

Please attach patient sticker here

Complete for new patient
TROLLEY SPACE CHECKLIST

To be completed by clinical staff preparing the bed space after discharge all wards

- Liaise with Sodexo/Domestic staff where required
- Completed form to be placed in the patient notes of the patient being admitted as confirmation that the bed space was adequately prepared

Site: Royal / County (please circle)

Ward/Unit.....

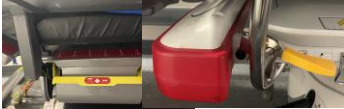

Print Name.....

Job title:

Trolley space/Number:.....

Type of Clean: Discharge / Terminal (please circle)

Date of trolley space clean:.....

ACTION REQUIRED	✓	COMMENTS
Ensure correct PPE is used for the task undertaken. Clean hands before donning and doffing PPE and after task. Use disposable paper /blue roll/wipe and change between each surface		
Take Trust approved cleaning products and linen skip to the trolley side		
Strip Trolley sheets and pillow case		
Ensure personal items are transferred with/returned to patient. Including personal items in ensuite (if applicable)		
Dispose of any used disposable items including any used oxygen and suction items		
Remove used over space TV headphones that were provided by the hospital and dispose. Ensure patient personal headphones are returned to patient. Clean over space TV system		
Clean locker inside and out.		
Clean over trolley table, including top, underneath and frame work		
Clean oxygen and suction and ensure working by briefly switching on (switch off after)		
Clean any IV stands, pumps, monitoring equipment, nebulisers, mobility aids and any other medical equipment within the trolley space		
Visibly check bedside curtains and window curtains (if present) for any stains or soiling. Replace if soiled and as part of a terminal clean		
Check and confirm integrity mattress cover and mattress by visibly checking the outside of mattress .Unzip mattress cover and check for fluid ingress (if zip present). Check pillows for any damage and tears. Clean pillows		
<p>Clean trolley mattress, lift up the mattress and clean frame, including under mattress, wheels and handles. Clean trolley sides including metal/ plastic hinges.</p> <p>Visually Check oxygen cylinder for dust and bodily fluids clean if required</p> <p>Clean the base of trolley this will require two persons if oxygen cylinder is in place to support cleaning underneath cylinder</p>		 <p>Trolley/ Striker Trolley Hinges</p>  <p>2nd Frame</p>
Check and visually clean all parts of trolley side chair including underside and underside of arms and any pressure relieving cushions if present (inspect cushions inside and out for ingress and tears). Inspect and clean foot stools		
Clean patient call bell		
Check patient en-suite; ensure personal items are returned to patient. Clean shower chair and raised toilet seat if present. Liaise with cleaning staff re ensuite clean		
Ensure adequate alcohol hand gel is available within the trolley space. If risk of ingestion by patient ensure staff carriage of alcohol hand gel.		
Check overhead light and/or light canopy and clean		
Prepare trolley space for the next patient. Make up trolley with clean linen if required. Apron and gloves are not generally required for this		

Please note that cleaning of the upper trolley frame including the trolley base is the responsibility of clinical staff even in the event of a terminal clean A terminal clean will also include further item such as curtain change, high and low level cleaning, bin change, toilet brush change