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Hospital cleaning schedule template excel

Daily Cleaning Schedule Sign Off Month of _____ Year _____

performed prior to the completion of shift.

Date	Work Benches	Floors	Microwave Oven, Stove Top & Domestic Oven	Toaster & Sandwich Maker	Coffee Machine
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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31					

Royal Children's Hospital – Banksia Unit "Cleaning Schedule Sign Off" (BU13.2) 17/08/2016

OFFICE CLEANING SCHEDULE

Facility Cleaning

<input type="checkbox"/>	Occurs Daily by:					
<input type="checkbox"/>	Occurs Weekly by:					
Solutions Used:						
Includes:	MON	TUE	WED	THRU	FRI	SAT
<input type="checkbox"/> Floors						
<input type="checkbox"/> Exam Tables						
<input type="checkbox"/> Restrooms						
<input type="checkbox"/> Furniture						
<input type="checkbox"/> Dusting entire office						

Exam Room/Patient Restroom(if in office) Daily Cleaning

Solution Used:	
End of Day by:	
As needed during day by:	

Biohazardous Spill during Office Hours

Assigned Person: _____

Uses only the Personnel Protection Kit (Spill or Infection control kit)
Places materials in Red Biohazard bag and places in the biohazard storage
cartel box.

 CLEANING SCHEDULE - 2015 (month)							
Business Name:				Week 1 Ending:			
DAILY: *includes sanitizing floors	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Wash meat area prep. area Waste Bins							
Bench Tops*							
Microwave							
Cooktops							
Handbasins*							
Sinks*							
Door Handles - Coolroom Bain Marie							
Display Cabinet*							
Checked by:							
WEEKLY							
	Mon	Tues	Wed	Thurs	Fri		
	Day Goods Store	Staff Toilets	Exhaust Canopy	Coolroom m & Fridges	Light Fittings		
Checked by:							
MONTHLY							
Grease Traps	Checked by:						
Check Regularly: Ceilings Slateling	Exterior Grease Drums						

Throughout the day		
Item/Area Task	Pre & Post Rush	
Floors and baseboards Sweep		
Floors and baseboards Mop		
Trash bins Remove and replace trash bin liner when 2/3 full		
Handwashing sink Clean sink		
Hospitality line Clean		
Landscaping Pick up trash on grass, in shrubs, and in beds		
Production line Spot clean Steam, Stuff, and Wrap Station		
Restrooms Clean toilets and urinals		
Restrooms Clean sinks		
Restrooms Clean changing station		
Restrooms Clean counter tops, walls, stall, doors, and signs		
Restrooms Clean mirrors, stainless steel, and chrome fixtures		
Restrooms Clean trash bins		
Restrooms Clean soap dispensers and hand		
Tables and chairs Clean		
Windows Spot Clean		

Daily		
Item/Area Task	Who	Mgr Chk
Condiment station Clean		
Counters Clean		
Drink station Clean		
Drive-thru menu board air speaker		
Dumpster area Clean dumpster area		
All lighting and signs Check all exterior bulbs		
Exterior Walls Spot clean as needed		
Floors and baseboards Deck mop at closing		
Indoor lighting Inspect ceiling lights (working, same-color bulbs, not faded)		
Landscaping Pull weeds from grass and beds		
Office Clean trash bins		
Office Clean counters and shelves		
Outdoor cigarette urns Remove cigarettes from the urn		
Parking Lot Clean		
Patio Clean patio furniture, sweep and remove trash, spot clean		
Pictures, decorations, and plants		
Dust pictures, frames, plants, and containers		
Production line Clean and polish stainless steel (non-food contact surfaces)		
Production line, at closing		
Wash and sanitize production line trash bins		
Production line, at closing		
Clean and sanitize all the counters, produce line, and wrap station		
Closing		

Item/Area Task		
Production line, at closing	Who	Mgr Chk
Clean taco rails		
Clean steam table		
Registers and menu order boards		
Clean register & menu order board		
Restrooms Clean toilets and urinals		
Restrooms Clean sinks		
Restrooms Clean changing station		
Restrooms Clean counter tops, walls, stall, doors, and signs		
Restrooms Clean mirrors, stainless steel, and chrome fixtures		

Housekeeping inspection checklist

Format No.: _____ Date: ____/____/____ Unit: _____

No.	Checklist Details	Observation			Observations
		Good	Fair	Poor	
01	Admin general Area				
02	Admin offices				
03	Security gates				
04	Storage areas				
05	Canteen / Kitchen / lunch room				
06	Wash room				
07	Production / Planning offices				
08	Engineering offices				
09	Quality offices				
09	Packing offices				
10	Delivery center				
11	Raw material Purchase offices				
12	Store / purchase offices				
13	Maintenance offices				
14	Executive offices				
15	Warehouse offices				
16	Raw material area				
17	Generate set area				
18	Chemical storage offices				
19	Scrap yard / offices				
20	Gas / Cylinder storage area				

Inspector Remarks:

Inspection By:

I received copy of the Housekeeping Inspection checklist.

Executive Human Resource Signature: _____

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The Application less complexity in the documentation or filling lists of verification than complicated papers or excel lists. Due to the debilitating nature of many hospitalized patients, absolute hygiene is essential to prevent infections caused by hospitalization (hospital infections) in hospital cleaning, professional solutions are needed when it comes to implementing rigorous hygiene requirements. Step: Lane and surface checks of frequent use of frequent use, such as surgery rooms, are ready-to-rabbits and intensive care units, should be routinely monitored by hospital administrators for their cleaning state. Input stock monitoring is essential for cleaning and hospital security maintenance. While hospital resources are used for the neat, activities that save lives. The following three steps are chronic for cleaning and ensuring a hygienic environment at all times: 1. The lumiform guides the examiner during the examination, no training is required. Very easy to use, without margin of error for employees. Digital check list help ensure effective cleaning routines and hospital hygiene. Step: Checking the personal hygiene of hands even the most essential and self-explanatory steps, such as hand hygiene among team members, need to be monitored regularly and corrected whenever it is necessary. Hospital Cleaning Challenges Hospital Cleaning Do not only have a stage function that promotes well-being, but also, and more importantly, a vital role in the prevention of infection. For patients, employees and visitors. The challenges of hospital cleaning2. This makes quality and measurable security for the first time and you can use the data to continuously improve processes. Contained improvement of quality and safety: with the construction kit of verification lists You can continually optimize internal verifications and processes. This article discusses the following topics: 1. 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