This SOP applies to all staff employed by NHS Greater Glasgow & Clyde and locum staff on fixed term contracts and volunteer staff.

**SOP Objective**

To minimise the risk of healthcare associated infection (HAI) from the environment.

**KEY CHANGES FROM THE PREVIOUS VERSION OF THIS SOP**

- Updated wording in Procedure section

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**Document Control Summary**

<table>
<thead>
<tr>
<th>Approved by and date</th>
<th>Board Infection Control Committee 21st March 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Publication</td>
<td>21st March 2016</td>
</tr>
<tr>
<td>Developed by</td>
<td>Infection Control Policy Sub-Group 0141 201 0326</td>
</tr>
<tr>
<td>Implications of Race Equality and other diversity duties for this document</td>
<td>This policy must be implemented fairly and without prejudice whether on the grounds of ethnicity, gender, sexual orientation, religion, belief, disability or age.</td>
</tr>
</tbody>
</table>

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The most up-to-date version of this policy can be viewed at the following website:
<table>
<thead>
<tr>
<th>Aim</th>
<th>To minimise the risk of healthcare associated infection (HAI) from the environment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement</td>
<td>An increased burden of infection in a ward is a potential source of infection for patients.</td>
</tr>
<tr>
<td>Communication</td>
<td>The Infection Control Nurses (ICNs) will inform the domestic and nursing staff when a terminal clean is required.</td>
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<tr>
<td>Requirements</td>
<td>A co-ordinated approach and agreed schedule needs to be in place between domestic staff and ward staff.</td>
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</tbody>
</table>

**Equipment needed**

- Disposable or launderable mop head and bucket – appropriate colour coded (yellow) for use in terminal cleaning
- Dust control mop (disposable cover)/ suction cleaner (HEPA filter)
- Small bucket or bowl
- Single-use cloths - colour coded as per terminal clean
- Single-use scourer
- Non-sterile single-use gloves
- Disposable single-use apron
- Clinical waste bag (orange)
- Chlorine based detergent (1000ppm)
- Alginate bags
- Clear bags (with exception of mental health)

Where possible, individual cleaning equipment should be used per isolation room unless there are two or more in an individual bay, in which case the same isolation equipment may be used.

**Procedure**

**Prior to the terminal clean**

- The supervisor will ensure that the cleaning team have the necessary equipment.
- The nurse in charge will make sure that the nursing staff are aware of their cleaning responsibilities and that there are enough staff to carry
Procedure (cont/ ...)

out their part in the terminal clean.
• The Senior Charge Nurse (SCN) or nurse in charge will liaise with the domestic supervisor to ensure that it is convenient for cleaning to start and to receive any special instruction.
• Decontaminate hands as per NHSGGC Hand Hygiene Policy
• Put on a disposable plastic apron and disposable single use gloves (check with the nurse in charge if any other protective clothing is required).
• Prepare a fresh solution of a chlorine based detergent (1000ppm).
• If the isolation room has been used for a patient with CDI, then chlorine based detergent must have a minimum contact time of 10 minutes for all surfaces and equipment

NB: please see SOP Cleaning of Near Patient Equipment

The domestic staff will:
• Check area for any visible contamination with blood/ body fluids. If present, inform nursing staff who will decontaminate the area with 10,000ppm chlorine based product before cleaning commences.
• Remove curtains, screens and shower curtain and bag as infected laundry, i.e. place into an alginate (water soluble) bag and then into a clear plastic bag then into a laundry bag as per NHSGGC Laundry Policy
• Gather large items of rubbish including locker bag and bin liners and place in orange clinical waste bag.
• Clinical waste bags should be sealed in accordance with the NHSGGC Waste Policy (orange).
• Clean all horizontal surfaces first with the solution chlorine based detergent (1000ppm). Cleaning should start at the top and finish on the lower surfaces.
• Curtain tracks should be damp dusted.
• Clean all furniture, fixtures and fittings with a solution of chlorine based detergent (1000ppm). Ensure that chlorine based detergent is wiped off and dried
• Clean all wash hand basins, showers and toilets using chlorine based detergent (1000ppm) then dry using disposable colour coded cloth/paper. Discard into orange bag after use. Toilets must be cleaned last and may be pre-cleaned with a sanitiser.

The most up-to-date version of this policy can be viewed at the following website:
**Terminal Clean of Ward**

- Dry mop/ vacuum clean the floors (hepafilter) working from furthest point towards the door. The floor should then be damp mopped using dedicated equipment and a chlorine based detergent (1000ppm). Mop heads used must be discarded as clinical waste or placed in a bag and sent for laundering.

All re-usable equipment must be cleaned with a chlorine based detergent after use, including suction cleaners (external only).

The mop heads and cleaning solution must be changed between rooms. Cloths used in sanitary areas must be discarded immediately after use and a fresh cloth must be used for the general area.

- Clean and remove all cleaning equipment, materials and rubbish from room/area.
- Check all cleaning procedures are complete.
- Once clean is complete, the mop head should be bagged for laundering.
- Staff should then take the mop handle and bucket straight to DSR while still wearing PPE.
- Dispose of water, decontaminate equipment and return to the room.
- Dispose of PPE, seal waste bag and **WASH HANDS using liquid soap and water**.
- Replenish supplies (e.g. paper towels, soap) within the room.
- Storage of equipment should be in accordance with local infection control advice.
- Replace curtains/Blinds.
- Replace waste bags.
- Replace screens, shower curtains and window curtains (if appropriate).
- After a terminal clean the ward can be opened immediately once all the surfaces are clean and dry.

**Designated Staff will clean:**

- All patient related equipment
- All computing equipment
### STANDARD OPERATING PROCEDURE (SOP)  
**TERMINAL CLEAN OF WARD**

<table>
<thead>
<tr>
<th>After Care</th>
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</thead>
<tbody>
<tr>
<td>• Storage of equipment should be in accordance with local infection control advice.</td>
</tr>
<tr>
<td>• Where mop heads are laundered this should be done as per local guidance/policy.</td>
</tr>
<tr>
<td>• Inform the nurse in charge that the clean has been completed.</td>
</tr>
</tbody>
</table>

- All commodes
- Every bed including all 6 sides of the mattress, the part of the bed on which the mattress lies and the bed rails
- Lockers and bed tables at all bed spaces
- Patient call buzzers
- Make up all beds with clean linen, and complete bed space checklist.

The most up-to-date version of this policy can be viewed at the following website: [www.nhsggc.org.uk/your-health/public-health/infection-prevention-and-control/](http://www.nhsggc.org.uk/your-health/public-health/infection-prevention-and-control/)