

Neonatal Cleaning Checklists

Unit:															Mo	nth a	nd Ye	ar:														
Complete daily. Cleaner										nplete	ed. Su	ıpervi	isor s	igns t	hat a	ll tasl	ks hav	/e be	en co	mple	ted s	atisfa	ctorily	y. Dis	play i	n pla	stic sl	eeve	in slu	uice r	oom.	File
completed forms in Esse			-	-	1	-	1 -	t Serv	/ices.						1		1															-
	Day	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.
Daily Cleaning Duties		1	1	T	-	-1	-	-			r —	T	r —	1	r —	1	r —	1	1	r —	1	1	1	-	1	1	1	-	1			
1. Clean floors Non clin						_																		_						 '	<u> </u>	
Clean floors-						_																								'	ļ!	
	PM																													'	└── ′	
	AM																															
surfaces* Cubicles	PM																															
Staff support areas	AM PM																															
3. Clean all basins,																														<u> </u> '	┝───┘	
Clean & refill soap	AM					_																								ļ'	ļ'	
dispensers & paper towels	PM																															
 Waste Removal: Clinical waste from bedsides 	09																													<u> </u>	ļ'	
	12				_																									L'	<u> </u>	L
	15					_																								ļ'	ļ'	
	18				_	_																								ļ!	ļ!	
	21																													ļ'	ļ'	
	06																													<u> </u>	<u> </u>	ļ
Clinical waste bo Remove and seal if 2/3rd																																
Sharps contain Remove and seal if 2/3rd																																
Clear general waste	1																													I		
bins & reline																																
Tie general waste bag	gs in																															
temporary storage	area																															
5. Remove soiled	AM																															
linen	PM																															
6. Terminal cleaning incubators /equip - PR	N																															
Cleaner sign																																
Supervisor sign																																

*Horizontal surfaces include: Counter tops, chairs, door handles, window sills, lockers, computer keyboard & mouse, light switches et al.

Weekly Cleaning	Month and Year:				
	Week 1	Week 2	Week 3	Week 4	Week 5
1. High Dusting- Curtain rails					
Picture /door frames					
Gabler rails					
Open shelves					
Window blinds					
2. Clean general equipment not in					
daily use					
3. Clean & tidy-Equipment, linen &					
general store rooms					
Tea lounge					
Milk room/kitchen					
4. Clean skirting boards					
5. Clean doors					
6. Scrub wringer machine					
7. Clean/scrub waste bins					

Monthly Cleaning	
1. Defrost and clean Refrigerator	
2. Wipe out and tidy all cupboards	

Quarterly Cleaning	Due Date	Completed
1. Clean windows		
2. Clean- Light fixtures		
Air-conditioning vents		
Ceiling fans		

6 monthly Cleaning	Due Date	Completed
1. Strip and polish floors		
2. Clean walls/vertical surfaces		
3. Clean ceilings		
4. Remove and clean curtains		