

## 24HR HOUSE KEEPER SOPS

Please initial in each box every shift when completed

	E	L	N
Resus fridge			
Minors fridge			
HDU fridge			
Staff room fridge			
Paeds fridge			

		E	L	N
CUBILE 1	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 2	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 3	Clean machines and stands ; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 4	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 5	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 6	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 7	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 8	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 9	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 10	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 11	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
CUBILE 12	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS TRIAGE	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Weighing scales cleaned with tristel			
	Triage desk cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS CUBILE 2	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS CUBICLE 3	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS CUBICLE 4	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS CUBILE 5	Clean toys			
	Wipe sides and table			
	Declutter room			
	Stock up gloves and aprons			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS CUBICLE 6	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

		E	L	N
PAEDS CUBICLE 7	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter cubicle			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			

PAEDS		E	L	N
	Paeds sluice clean and tidy ans re-stocked			
	Stock all paed blood trolleys			
	Clinic room clean and tidy			
	Wipe clinic room and computers			
ADULT MAJORS		E	L	N
	Tristel sides 1-6			
	Tristel sides 7-14			
	Tristel medicine area			
	Stock medicine area, including trolley			
	Sharps bins partially closed, change if full			
	Blood trollies: clean each draw and re-stock			

POD AREA		E	L	N
	Tristel sides			
	Restock shelves			
	Sharps bins partially closed, change if full			

GYNAE TROLLEY		E	L	N
	Re-stock			

MAJORS CUPBOARD 1-6		E	L	N
	Cupboard 1 tidy, wipe shelves			
	Cupboard 2 tidy, wipe shelves			
	Cupboard 3 tidy, wipe shelves			
	Cupboard 4 tidy, wipe shelves			
	Cupboard 5 tidy, wipe shelves			
	Linen cupboard			

MAJORS CUPBOARD 7-12		E	L	N
	Pathology - wipe shelves, re-stock			
	Hygiene – wipe shelves, re-stock			
	Linen – wipe shelves, re-stock			
	M+H – wipe shelves, re-stock			
	Nebuliser – wipe shelves, tidy			

RESUS		E	L	N
	Clean and tristel and sides			
	Re-stock O2 cupboard			
	Re-stock fluids			
	Remove clutter from work tops			
	Stock up gloves and aprons			
	Sharps bins temp closed, change if full			
BAY 1	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

BAY 2	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

BAY 3	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

BAY 4	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			



HDU		E	L	N
	Clean and tristel and sides			
	Re-stock O2 cupboard			
	Re-stock fluids			
	Remove clutter from work tops			
	Stock up gloves and aprons			
	Sharps bins temp closed, change if full			
BAY 1	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

BAY 2	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

BAY 3	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

BAY 4	Trolley cleaned with tristel, underneath also			
	Mattress cleaned with tristel			
	Back of bay shelves wiped with tristel			
	Clean observation machines			

		E	L	N
STORE ROOM	Unpack any deliveries, including fluids			
	Ensure room is tidy and nothing on the floor			
	Check stock of blood bottles, replenish if needed			

		E	L	N
PATIENT KITCHEN	Order sandwiches, bread, milk			
	Wipe out fridge, remove out of date products			
	Kitchen clean and tidy			
	Sink Empty			
	Remove staff cups/bottles			

		E	L	N
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STAFF KITCHEN	Wipe shelves and table			
	Wipe out fridge, remove out of date products			
	Kitchen clean and tidy			
	Sink Empty			
	Wipe microwave/toaster			

		E	L	N
SLUICE	Clean commodes, underneath also			
	Wipe down all side			
	Re-stock handgel			
	Stock cupboards			

		E	L	N
SEPSIS ROOM	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Stock up gloves and aprons			
	Declutter room			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Re-stock bloods trolley			
	Check hand sanitiser, replace if empty			

		E	L	N
CRATS	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Matress cleaned with tristel			
	Stock up gloves and aprons			
	Top up friends and family cards			
	Declutter room			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Clean suction			
	Check hand sanitiser, replace if empty			
	Re-stock bloods trolley			
	Re-stock linen cupboard, wipe inside			
	Re-stock hygiene cupboard, wipe inside			
	Wipe down all sides			

		E	L	N
SEE AND TREAT ROOMS	Clean machines and stands; insure all equipment present. E.G all size BP cuffs			
	Trolley cleaned with tristel, underneath also			
	Stock up gloves and aprons			
	Declutter room			
	Sharps bin temp closed, change if full			
	Wipes present in cubicle			
	Re-stock bloods trolley			
	Check hand sanitiser, replace if empty			
	Empty linen skip			

		N
MINORS	Restock dressing trollies	
	Clean each room including shelves	
	Minors 1	
	Minors 2	
	Minors 3	
	Minors 4	
	Eye room	