**Terminal Cleaning Guide and Checklist**

Maintaining a high standard of hygiene is essential in preventing the spread of infection in a healthcare setting. Some organisms, including Clostridiodes difficile spores, can survive in the environment; therefore, it is vital that decontamination of the environment and equipment is performed to minimise the risks to both patients and staff. When areas are used for the isolation of patients with known or suspected infections, the whole environment will require thorough decontamination after the patient vacates the bed space/room or when isolation precautions have been discontinued. This must include all equipment and medical devices. This is called a terminal clean.

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

**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 (PPE) including disposable gloves and plastic aprons. Goggles/face protection may also be required when mixing specific cleaning products or when splashing is anticipated. Refer to Control of Substances Hazardous to Health (COSHH) information for further guidance.
* A combined detergent/chlorine releasing agent of 1,000 parts per million or equivalent **must** be used to clean the area and equipment. However, some specialist equipment may not tolerate chlorine and colleagues must refer to manufacturer’s guidance in these instances.
* It is the responsibility of the nurse in charge to ensure that each bed space/room is cleaned thoroughly and to sign Part B 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 should 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**

**Terminal Clean Checklist**

**Clinical staff responsibilities:**

**Ensure the patient is not in the room or at the bedside prior to terminal cleaning taking place.**

**Cleaning must not be performed until all curtains and equipment are removed.**

|  |  |
| --- | --- |
| **Ward: Date:**  **Bed space/room:** | **Sign when completed** |
| Strip the bed and place contaminated linen in red alginate bag. Secure with tie and place in designated contaminated linen bin/skip |  |
| Instruct support services colleagues to take the curtains down for laundering |  |
| Ensure locker/drawers/wardrobe/medicine locker/under bed storage etc. are empty if patient has been discharged |  |
| If terminal cleaning is taking place following the discontinuation of isolation precautions but the patient is not being discharged or moved, place patient belongings into lockers and wardrobes to allow thorough cleaning of all exposed surfaces |  |
| Dispose of any equipment that cannot be safely cleaned and disinfected (e.g., opened boxes of gloves, wipes, pulp products) into an orange infected waste bag |  |
| Discard all non-laminated items from the notice board and clean and disinfect any laminated notices |  |
| Clean and disinfect 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 and disinfect all the 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), to fixtures/fittings/furniture and the environment. **Insert job number here:** |  |
| **En suite (if applicable)** |  |
| Instruct support services staff to remove shower curtain (if applicable) for laundering |  |
| Dispose of any equipment that cannot be safely cleaned and disinfected (e.g., opened boxes of gloves, wipes, pulp products) into an orange infected waste bag |  |
| Clean and disinfect shower chair/raised toilet seat (if applicable) after the shower curtain has been removed |  |

**Part B**

**Terminal Clean Checklist**

**Support Services responsibilities:**

**Cleaning must not be performed until all curtains and equipment are removed.**

|  |  |
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| **Ward: Date:**  **Bed space/room:** | **Sign when completed** |
| Remove curtains for laundering (including shower curtains in en-suite rooms). Put curtains into red alginate bag/s, secure tie and place in designated contaminated linen bin/skip |  |
| Clean and disinfect 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 |  |
| * Clean and disinfect inside empty locker/drawers/wardrobe including coat hangers/under bed storage/medicine locker |  |
| * 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 it is the responsibility of nursing staff 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 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 ………………………