

Housekeeper SoPs 24 hourly

Please initial when completed

Resus Fridge	
Minors Fridge	
CDU Fridge	
Staffroom Fridge	

Downtime Computer	
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<u>Cubicle 1</u>	Ensure cubicle clean & Tidy declutter if necessary	
<u>Cubicle 2</u>	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
<u>Cubicle 3</u>	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	

<u>Cubicle 4</u>	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
	<u>Cubicle 5</u>	BP Cuff Small, Medium, Large
Spo2 Probe		
Obs Machine Cleaned with tristel		
Trolley cleaned with tristel (underneath also)		
Mattress cleaned with tristel		
Stock up gloves & Aprons		
Top up F&F Cards		
Declutter cubicle		
Sharps bin temp closed & change if needed		
Tub of wipes		
Clean Suction		
Check Hand sanitisers replace where needed		
<u>Cubicle 6</u>		BP Cuff Small, Medium, Large
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed &	

<u>Cubicle 6 Cont.....</u>	change if needed	
	Tub of wipes	
	Check Hand sanitisers replace where needed	
<u>Cubicle 7</u>	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
	<u>Cubicle 8</u>	BP Cuff Small, Medium, Large
Spo2 Probe		
Obs Machine Cleaned with tristel		
Trolley cleaned with tristel (underneath also)		
Mattress cleaned with tristel		
Stock up gloves & Aprons		
Top up F&F Cards		
Declutter cubicle		
Sharps bin temp closed & change if needed		
Tub of wipes		
Clean Suction		
Check Hand sanitisers replace where needed		
<u>Cubicle 9</u>		BP Cuff Small, Medium, Large
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel	

<u>Cubicle 9 cont...</u>	(underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
<u>Cubicle 10</u>	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
	<u>Cubicle 11</u>	BP Cuff Small, Medium, Large
Spo2 Probe		
Obs Machine Cleaned with tristel		
Trolley cleaned with tristel (underneath also)		
Mattress cleaned with tristel		
Stock up gloves & Aprons		
Top up F&F Cards		
Declutter cubicle		
Sharps bin temp closed & change if needed		
Tub of wipes		
Clean Suction		
Check Hand sanitisers replace where needed		

<u>Cubicle 12</u>	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
	<u>PCA Room</u>	BP Cuff Small, Medium, Large
Spo2 Probe		
Obs Machine Cleaned with tristel		
Trolley cleaned with tristel (underneath also)		
Mattress cleaned with tristel		
Stock up gloves & Aprons		
Top up F&F Cards		
Declutter cubicle		
Sharps bin temp closed & change if needed		
Tub of wipes		
Clean Suction		
Check Hand sanitisers replace where needed		
<u>Cubicle 14</u>		BP Cuff Small, Medium, Large
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Trolley cleaned with tristel (underneath also)	
	Mattress cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed &	

Cubicle 14 cont....	change if needed	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	
Paeds Triage	BP Cuff Small, Medium, Large	
	Spo2 Probe	
	Obs Machine Cleaned with tristel	
	Stock up gloves & Aprons	
	Top up F&F Cards	
	Declutter cubicle	
	Sharps bin temp closed & change if needed	
	Clean weighing scales	
	Clean shelves	
	Tub of wipes	
	Clean Suction	
	Check Hand sanitisers replace where needed	

Majors 1-6	Tristel all sides 1-6	
Majors 7-14	Tristel all sides 7-14	
Medicine area	Tristel all sides including shelves	
	Sharps bin closed Change if required	
	Stock syringes	
Pod area	Clean all sides	
	Sharps bin closed Change if required	
	Restock equipment	
Gynae Trolley	Restock as required	
Dressing Trolley	Restock as required	
Cupboard 1	Restock as required	
Cupboard 2	Restock as required	
Cupboard 3	Restock as required	
Cupboard 4	Restock as required	

Blood Trolley 1	Clean and stock each drawer	
Blood Trolley 2	Clean and stock each drawer	
Blood Trolley 3	Clean and stock each	

	drawer	
Blood Trolley 4 (Resus)	Clean and stock each drawer	
Blood Trolley (CDU)	Clean and stock each drawer	

Resus

Clean and trisfel all sides in resus – including shelves at the back of the bays	Resus 1	
	Resus 2	
	Resus 3	
	Resus 4	
	Sides	
Restock O2 Cupboard		
Additional Checks	Resus 1	
	Resus 2	
	Resus 3	
	Resus 4	
Remove all clutter from top of cupboards		
Restock IV Fluids		

CDU

Trisfel all sides and surfaces		
Trisfel all patient tables & medicine Cupboards	Bed 1	
	Bed 2	
	Bed 3	
	Bed 4	
	Bed5	
Declutter and trisfel sides in Waiting Room		
CDU Kitchen clean & Tidy		
Wipe our fridge at remove out of date products		
Order Sanwiches, Bread & milk		

Store Room

Unpack any deliveries including fluids	
Ensure room is today and nothing is on the floor	
Check stock of blood bottles replenish when required	

Staff Room

Remove and undated or out of date food from the fridge	
Clean the shelves and table	

Remove any bags or coats and place in changing room	
Declutter room	
Wipe Microwave	
Wipe out fridge	

Minors

Ensure daily sops completed	
Restock dressing trollies	
Clean each room including shelves	Minors 1
	Minors 2
	Eye Room
	Minors 3
	Minors 4

Sluice

Clean Commodes underneath also	
Clean all sides in sluice	
Clean urine dip machine	

Ambulance Triage

Tristel Sides	
Clean & Empty Portable sink	

Other Jobs

Check Stock of Istat cartridges	
Check Stock of Blood Culture Bottles	
Check Stock of Urine & Stool Pots	
Check Stock of MRSA Swabs	
Check Stock of Blood Bags	

Playroom

Tristel all toys and surfaces	
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