

Part B - Health Facility Briefing and Planning

230 CLEANING/ HOUSEKEEPING UNIT

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INTRODUCTION

Description

- 230 .2.00 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.

PLANNING

Functional Areas

- 230 .3.00 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.
- 230 .4.00 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.
- 230 .5.00 Storage areas are required for bulk cleaning materials, consumable supplies and equipment. Storage areas may be shared with the Supply Unit.

Functional Relationships

- 230 .6.00 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.

COMPONENTS OF THE UNIT

Introduction

- 230 .7.00 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.

Standard Components

- 230 .8.00 Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

- 230 .9.00 Provide the Non-Standard Components as identified in this section.

- 230 .10.00 BAY - SIGN-ON

DESCRIPTION AND FUNCTION

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

- 230 .11.00 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.

- 230 .12.00 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

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APPENDICES

Cleaning Generic Schedule of Accommodation

230.13.00 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 co-located with Office -Manager
OFFICE - SINGLE PERSON 9 M2	yes				1 x 9 optional	1 x 9 optional	For Supervisor -Dependent on staffing establishment
STORE - CLEANER'S	yes	1 x 12	1 x 12	2 x 12 optional	4 x 12 optional	4 x 12 optional	Cleaning chemical & supplies may be located in Supply Unit
CIRCULATION %		10	10	10	10	10	

References and Further Reading

- 230.14.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
- Health Department Western Australia, Private Hospital Guidelines, 1998.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - CLEANING / HOUSEKEEPING UNIT

