

Please attach patient sticker here

Complete for new patient

BED SPACE/COT CHECKLIST (please circle)

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

- 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:


Print Name.....

Job title:

Bed/cot space.....

Type of Clean: Discharge / Terminal (please circle)

Date of bed/cot side 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/white roll/wipe and change between each surface and when dry		
Take Trust approved cleaning products and linen skip to the bed side		
Strip bed sheets and pillow case		
Empty bedside locker and over bed table ensure all items have been transferred with the patient		
Dispose of any used disposable items including used oxygen and suction		
Remove used over bed TV headphones that were provided by the hospital and dispose. Ensure patient personal headphones are returned to patient. Clean over bed TV system (if present)		
Clean locker inside and out		
Clean over bed table, 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 bed space including stethoscopes		
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 and by unzipping mattress cover and checking for stains and fluid ingress. Check pillows for any damage and tears		
Clean bed mattress, bed base directly under the mattress (if possible remove bed base panels and clean underside).Clean bed frame, bedside rails, head and foot boards including electronic bed control and cord. Clean air mattress box and foot plate. Clean the surface of the bedside rail side hinge joint cover check around the hinge (if present). The hinge cover may need removing and cleaning if joint appears visibly soiled or ingress of dirty bodily fluids are present Clean pillows. Clean bed folder and holder. Please note: For cots refer to safe space cleaning log. Ensure parent/relative bed is cleaned and mattress checked		 <p>Example of hinge joint cover cot side</p>
Check and visually clean all parts of bed side chair including underside of seat and underside of arms and any pressure relieving cushions if present (inspect cushions inside and out for ingress and tears). Visually inspect and clean foot stools		
Clean patient call bell		
Check patient ensuite; 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 bed space. If risk of ingestion by patient ensure staff carriage of alcohol hand gel		
Overhead light and/or light canopy checked and clean		
Prepare bed space for the next patient. Make up bed with clean linen. Apron and gloves are not generally required for this. This form is for use for incoming patient; please ensure patient label is applied when new patient arrives. If bed empty leave completed form on bed and fix label when new patient arrives		

Please note that cleaning of the upper bed frame including the bed 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 bag change, toilet brush change