their implementation and use. See [Environmental cleaning: emerging cleaning technologies](#) for further information.

Waste removal

Waste is to be removed from each functional area at least daily. Specialist areas such as operating theatres and delivery suites may require the waste to be removed between patients. Staff are to follow [Clinical and Related Waste Management for Health Services](#).

Colour coding of reusable cleaning equipment

Colour coding of reusable cleaning equipment is recommended as the most effective method for restricting equipment to individual areas of the NSW Health organisation.

The following colour codes are to be applied to reusable equipment.

Area	Colour coding of cleaning equipment
Infectious/isolation areas	Yellow
Toilets/bathrooms/dirty utility rooms	Red
Food services and food preparation areas	Green
General cleaning	Blue
Operating theatres	White

Work health and Safety (WHS)

Hazard(s)	Control(s)
Body stress injury	Use correct manual handling techniques and follow WHS guidelines.
Slips, trips and falls	Always aim to eliminate the risk and follow WHS guidelines.
Operational injury	• Check equipment before use to ensure it is in safe working order. • Isolate any faulty equipment from use and report the fault immediately to the team leader. • Only operate machinery if you are physically capable to maneuver, transport and operate the machinery. • Avoid hazards from wet floors and surfaces.

Key safety rules

- Smoking and vaping are not permitted in NSW Health facilities.
- Install safety signage, for example, wet floor.
- Always adhere to standard and transmission-based precautions (as required/advised to do so).
- Wear PPE appropriate for the cleaning task and discard or clean and store PPE afterwards, as required.
- Always ensure hand hygiene is performed after each clean, before putting on gloves and after removing gloves.
- Use correct manual handling techniques for the task required.
- The operator should be fully trained in the use of machinery before use.

- Ensure hands are dry when connecting and disconnecting electrical equipment to a power point.
- Best practice is to clean from the cleanest to dirtiest and high to low areas.
- All cleaning equipment must adhere to colour coding not just reusable equipment.

4.1 Cleaning blood or body substance spills

Blood or other body substances include

- Blood
- Faeces
- Urine
- Vomit.

Equipment requirements

- Bucket (as per colour codes for reusable cleaning equipment).
- Carpet extractor and shampoo solution.
- Cloth/disposable cloth/microfibre cloth (as per colour codes for reusable cleaning equipment).
- Mop (as per colour codes for reusable cleaning equipment).
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification.
- Personal protective equipment (gloves, gown/apron, protective eyewear, and masks) as required.
- Safety signage for example wet floor.

Time

Hard floors – one person – 10 minutes per 100 square metres*

Soft floors – hand-held wand machine: one person – 30 minutes per 100 square metres*

Walk behind extraction machine: one person – 30 minutes per 100 square metres*

**Timings are approximate and are to only be used as a guide.*

Procedure

Hard floors

Step 1	Place hazard/warning signs around the area and minimise traffic around the spill area.
Step 2	Wear PPE as appropriate for the procedure.
Step 3	Take the equipment to the area to be cleaned and prepare the neutral detergent and disinfectant.
Step 4	After nursing staff have confined, contained and cleaned up the spill. Cleaning staff may commence cleaning.
Step 5	Using a damp cloth with neutral detergent, wipe any splashes on walls or furniture*.
Step 6	Repeat using a damp cloth with disinfectant, wipe any splashes on walls or furniture.

Step 7	Using a damp mop with neutral detergent, clean the area and then wipe the area as dry as possible*.
Step 8	Repeat using a damp mop with disinfectant, clean the area and then wipe the area as dry as possible.
Step 9	When finished, clean the equipment, perform hand hygiene and store clean equipment in the designated storage area.
Step 10	Place reusable cloths and mop heads in a leak proof bag for laundering. Sites where disposable cloths are used, dispose of the cloths in clinical waste.
Step 11	Remove PPE and perform hand hygiene.

Carpeted floors

Step 1	Place hazard/warning signs around the area and minimise traffic around the spill area.
Step 2	Wear PPE as appropriate for the procedure.
Step 3	Take the equipment to the area to be cleaned and prepare the neutral detergent and disinfectant.
Step 4	After nursing staff have confined, contained and cleaned up the spill. Cleaning staff may commence cleaning.
Step 5	Using a damp cloth soaked in neutral detergent, wipe any splashes on walls or furniture*.
Step 6	Repeat using a damp cloth soaked in disinfectant, wipe any splashes on walls or furniture.
Step 7	Using the carpet extractor and shampoo and/or steam cleaner, clean the carpet. Dispose of waste fluid in sewer/sluice into floor waste.
Step 8	Leave the hazard/warning signs out until the area is dry.
Step 9	When finished, clean the equipment, perform hand hygiene and store clean equipment in the designated storage area.
Step 10	Place reusable cloths in a leak proof bag for laundering. Sites where disposable cloths are used, dispose of the cloths in clinical waste.
Step 11	Remove PPE and perform hand hygiene.

*The preferred routine cleaning process should involve either:

- **2-step clean:**

Physical cleaning with detergent followed by disinfection with a hospital-grade disinfectant listed on the [ARTG](#) with activity against viruses (according to label/product information) or a chlorine-based product such as sodium hypochlorite.

- **2-in-1 clean:**

A physical clean using a combined detergent and ARTG-listed hospital-grade disinfectant with activity against viruses (according to label/product information) or a chlorine-based product such as sodium hypochlorite, where indicated for use; such as a combined detergent/disinfectant wipe or solution.¹

¹ See the CEC's [Infection Prevention and Control Practice Handbook](#).

4.2 Daily or terminal cleaning of a room/zones of a patient in transmission-based precautions (contact, droplet, airborne or combined)

Transmission-based precautions rooms are:

- Designated by the nurse unit manager with the infection prevention and control team.
- Rooms/zones will have transmission-based precautions signage indicating the precautions to be taken.

Equipment requirements

- Cloth/disposable cloth/microfibre cloth (as per colour codes for cleaning equipment).
- High dust wand/mini mop.
- Linen bags.
- Mop head and handle – fringe/microfibre (as per colour codes for cleaning equipment).
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification.
- PPE (gloves, gown/apron, protective eyewear, mask) as required.
- Roller or wringer bucket (as per colour codes for reusable cleaning equipment).
- Safety signage for example wet floor.
- Squeeze bottle (flip top/cap)/plastic bucket (as per colour codes for reusable cleaning equipment).
- Terminal clean room sign off form (if using in facility).
- Trolley (if required).
- Waste bags.

Time

Daily clean – one person – 7 minutes*

Transfer clean – bed only – one person – 7 minutes*

Transfer clean – bed and surrounds – one person – 20 minutes*

Transfer clean – bed, surrounds and ensuite – one person – + 45 minutes*

2 step transfer clean – bed, surrounds and ensuite – one person – 60 minutes* (does not apply when using a combined detergent/disinfectant solution)

**Timings are approximate and are to only be used as a guide.*

Procedures

Daily clean procedure

Step 1	Prior to commencing clean, check with nursing/midwifery staff to see if any rooms will require a terminal clean that day and prioritise cleaning of rooms accordingly.
Step 2	Check the precaution signage to determine the level of precaution required – if the sign is not present consult with the nurse/midwife or team leader.

Step 3	Prepare the cleaning equipment and detergent & disinfectant solutions or 2in1 chemical and take to the area to be cleaned.
Step 4	Prepare the cleaning equipment and detergent and disinfectant solutions or 2-in-1 chemical and take to the area to be cleaned.
Step 4	Perform hand hygiene.
Step 5	Wear PPE appropriate to the procedure before commencing clean.
Step 6	Fix a detachable mop head to the mop handle and a mini mop head to the handle.
Step 7	Install safety signage for example wet floor outside the room before commencing cleaning and take care not to create a trip hazard. Then take the trolley to the room entry and work from there.
Step 8	Damp wipe all surfaces, furniture and fittings in the room with neutral detergent solution. Commence at the furthest point in the room from the door. Clean from the top, wipe in a tight 'S' shaped pattern, working to the bottom. Taking care not to go over the same area twice.
Step 9	Damp wipe over the bed including side rails, pillow(s) bed head and foot with a disposable cloth, dispose of when visibly soiled; and damp wipe the undercarriage with a mini mop.
Step 10	If present, clean the hand basin – use a bathroom cleaner to clean the inside of the basin; use a small brush to clean around taps and plug hole; use the cloth to clean the inside, outside of the basin and any exposed pipes. Damp wipe over hand soap dispenser and paper towel dispenser. Use a new cloth for each surface in each room.
Step 11	Wipe mirror with a damp cloth and paper towel.
Step 12	Wipe the waste receptacle with damp cloth inside and out on discharge or if visibly soiled and reline with a new bag.
Step 13	In the ensuite wet all surfaces in the shower recess with minimal amount of water; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; rinse using minimum amount of water from shower hose.
Step 14	Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible.
Step 15	Apply a small amount of bathroom cleaner to the inside of the toilet bowl; use the toilet brush to scour the inside of the bowl ensuring you reach up under the rim.
Step 16	Use a damp cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each surface.
Step 17	Use the neutral detergent solution to damp wipe the splash back with a disposable or yellow reusable cloth.
Step 18	Using the mop and bucket, mop the floor of the ensuite.

Step 19	Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen.
Step 20	Discard the utility pad/doodle bug and disposable cloths into waste bag.
Step 21	Remove PPE, dispose into the waste bag and tie off bag; and perform hand hygiene before leaving the room.
Step 22	Don gloves and remove the bag of soiled linen to the linen disposal area as per local policy; take the general waste bag to the disposal area.
Step 23	Remove and dispose of gloves in general waste and perform hand hygiene.
Step 24	Ensure wet floor sign remains until the floor is dry and ensure that any item used is thoroughly cleaned before it leaves the room.
Step 25	When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area or discard as appropriate.
Step 26	Perform hand hygiene.
Step 27	Complete documentation required as per local facility.

Terminal clean procedure

Step 1	Check the precaution signage to determine level of precaution required - if the sign is not present consult with the nurse or team leader.
Step 2	Check that the bed has been stripped and that all medical equipment has been removed.
Step 3	Prepare the cleaning equipment and detergent and disinfectant solutions or 2-in-1 chemical and take to the area to be cleaned.
Step 4	Wear PPE appropriate to the procedure before commencing clean.
Step 5	Fix a detachable mop head to the mop handle and a mini mop head to the handle.
Step 6	Install safety signage for example wet floor outside the room before commencing cleaning and take care not to create a trip hazard.
Step 7	Take the trolley to the room entry and work from there, ensuring that any item used is thoroughly cleaned before it leaves the room.
Step 8	Remove reusable shower curtains and bed screens (if present) and place in a bag for laundering. Place disposable curtains and screens in correct receptacle/bin according to local procedure.
Step 9	Remove gloves then perform hand hygiene then put on new gloves.
Step 10	Commence at the furthest point in the room from the door. Clean from the top, wipe in a tight 'S' shaped pattern, working to the bottom. Taking care not to go over the same area twice.

Step 11	Use the detergent solution to damp wipe over the side rails, bed head, both sides of the mattress, pillow(s) bed frame down to the wheels with a disposable cloth; dispose of cloth when required.
Step 12	Damp wipe underneath the bed.
Step 13	Damp wipe non-clinical medical equipment; for example, walkers, frames and linen skip (if required).
Step 14	Clean the inside of the hand basin (if present) with bathroom cleaner; use the small brush to clean around taps and plug hole; and use the disposable or yellow reusable cloth to clean the outside of the basin and any exposed pipes. Damp wipe over hand soap dispenser and paper towel dispenser.
Step 15	Wipe mirror with a damp cloth and plain water and paper towel.
Step 16	Wipe the waste receptacle with damp cloth inside and out on discharge or if visibly soiled and reline with a new bag.
Step 17	In the ensuite use minimal amount of water wet all surfaces in the shower recess; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; and rinse using minimum amount of water from shower hose.
Step 18	Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible.
Step 19	Apply a small amount of toilet cleaner to the inside of the toilet bowl; using the toilet brush scour the inside of the bowl ensuring you reach up under the rim.
Step 20	Use a damp cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; and dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.
Step 21	Use the detergent solution to damp wipe the splash back.
Step 22	Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen.
Step 23	Clean all equipment that has been used with a neutral solution before it leaves the room; and return cleaned equipment to the trolley.
Step 24	Remove PPE, dispose into the waste bag and tie off the bag, and perform hand hygiene before leaving the room.
Step 25	Clean and make the bed as per procedure 2.3.3 Transfer cleaning and making a bed (module 3) or as per local policy.
Step 26	Replace the shower curtain and bed screen/curtain as per the local policy.
Step 27	Don gloves and remove the bag of soiled linen to the linen disposal area as per the local procedure policy; take the general waste bag to the disposal area.
Step 28	Remove and dispose of gloves in general waste and perform hand hygiene.

Step 29	Ensure the wet floor sign remains until floor is dry.
Step 30	When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area or discard as appropriate.
Step 30	Perform hand hygiene.
Step 31	Complete documentation as per the local policy and notify nursing/midwifery staff that room is ready to be inspected, and form signed by nurse in charge, nominated person in charge or environmental operations supervisor/manager.

2-step clean using sodium hypochlorite solution

Step 1	Prepare sodium hypochlorite solution as per the manufacturer's instructions.
Step 2	Use a disposable or yellow reusable cloth to wipe over all surfaces using the sodium hypochlorite solution from the bucket; dispose of the cloth as required – if yellow reusable cloth is used for this cleaning, use a new cloth for each room.
Step 3	Allow all surfaces to air dry, specific contact time as per the manufacturer's instructions.
Step 4	Mop all floor surfaces with the sodium hypochlorite solution,
Step 5	With a damp cloth, dampened with tap water, wipe over all surfaces again to remove residual and then continue from step 24 of the terminal clean procedure above.

2-step clean using a disinfectant

Step 1	Prepare chemical solution as per the manufacturer's instructions.
Step 2	Use a disposable cloth to wipe over all surfaces using a TGA-registered disinfectant as per the manufacturer's instructions; dispose of cloth as required.
Step 3	Allow surfaces to air dry, specific contact time as per the manufacturer's instructions.
Step 4	Mop all floor surfaces with the chemical solution, and then continue from step 24 of the terminal clean procedure above.

Table 1: Cleaning products for patients with specific organisms

Organism	Precautions	Chemical	Action	Comments
<i>Clostridioides difficile</i>	Contact	Step 1: Neutral detergent. Step 2: Disinfectant or dual-purpose cleaner/ disinfectant is listed by the TGA. Chlorine-based disinfectant (1 in 1000 hypochlorite solution in cold water)	When cleaning room, toilet and bathroom areas special attention should be given to cleaning all potentially contaminated areas. If carpet present steam clean.	- Wear PPE when using undiluted or diluted hypochlorite. <i>Note: preparing sodium hypochlorite tablets/granules may produce fumes.</i> - Use single use or colour coded reusable equipment. - Make a fresh solution before each application. - Make sure the area where you are cleaning is well-ventilated.
Gastroenteritis, acute viral (Norovirus, Rotavirus)	Contact/ droplet	Step 1: Neutral detergent. Step 2: Disinfectant or dual-purpose cleaner/ disinfectant listed on the TGA. Chlorine-based disinfectant (1 in 1000 hypochlorite solution in cold water).	When cleaning toilet and bathroom areas special attention should be given to cleaning all potentially contaminated areas. Once an outbreak has been identified the cleaning of the affected area should be increased as per local policy or as recommended by Infection Prevention and Control staff. Discharge cleaning needs to be thorough, taking into consideration the cleaning of bed screens (curtains); carpets should be steam cleaned; and	- Wear PPE. - Use single use or colour coded reusable equipment. - Bathrooms used by staff and the community should be cleaned more frequently during outbreaks. - Cleaning staff should report signs of bathroom contamination, e.g., vomit, faecal matter. - An after-hours cleaning process should be available.

Organism	Precautions	Chemical	Action	Comments
			cleaning of all reusable patient care equipment and furniture including soft furnishings. Disposable/single-use items are disposed of as per local policy.	
COVID-19 and Acute Respiratory Infections (ARIs)	Contact, droplet and/or airborne	Step 1: Neutral detergent. Step 2: Chlorine-based disinfectant (1 in 1000 hypochlorite solution in cold water) or Disinfectant or dual-purpose cleaner/ disinfectant listed on the TGA with virucidal claim against influenza.	Areas should be cleaned daily, with special attention paid to surfaces that are frequently touched by patients and staff, including horizontal surfaces. (Infection Prevention and Control staff should be consulted).	• Wear PPE. • Use single use or colour coded reusable equipment.

Organism	Precautions	Chemical	Action	Comments
Methicillin-resistant <i>Staphylococcus aureus</i> (MRSA) Vancomycin resistant <i>Enterococci</i> (VRE) Carbapenemase-producing Enterobacterales (CPE) <i>Extended Spectrum Beta Lactamase Producing organisms</i> (ESBL)	Contact	Step 1: Neutral detergent. Step 2: Disinfectant or dual-purpose cleaner/ disinfectant listed by the TGA.	Surfaces should be cleaned with a neutral detergent and then wiped over with a disinfectant as per manufacturer's instructions and local policy or as directed by Infection Prevention and Control staff.	- Wear PPE. - Use single use or colour coded reusable equipment.

4.3 Specialised department cleaning: operating theatre rooms

Note: Areas outside the actual theatre rooms are cleaned as per procedures in module 3.

Theatre rooms include:

- Anaesthetic bays
- Clean up rooms
- Operating theatre room
- Scrub bays.

Equipment requirements

- Bucket and/or squeeze bottle (flip top/cap) (as per colour coding requirements)
- Cloth/disposable cloth/microfibre cloth (as per colour coding requirements)
- High dust wand and cover/mini mop (as required)
- Ladder (if required)
- Mop (as per colour coding requirements)
- Neutral detergent/disinfectant/cleaning solution diluted to the manufacturer's specification
- Scrubs (Theatre attire), footwear covering and personal protective equipment (gloves, gown/apron, protective eyewear, mask) as required.
- Safety signage for example wet floor
- Telescopic handle.

Procedure

Step 1	Perform hand hygiene and wear personal protective equipment appropriate for the procedure.
Step 2	Prepare the cleaning equipment and detergent and disinfectant solutions or 2-in-1 chemical and take to the area to be cleaned.
Step 3	Safety signage for example wet floor.
Step 4	Check waste and linen has been removed and follow local procedures.
Step 5	Clean and disinfect one room at a time. Clean surfaces, fixtures and fittings from the cleanest to dirtiest and high to low areas (from ceiling down to walls, lights, equipment, table and sinks).
Step 6	Clean and disinfect floors.
Step 7	Perform hand hygiene, remove PPE and move to the next theatre room.
Step 8	When all theatre rooms are completed clean the equipment, perform hand hygiene and store equipment in the designated storage area.

Step 9	Restock consumables and remove the safety signage.
Step 10	Remove personal protective equipment and perform hand hygiene.

Appendix

Terminal cleaning sign-off form – example

Purpose

To provide a template for facilities to record that a terminal clean was undertaken sufficiently.

SIGN-OFF FOR TERMINAL ROOM CLEAN

Ward name & bed number: _____

Name of cleaner: _____

Date & time of clean: ____/____/____ ____

Step	Task to be completed	Tick when complete
1	Check the door sign to determine level of precaution required - if the sign is not present consult with the nurse or team leader.	
2	Check that the bed has been stripped and that all medical equipment has been removed.	
3	Prepare the cleaning equipment and detergent & disinfectant solutions or 2-in-1 chemical and take to the area to be cleaned.	
4	Wear personal protective equipment appropriate to the procedure before commencing clean.	
5	Fix a detachable mop head to the mop handle and a mini mop head to the handle.	
6	Place a wet floor sign outside the room before commencing cleaning and take care not to create a trip hazard.	
7	Take the trolley to the room entry and work from there, ensuring that any item used is thoroughly cleaned before it leaves the room.	
8	Remove shower curtains and bed curtains/screens and place in a bag for laundering.	
9	Commencing at the farthest point from the door and from top to bottom, damp dust all surfaces, furniture and fittings.	
10	Use the detergent solution to wipe over the side rails, bed head, both sides of the mattress, pillow(s) bed frame down to the wheels with a disposable cloth; dispose of cloth when required.	

11	Damp wipe the underneath the bed with a mini mop.	
12	Clean non-clinical medical equipment; for example, walkers, frames and linen skip.	
13	Clean the inside of the hand basin (if present) with bathroom cleaner; use the dish brush to clean around taps and plug hole; and use the disposable or yellow reusable cloth to clean the outside of the basin, taps and any pipes.	
14	Spot-clean the mirror with plain water and paper towel.	
15	Wipe the waste receptacle inside and out on discharge or if visibly soiled and reline with a new bag.	
16	In the ensuite use minimal amount of water wet all surfaces in the shower recess; apply bathroom cleaner to wall and floor surfaces; scrub surfaces with the doodle bug and pad; and rinse using minimum amount of water from shower hose.	
17	Wipe over the shower curtain rail (if present); clean all surfaces of the chair or seat; and leave all surfaces as dry as possible.	
18	Apply a small amount of toilet cleaner to the inside of the toilet bowl; using the toilet brush scour the inside of the bowl ensuring you reach up under the rim; then dispose of the toilet brush into the general waste.	
19	Use a disposable or yellow cloth to clean the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; and dispose of cloth. If yellow reusable cloth is used for this cleaning, use a new cloth for each room.	
20	Use the detergent solution to clean the splash back with a clean disposable cloth.	
21	Remove the mop head and the mini mop head from the handles and place into small plastic bags and tie off; and place outside the room with the bag of soiled linen.	
22	Discard the utility pad/doodle bug and disposable cloths into the waste bag.	

2-step clean using approved disinfectant (if required)

Step	Task to be completed	Tick when complete
1	The use of the disinfectant has Infection Prevention and Control	

	approval	
2	Prepare disinfectant solution as per the manufacturer's instructions.	
3	Use a disposable or yellow reusable cloth to wipe over all surfaces, patient locker, light switchers door handles and wash the bed down, including the wheels, under the frame and both sides of the mattress using the disinfectant solution from the mop bucket; dispose of the cloth as required – if yellow reusable cloth is used for this cleaning, use a new cloth for each room.	
4	Use a disposable or yellow cloth to clean the bathroom sink, tap handles, light switch, towel rail then move on to wipe the top and underneath of the toilet seat; wipe over the outside of the toilet bowl; and dispose of cloth. If yellow reusable cloth is used for this cleaning.	
5	Allow all non-metal surfaces to air dry – there is no contact time specified when using a disinfectant.	
6	Mop all floor surfaces including the bathroom with the disinfectant solution.	
7	Remove personal protective equipment, dispose into the waste bag and tie off the bag, and perform hand hygiene before leaving the room.	
8	Clean and make the bed as per procedure 2.3.3 Transfer cleaning and making a bed (module 3) or as per local policy.	
9	Replace the toilet brush, shower screen and bed screen as per the local policy.	
10	Glove and remove the bag of soiled linen to the linen disposal area as per the local policy; take the general waste bag to the disposal area.	
11	Remove and dispose of gloves in general waste and perform hand hygiene.	
12	Ensure the wet floor sign remains until floor is dry.	
13	When the procedure is completed clean all cleaning equipment and return it to the cleaner's room or storage area or discard as appropriate.	
14	Remove waste and linen bags.	
15	Perform hand hygiene.	
16	Complete documentation as per the local policy, and notify	

	nursing/midwifery staff that room is ready to be inspected, and form signed by Nurse in charge, nominated person in charge or Environmental Operations Supervisor/Manager	
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Signature of cleaner _____

Inspector

This room has been terminally cleaned and can be released for use: Yes / No

Name of inspector: _____

Designation of inspector: _____

Signature of inspector: _____

Date: _____
