



TOOLKIT 7 · INFECTION PREVENTION · TOOL 4 OF 5

Environmental Cleaning — Daily and Terminal Checklist

High-touch surfaces daily; terminal clean on discharge or transfer. Signed, dated, spot-checked

Ward · bay or room · week beginning · cleaner · supervisor

DAILY — high-touch surfaces (detergent then disinfectant; clean to dirty; top to bottom)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bed rails, bed controls, call bell, over-bed table	☐	☐	☐	☐	☐	☐	☐
Door handles, light switches, curtains touched	☐	☐	☐	☐	☐	☐	☐
Chair arms, bedside locker top	☐	☐	☐	☐	☐	☐	☐
IV pole, monitor buttons, blood-pressure cuff	☐	☐	☐	☐	☐	☐	☐
Sink, taps, soap and hand-rub dispensers	☐	☐	☐	☐	☐	☐	☐
Toilet: seat, flush, rails, door handle	☐	☐	☐	☐	☐	☐	☐
Floor — damp mop; spills immediately	☐	☐	☐	☐	☐	☐	☐

TERMINAL CLEAN — on discharge, transfer, or end of isolation	Done	By	Checked
Strip and bag linen at the bedside; remove all patient items and waste	☐		☐
Clean and disinfect mattress cover, pillow, bed frame, rails, controls — all surfaces	☐		☐
All high-touch surfaces above, plus walls to reach height if soiled	☐		☐
Curtains changed (always after isolation)	☐		☐
Equipment that stays: clean and disinfect; equipment leaving: bag and label	☐		☐
Floor — full damp mop; bathroom full clean	☐		☐
Bed remade with clean linen; "cleaned — ready" tag placed	☐		☐

TERMINAL CLEAN — on discharge, transfer, or end of isolation			Done	By	Checked
Products and contact times (fill in): Detergent _____ Disinfectant _____ Contact time _____ min Dilution _____			Supervisor spot-check (date, result):		

ASF standards: Standard 3 — environmental cleaning