

12.0 Cleaning & Housekeeping Unit

12.1 Introduction

12.1.1 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.

12.2 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.

12.2.1 Functional Areas

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

12.2.2 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.

12.3 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 four m².

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 computerised rosters)
- computer terminal (optional)
- power and data outlets for computers as required



12.4 Schedule of Accommodation

12.4.1 Cleaning & Housekeeping Unit Generic Schedule of Accommodation

Schedule of Accommodation – Cleaning / Housekeeping Unit to service a Hospital at levels 1 to 6

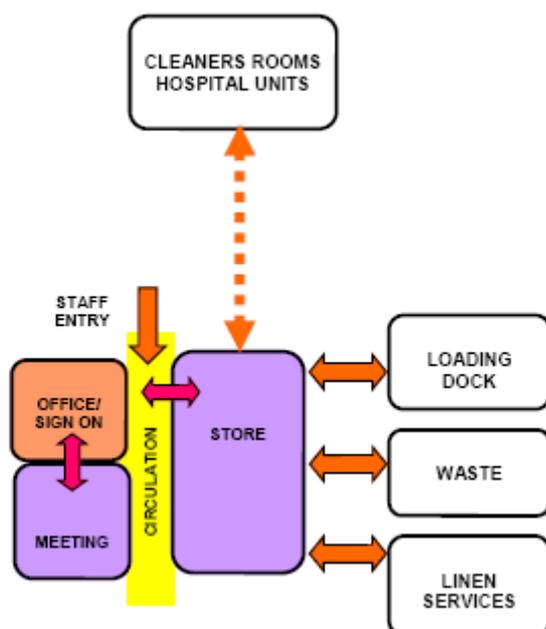
ROOM / SPACE	Standard Component	Level 1/2 Qty x m2	Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
BAY - MOBILE EQUIPMENT	yes			1 x 12 optional	1 x 12 optional	1 x 12 optional	
BAY - SIGN ON				1 x 4 optional	1 x 4 optional	1 x 4 optional	May be collocated with Office – Single Person
OFFICE - SINGLE PERSON 12M2	yes				1 x 12 optional	1 x 12 optional	For Manager
STORE - CLEANER'S	yes	1 x 12	1 x 12	1 x 12 optional	1 x 12 optional	1 x 12 optional	
DISCOUNTED CIRCULATION		10%	10%	10%	10%	10%	

Please note the following:

- 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 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.
- Staff and support rooms may be shared between Functional Planning Units dependant on location and accessibility to each unit and may provide scope to reduce duplication of facilities.

12.5 Functional Relationship Diagram

12.5.1 Cleaning & Housekeeping Unit Functional Relationship Diagram



12.6 References and Further Reading

- Australasian Health Facility Guidelines. (AusHFG Version 3.0), 2009; refer to website www.healthfacilitydesign.com.au
- Guidelines for Design and Construction of Health Care Facilities; The Facility Guidelines Institute, 2010 Edition.
- Design Guidelines for Hospitals and Day Procedure Centres, Department of Human Services Victoria, 2005



The Indian Health Facility Guidelines recommends the use of **HFBS** “**Health Facility Briefing System**” to edit all room data sheet information for your project.

HFBS provides edit access to all HFG India standard rooms, departments, and more than 40 report templates.

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Briefing Module

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