**Discharge Cleaning Guide and Checklist**

**(for non-infectious patients)**

Maintaining a high standard of hygiene is essential in preventing the spread of infection in a hospital setting, therefore it is vital that decontamination of the environment and equipment is performed to minimise the risks to both patients Colleagues.

When a patient is discharged the bed space/room must be cleaned thoroughly in preparation for new patients being admitted.

This guidance has been designed for all colleagues who are involved in the cleaning and preparation of a bed space/room. If there is any contamination with blood or body fluids colleagues must refer to the National Infection Prevention and Control Manual and the Blood and Body Fluid Spillage Management quick guide.

For a patient with an infection please follow the Terminal Cleaning Guide and Checklist.

**Key points:**

* Hand hygiene must be performed immediately before and after any cleaning activities within the environment.
* All colleagues must wear appropriate personal protective equipment.
* Use detergent/antimicrobial wipes to clean the environment and equipment. Colleagues must refer to manufacturer’s guidance for further information.
* It is the responsibility of the nurse in charge to ensure that each bed space/room is cleaned thoroughly and to sign Part A of appendix 9a when satisfied the area has been cleaned to an acceptable standard.
* If the cleaning is found to be of an unacceptable standard the process **must** be repeated before a patient can be admitted into the bed space/room and a new form must be used.
* The nurse in charge must not accept an admission into a bed space/room that has not been thoroughly cleaned and dried.

**The forms must be kept on the ward for three months for monitoring and audit purposes.**

**Part A**

**Discharge cleaning checklist for non-infectious patients**

**Clinical Colleague responsibilities:**

|  |  |
| --- | --- |
| **Ward: Date:**  **Bed Space/room:** | **Sign when completed** |
| Strip the bed and place used linen into designated linen bin/skip. Dispose of any contaminated linen into red alginate bag, secure with tie and place in contaminated linen bin/skip |  |
| If any patient property has been left place in a plastic bag and remove to an appropriate storage room to await collection |  |
| Ensure locker/drawers/wardrobe/medicine locker/under bed storage etc. are empty |  |
| Discard all items from the notice board and clean any laminated notices |  |
| Dispose of any equipment that cannot be safely cleaned |  |
| Clean all reusable equipment as per the National Standards of Healthcare Cleanliness 2021 and manufacturers’ instructions and remove from the room |  |
| Check mattress/pillows and duvets if used for damage (stains/strikethrough/breaches). Condemn if damaged. |  |
| On the physical healthcare wards and hospice clean all bed frame and mattress.  N/B not required on mental health and learning disability wards as it is the responsibility of support services on these areas. |  |
| Report any damage (or condemn if applicable) of fixtures/fittings/furniture and the environment.  **Insert job number here:** |  |
| **En-suite: (if applicable)** |  |
| Clean shower chair/raised toilet seat if in the room after the shower curtain has been removed |  |

**Discharge cleaning checklist for non-infectious patients Part B Support Services responsibilities:**

**Cleaning must not be performed until all equipment and previous patient’s property has been removed.**

|  |  |
| --- | --- |
| **Ward: Date:**  **Bed space/room:** | **Sign when completed** |
| Check curtains/label and replace if contaminated/dirty or if at their 6-month clean date |  |
| Remove shower curtain/replace with clean and mark date on it |  |
| Clean the following items as per the National Standards of Healthcare Cleanliness 2021 and manufacturers’ instructions |  |
| * Empty bins and clean the inside and outside |  |
| * Curtain tracks |  |
| * Wall lights, light switches and light pulls |  |
| * Notice boards |  |
| * Wall trunking |  |
| * Clean internal and external surfaces of locker, wardrobe, bedside tables, chairs, radiators, medicine lockers etc |  |
| * Door handles |  |
| * Window sills and windows |  |
| * Clean all bed frame and mattress on mental health and learning disability wards.   Not required on physical healthcare wards and hospice as is the responsibility of nursing colleagues on these areas. |  |
| * All sanitary fittings internal and external |  |
| * Floors and skirting |  |
| * All dispensers (soap, paper towels, toilet roll holder, alcohol hand gel). Replenish stock. |  |

**Completed forms to be signed by Nurse in Charge if area has been cleaned to an acceptable standard. (If NOT the cleaning must be repeated before a patient can be admitted in to the bed space/room).**

Nurse in Charge …………………………………… Date …………………………