

Elements

BUILDING

Element	Requirement
External features, fire exits and stairwells	<ul style="list-style-type: none">• Landings, ramps, stairwells, fire exits, steps, entrances, porches, patios, balconies, eaves, external light fittings are free of dust, grit, dirt, chewing gum, leaves, cobwebs, rubbish, cigarette butts and bird excreta.• Handrails are clean and free of stains.• Garden furniture is clean and operational.
Walls, skirtings and ceilings	<ul style="list-style-type: none">• Internal and external walls and ceilings are free of dust, grit, lint, soil, film and cobwebs.• Walls and ceilings are free of marks caused by furniture, equipment or staff.• Light switches are free of fingerprints, scuffs and any other marks.• Light fittings are free of dust, grit, lint and cobwebs.• Polished surfaces are of a uniform lustre.
Windows	<ul style="list-style-type: none">• External and internal surfaces of glass are clear of all streaks, chewing gum, spots and marks, including fingerprints and smudges.• Window frames, tracks and ledges are clear and free of dust, grit, marks and spots.
Doors	<ul style="list-style-type: none">• Internal and external doors and doorframes are free of dust, grit, lint, chewing gum, soil, film, fingerprints and cobwebs.• Doors and doorframes are free of marks caused by furniture, equipment or staff.• Air vents, grilles and other ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobwebs, scuffs and any other marks.• Door tracks and door jambs are free of grit and other debris.• Polished surfaces are of a uniform lustre.
Hard floors	<ul style="list-style-type: none">• The floor is free of dust, grit, litter, chewing gum, marks and spots, water or other liquids.• The floor is free of polish or other build-up at the edges and corners or in traffic lanes.• The floor is free of spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.• Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots.• Polished or buffed floors are of a uniform lustre.• Appropriate signage and precautions are taken regarding pedestrian safety on newly cleaned or wet floors.
Soft floors	<ul style="list-style-type: none">• The floor is free of dust, grit, litter, chewing gum, marks and spots, water or other liquids.• The floor is free of stains, spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.• Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots.• Carpets are of an even appearance without flattened pile. After deep cleaning, there is no shrinkage, colour loss or embrittlement of fibres.
Ducts, grills and vents	<ul style="list-style-type: none">• All ventilation outlets are kept unblocked and free of dust, grit, chewing gum, soil, film, cobwebs, scuffs and any other marks.• All ventilation outlets are kept clear and uncluttered following cleaning.

FIXTURES

Element	Requirement
Electrical fixtures and appliances	<ul style="list-style-type: none">• Electrical fixtures and appliances are free of grease, dirt, dust, deposits, marks, stains and cobwebs.• Electrical fixtures and appliances are kept free from signs of use or non-use.• Hygiene Standards are satisfied where the fixture or appliance is used in food preparation.• Motor vents, etc., are clean and free of dust and lint.• Drinking fountains are clean and free of stains, mineral build-up and litter.• Insect-killing devices are free of dead insects, and are clean and functional.
Furnishings and fixtures	<ul style="list-style-type: none">• Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillage.• Soft furnishings are free from stains, soil, film and dust.• Furniture legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs.• Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots.• All high surfaces are free from dust and cobwebs.• Curtains, blinds and drapes are free from stains, dust, cobwebs, lint and signs of use or non-use.• Equipment is free of tapes/plastic, etc., which may compromise cleaning.• Furniture has no unpleasant or distasteful odour.• Shelves, bench tops, cupboards and wardrobes/lockers are clean inside and out and free of dust, litter or stains.• Internal plants are free of dust and litter.• Waste/rubbish bins or containers are clean inside and out, free of stains and mechanically intact.• Fire extinguishers and fire alarms are free of dust, grit, dirt and cobwebs, and mechanically intact.• All decorative plants are free of dust and debris.
Kitchen fixtures and appliances	<ul style="list-style-type: none">• Fixtures, surfaces and appliances are free of grease, dirt, dust, deposits, marks, stains and cobwebs.• Electrical and cooking fixtures and appliances are kept free from signs of use or non-use.• Cooker hoods (interior and exterior) and filters are free of grease and dirt on inner and outer surfaces.• When cleaning food preparation areas, fixtures or appliances, the requirements of the Chartered Institute of Environmental Health or the Royal Institute of Public Health and Hygiene, as appropriate, must be satisfied.• Motor vents, etc., are clean and free of dust and lint.• Refrigerators/freezers are clean and free of ice build-up.
Toilets and bathroom fixtures	<ul style="list-style-type: none">• Porcelain, cubicle rails and plastic surfaces are free from smudges, smears, body fluids, soap build-up and mineral deposits.• Metal surfaces, shower screens and mirrors are free from streaks, soil, smudges, soap build-up and oxide deposits.• Wall tiles and wall fixtures (including soap dispensers and towel holders) are free of dust, grit, smudges/streaks, mould, soap build-up and mineral deposits.• Shower curtains and bath mats are free from stains, smudges, smears, odours, mould and body fluids.• Plumbing fixtures are free of smudges, dust, soap build-up and mineral deposits.• Bathroom fixtures are free from unpleasant or distasteful odours.• Polished surfaces are of a uniform lustre.• Sanitary disposal units are clean and functional.• Consumable items are in sufficient supply.

PATIENT EQUIPMENT

Element	Requirement
Patient equipment*	<ul style="list-style-type: none">• Equipment is free from soil, smudges, dust, fingerprints, grease and spillages.• Equipment is free of tapes/plastic, etc., which may compromise cleaning.• Equipment legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs.• Equipment has no unpleasant or distasteful odour.

* Local agreements must make clear who has responsibility for cleaning patient equipment, especially when stained with body fluids (see paragraph 3.18).

ENVIRONMENT

Element	Requirement
Overall appearance	<ul style="list-style-type: none">• The area appears tidy and uncluttered.• Floor space is clear, only occupied by furniture and fittings designed to sit on the floor.• Furniture is maintained in a fashion which allows for cleaning.• Fire access and exit doors are left clear and unhindered.
Odour control	<ul style="list-style-type: none">• The area smells fresh.• There is no unpleasant or distasteful odour.• Room deodorisers are clean and functional.