

STAFF ROOM No food & drink in clinical areas of the practice

KEY **RED** - HIGHER RISK

GREEN - LOW RISK



	How often?	With what?	Care of cleaning materials	Person responsible	Any special comments
Work surfaces	Once daily	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	Any spillages / contamination should be cleaned immediately Any damage should be repaired or reported immediately
Fridge	Daily clean door handles. Weekly -full clean inside & out	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	Staff food & milk only. No lab samples in kitchen fridge Check weekly & discard any out of date and/or contaminated food items Food and drink to be kept in secure containers. Spillages should be cleaned immediately
Kitchen cupboards	Daily clean door handles. Quarterly clean inside cupboards	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	Check weekly & discard any out of date and/or contaminated food items. Food and drink to be kept in secure containers. Spillages should be cleaned immediately
Crockery & cutlery	Wash with detergent immediately after use	Washing up bowl, detergent & brush	Leave to air dry on draining rack	All staff	Discard any damaged items of crockery or cutlery.
Seats	Daily vacuum or damp dust according to material	Vacuum cleaner or disposable cloth. Neutral detergent water	Dispose of cloth after use. Store bucket / bowl dry.	Cleaner	Report /remove any damaged seating
Sink, taps and plugs	Full clean at end of day	Cream cleanser disposable cloth & rinse. Disinfectant/bleach into plughole.	Dispose of cloth after use.	Cleaner	Check no buildup of limescale or debris in sink, taps, overflows or plugholes; clean immediately if soiled or contaminated with infectious material
Microwave, kettle, toaster etc.	Clean external surfaces once daily. Wipe down microwave internal area after use.	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	Regular PAT testing & check plug & cable. Food and drink should be microwaved in appropriate secure containers. Spillages should be cleaned immediately.
Water dispensers	Clean external surfaces once daily	Disposable cloth & detergent	Dispose of cloth after use.	Cleaner	For human use only. The supplier is normally responsible for internal cleaning and maintenance, but this should be suitable for clinical environments. Damaged, soiled or contaminated dispensers should not be used. Visually contaminated water should be replaced immediately.
Floor	Wet mop with detergent Dust removal & full clean & scrub once daily	Mop & bucket Rotovac	Mop & bucket cleaned after use & stored dry Machine cleaned after each use	Cleaner Cleaner	Mop immediately if spillages Complete floor should be visibly clean including edges & corners
Dishwasher	Clean external surfaces once daily	Disposable cloth & detergent	Dispose of cloth/wipes after use	Cleaner	Run cleaning cycle once monthly; immediately if soiled or contaminated
Soap dispensers/ hand sanitizers	Wipe clean at end of day	Damp cloth or disposable wipes	Dispose of cloth/wipes after use	Cleaner	Avoid buildup of dried material, dust and debris. Clean or replace immediately if contaminated
Paper towel / hand drying facilities	Daily	Disposable cloth and detergent/disinfectant	Dispose of cloth after use.	Cleaner	Clean and disinfect (or replace) immediately if soiled or contaminated Paper towel dispensers should be checked regularly and kept topped up. Air dryers should be maintained and serviced according to the manufacturer's recommendations.