

Minor Injuries Cleaning SOP's

CHFT 2019 to be completed 0800 and 2330 daily W/C

	MONDAY AM	MONDAY PM	TUESDAY AM	TUESDAY PM	WEDNESDAY AM	WEDNESDAY PM	THURSDAY AM	THURSDAY PM	FRIDAY AM	FRIDAY PM	SATURDAY AM	SATURDAY PM	SUNDAY AM	SUNDAY PM
Clean and declutter all work surfaces/ desks														
Clean all beds/fresh sheet and bed roll														
Clean all chairs														
Clean all computers														
Clean/Stock Dressing Trolleys														
Check Gloves/aprons														
Check wrist braces/ knee brace/walker boots/dressing shoes stock														
Record Fridge Temp/ Clean														
Check/stock drug cupboard														
Clean/Stock Plaster Room														
Empty Linen Baskets														
Order Crutches														
Fresh water/cups/ medicine pots														
Stock # clinic/BRI/ advice slips														
SIGN														