

<b>11 SERVICES</b>	<b>Cork University Hospital</b>		<b>ACTION CARD NUMBER</b>	
	<b>Housekeeping Services Manager</b>		<b>11.3</b>	
<b>You Report To:</b>	Operations Manager		<b>You Brief:</b>	Housekeeping Services Supervisors, Linen Services, Housekeeping Staff
<b>Overall Responsibilities</b>	<ul style="list-style-type: none"> <li>Management of Housekeeping Services, and Linen Services</li> <li>Maintain a clean and safe environment.</li> </ul>			
<b>IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION</b>				
<b>ON ACTIVATION</b>			<b>ON STANDBY</b>	
<ul style="list-style-type: none"> <li>Liaise with the Services Manager to determine: <ul style="list-style-type: none"> <li>Number of people involved</li> <li>How long the situation is likely to continue</li> <li>What services will be required</li> </ul> </li> <li>Liaise with the Bed Management</li> <li>Allocate additional Housekeeping Staff on Night duty roster as required</li> <li>Request that all staff on duty remain on duty to assist if required.</li> <li>Designate Housekeeping Supervisor to call in extra staff as required to clean additional rooms/areas.</li> <li>Redeploy staff to meet urgent needs</li> <li>Mobile Cleaning teams in place</li> <li>Inform all staff on-duty of the current situation and keep them updated</li> <li>Review all roles as events occur and make the necessary changes.</li> <li>Liaise with the Nurse in Charge on wards regarding the number of potential admissions/ discharges.</li> <li>Cease all non-urgent activities in non-clinical areas and re deploy staff to as required to clinical areas</li> <li>Depending on Emergency, some members of Housekeeping staff will be dispatched to following Departments: <ul style="list-style-type: none"> <li>✓ Emergency Department</li> <li>✓ Theatre</li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>Check staffing, establish how many staff may be required</li> <li>Allocate staff to ED, Radiotherapy</li> <li>Alert Linen room supervisor</li> <li>Contact Linen Provider to supply additional linen requirements</li> <li>Ensure adequate linen and stores supplies are available</li> <li>Ensure that all equipment is available in all priority areas</li> <li>Mobilise Cleaning teams to facilitate ward discharges as required</li> </ul>	

<ul style="list-style-type: none"> <li>✓ Radiotherapy</li> <li>✓ Other departments as required</li> </ul>	
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**Consider these points**

Alert Housekeeping Services Manager:

**Edyta Chamczyk**

**Eimear Crean**  
**Julie Carey**

**Contact Housekeeping Supervisors:**

**Ingrida Felsner/ Tiffany Hunt**  
**Melissa Connolly/ Aleksandra Brzykcy:**  
**AnneMarie Tobin/Catherine O'Flynn:**

<b>Version Control</b>	<b>Date Approved</b>	<b>DD/MM/YYYY</b>	<b>Valid Until</b>	<b>DD/MM/YYYY</b>