

11.0 Cleaning and Housekeeping Unit

11.1 Introduction

11.1.1 Description

The Cleaning and Housekeeping Unit is responsible for maintaining the cleanliness of the facility in all areas including Inpatient Units and all public areas.

The Cleaning Service may be contracted or in-house. In addition to the Cleaner's Rooms already requested in the specialist Units, others may be required throughout the facility to maintain a clean and sanitary environment.

11.2 Planning

A typical hospital Cleaning/Housekeeping Unit comprises the following:

- Manager's Office
- Cleaner's Meeting/Briefing room
- Cleaner's Equipment/Supply Store
- Cleaner's Sign-on Bay.

The above facilities are not mandatory. When provided, these should be sized adequately for the number of staff and the amount of equipment stored.

11.2.1 Functional Areas

Facilities shall be provided to clean and sanitize trolleys serving the Cleaning/Housekeeping Unit, Catering Unit and Linen Services. These facilities may be centralized or departmentalized. Storage areas are required for bulk cleaning materials, consumable supplies and equipment. Storage areas may be shared with the Supply Unit.

11.2.2 Functional Relationships

The Cleaning/Housekeeping Unit should be located in a service area of the facility with ready access to the Waste Management Area, the Loading Dock and Laundry/Linen Handling areas.

11.3 Components of the Unit

The Cleaning/Housekeeping Unit will consist of a combination of Standard Components and Non-Standard Components. Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets. Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

Provide the Non-Standard Components as identified in this section.

Bay Sign-On

Description and Function

A recessed area is required for staff to sign-on, check and record rosters. The Sign-on Bay shall be a minimum of 4m²

Location and Relationships

The Sign-on Bay should be located in a discreet area with ready access to staff entry area and circulation corridor. It may also be located close to the Unit Manager's Office.

Considerations

The Sign-on Bay will require the following fittings and services:

- Bench at standing height
- Pinboard for display of rosters (or computer for computerized rosters)
- Computer terminal (optional)
- Power and data outlets for computers as required.

11.4 Schedule of Accommodation

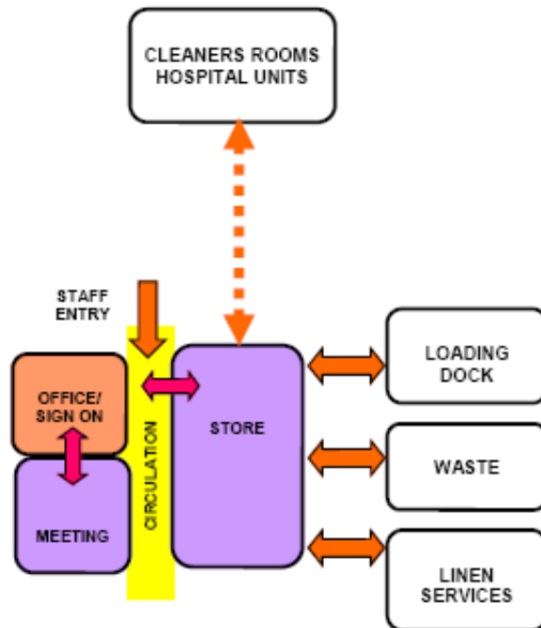
Typical Cleaning and Housekeeping Units at levels 1 to 6

ROOM/SPACE	Standard Component	Level 1/2 Qty x m ²			Level 3/4 Qty x m ²			Level 5/6 Qty x m ²			Remarks
Cleaning Services											
Bay – Mobile Equipment	BMEQ-4-SJ Similar				1	x	10	1	x	10	Optional
Central Cleaner's Room	CLRM-5-SJ Similar	1	x	10	1	x	10	1	x	20	With storage for cleaning consumables
Store – Chemical	STCM-SJ Similar	1	x	4	1	x	6	1	x	8	For cleaning chemicals as needed
Store – Cleaners	STCL-SJ Similar	1	x	12	1	x	12	1		25	Cleaner's trolleys, cleaning equipment
Staff Areas											
Bay – Sign-On/Off		1	x	4	1	x	4	1	x	4	May be collocated with Office-Manager
Office – Manager	OFF-S9-SJ Similar				1	x	12	1	x	12	
Office – Supervisor	OFF-S9-SJ Similar	1	x	9	1	x	9	2	x	9	Qty depends on staff numbers
Office – Workstation	OFF-WS-SJ							4	x	5.5	Administrative and Clerical support staff; Qty depends on staff numbers
Interview/Meeting Room	MEET-9-SJ							1	x	9	May share with adjacent Unit
Meeting Room	MEET-L-15-SJ Similar							1	x	20	Meetings/training; may share with general staff amenities
Staff Room	SRM-25-SJ							1	x	25	May share with general staff amenities
Toilet – Staff	WCST-SJ							2	x	3	May use general staff change/toilet facilities if located close
Net Department Total				39			63			179	
Circulation %				10			10			10	
Grand Total				42.9			69.3			196.9	

Notes:

- Areas noted in Schedules of Accommodation take precedence over all other areas noted in the FPU
- Rooms indicated in the schedule reflect the typical arrangement according to the Role Delineation
- Exact requirements for room quantities and sizes will reflect Key Planning Units identified in the Service Plan and the Operational Policies of the Unit
- Room sizes indicated should be viewed as a minimum requirement; variations are acceptable to reflect the needs of individual Unit
- Office areas are to be provided according to the Unit role delineation and staffing establishment; Executives and Managers may be responsible for more than one area but should have only one office assigned within the campus
- Staff and support rooms may be shared between Functional Planning Units dependent on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

11.5 Functional Relationship Diagram



11.6 Further Reading

- Australasian Health Infrastructure Alliance (Aus.). 'Australasian Health Facility Guidelines'. Retrieved from website: www.healthfacilityguidelines.co.au 2014
- The Facility Guidelines Institute (US). 'Guidelines for Design and Construction of Health Care Facilities' 2010 Edition. Retrieved from website: www.fgiguideines.org 2014.