

EQUIPMENT CLEANING TEMPLATE

Revision 3-2009

List of Items	Cleaning Procedure	Person Responsible	Frequency of Cleaning	Comments
<i>Pumps</i> Baxter AS50 Syringe Pump Baxter Colleague CADD Prizm Pumps Kangaroo Feeding Pumps Baxter 6201 Baxter 6301 *Alaris Pumps *Baxter I Pump	A A A A A A A A	Nurse Nurse Nurse Nurse Nurse Nurse Nurse Nurse	<ul style="list-style-type: none"> When treatment discontinued Before sending for repair After each patient use Immediately, if visibly soiled 	To be stored in the "Clean Supply Room" after cleaning completed.
<i>Defibrillator / Monitors</i> <ul style="list-style-type: none"> ECG Cables Pacemaker Cables SpO₂ Sensor & Cable AED 	A A A A	Nurse Nurse Nurse Nurse	<ul style="list-style-type: none"> After each patient Immediately if visibly soiled Before sending for repair 	Any probes, cables or cuffs that are found to be broken, or have cracked insulation should be removed from use and given to the departments' Unit Manager so that they can be replaced. These accessories are NOT repairable.
<i>Bedside Monitors</i> Monitor Housing Module Housing Parameter Modules <ul style="list-style-type: none"> SpO₂ Sensors and Extension Cable 	A A A A	Nurse Nurse Nurse Nurse	<ul style="list-style-type: none"> After each patient Immediately if visibly soiled Before sending for repair 	Any probes, cables or cuffs that are found to be broken, or have cracked insulation should be removed from use and given to the departments' Unit Manager so that they can be replaced. These accessories are NOT repairable.
<i>Nurse Call Equipment</i> <ul style="list-style-type: none"> Cables Cords Bed Check Chair Check <ul style="list-style-type: none"> Call System - Nursing Station 	A A A A A	HCA HCA HCA HCA ECS	<ul style="list-style-type: none"> Once a day After each patient use Pre-Cleaned by HCA and returned to Central Dispatch Before sending for repair 	All cloth/gauze extension on the call bell cord or light chain must be removed and discarded when patient discharged. <u>Please note:</u> Bed/Chair Check pads are for single patient use.

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Holter Monitors	A	User	<ul style="list-style-type: none"> • After each patient • Immediately if visibly soiled • Before sending for repair 	Any probes, cables or cuffs that are found to be broken, or have cracked insulation should be removed from use and given to the departments' Unit Manager so that they can be replaced. These accessories are NOT repairable.
Electrocardiographs	A	Nurse		
Wander Guard	A	HCA		
Ophthalmoscopes / Oscopes	A	Nurse		
Gauges (O ₂ , Suction, Flowmeter)	A	HCA		
Telemetry Transmitter	A	Nurse		
Hypothermia Machine	A	HCA		
Portable Blood Pressure Machines	A	Nurse	<ul style="list-style-type: none"> • Every shift • Before sending for repair 	If visibly soiled and cannot be cleaned by procedure "A", send to Central Dispatch.
<ul style="list-style-type: none"> • B.P. Cuffs 	A	Nurse	<ul style="list-style-type: none"> • After each patient 	Disposable B.P. cuffs are available for isolations/ dedicated use.
Electronic Thermometers Metal Probe and Tympanic (includes holder)	A	Nurse	<ul style="list-style-type: none"> • Every shift 	
Portable Pulse Oximeters				
<ul style="list-style-type: none"> • SpO₂ sensors • Cables and Monitor 	C	User	<ul style="list-style-type: none"> • After each patient use • Before sending for repair • Once a day 	
	C	User		
Stethoscopes	A	User	<ul style="list-style-type: none"> • After each patient use 	
Orthopedic Stockings (TED)	B	HCA	<ul style="list-style-type: none"> • Once per day • When soiled 	
Orthopedic Aids (for TED)	B	OT	<ul style="list-style-type: none"> • After each use 	
Roho Cushion	B	User	<ul style="list-style-type: none"> • After each patient use 	Clean with PerCept Trial in progress
Gel Cushions	A	User	<ul style="list-style-type: none"> • After each patient use 	Do not rub or use friction. Clean with TBA If repair is required, contact Central Dispatch

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Patient Sliders • Soaker Slider (Quilted)	B	Central Dispatch	<ul style="list-style-type: none"> When visibly soiled On discharge 	Item must be dedicated to one patient.
• Arjo	B	Central Dispatch	<ul style="list-style-type: none"> Between patients 	
Transfer Boards (X-ray, ER, OR)	A	User	<ul style="list-style-type: none"> Between patients 	
Mechanical Lift Machine	A	HCA	<ul style="list-style-type: none"> Once a day 	Store cleaned item in designated area.
Slings - Mechanical Lifts • Belt Sling ("Sara" or "Medi-Man")	B	Central Dispatch	<ul style="list-style-type: none"> Every month When visibly soiled 	Items must be clearly marked with nursing unit to ensure return. Store cleaned item with appropriate mechanical lift.
• Non Belt Slings	B	Central Dispatch	<ul style="list-style-type: none"> When soiled and after each patient use 	During use store in patient's room. Items must be clearly marked with nursing unit to ensure return.
• Battery/Recharger	A	HCA		
Skin Sleeves Soft Splints	B	Central Dispatch	<ul style="list-style-type: none"> After each patient use 	
Transfer Belts	B	Central Dispatch	<ul style="list-style-type: none"> Every month When visibly soiled 	Store cleaned items in designated area.
Overhead Bar and Trapeze	A	HCA	<ul style="list-style-type: none"> Once a day After each patient use 	HCA remove and store clean items in designated area.
I.V. Pole extensions for Beds	A	HCA/ECS		
Crutches	A	HCA	<ul style="list-style-type: none"> After each patient use 	Arm rests and handgrips replaced. (Rehab Assistant – Surg Program)
Walkers	A	HCA	<ul style="list-style-type: none"> When visibly soiled Between patient use 	If used in Rehab department, Rehab Assistant.
Commodes	A	HCA	<ul style="list-style-type: none"> After each patient use When visibly soiled Before sending for repair Every 3 months if not in use 	Any patient with diarrhea requiring a commode requires a dedicated commode. Patients on isolation precautions require a dedicated commode.

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Basins Bedpans Urinals Bed Pan Holders (incl. Vernacare) Collection Hats Graduated Cylinders • Plastic • Stainless Steel	A	HCA CP	<ul style="list-style-type: none"> After patient use 	All soiled utilities in this category must be returned to the soiled utility room after each single patient use. HCA to pre-clean after each use. CP to clean via utility washer.
IV Poles	A	Nurse	<ul style="list-style-type: none"> Between patient use When visibly soiled Upon discharge 	Store cleaned items in designated area.
Blood Glucose Meters • Container	A	Nurse	<ul style="list-style-type: none"> After each patient use 	Central Dispatch to clean for Isolations
Ventilators	A	RT	<ul style="list-style-type: none"> After each patient use 	
Floor Scales	A	ECS	<ul style="list-style-type: none"> Once a day 	* If handrails present, wipe down after each patient.
Medication Bins/Baskets (including KCI)	A	HCA	<ul style="list-style-type: none"> monthly 	During night shift
Bladder Scanner	A	Nurse	<ul style="list-style-type: none"> After each patient use 	
Bath Tubs • Tub Chairs • Tub Room Furniture • Hoses	A A A	HCA ECS ECS	<ul style="list-style-type: none"> After each patient use 	ECS to provide routine cleaning.
Ortho heel boots • Plastic molded shell • Felt/Sheepskin Lining	A A	Central Dispatch Central Dispatch	<ul style="list-style-type: none"> After patient discharge When visibly soiled 	Ensure plastic shell and soft felt/sheepskin liners are clearly marked with nursing unit to ensure return. Equipment is dedicated to patient.
CPM Machine Sheepskins	A	User	<ul style="list-style-type: none"> After each patient use 	If used in Rehab department, Rehab Assist.
Mortar/Pestle	A	Nurse	<ul style="list-style-type: none"> After each use 	
PerCept Bottles	A	User	<ul style="list-style-type: none"> When empty Or after 30 days 	Send down to CP for exchange. CP to clean via utility washer.

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Stretchers	A	HCA	<ul style="list-style-type: none"> After each patient use When visibly soiled 	ECS to provide routine cleaning.
Shower Stretcher	A	HCA		
Toilet Seats	A	HCA	<ul style="list-style-type: none"> Once a day 	ECS to provide routine cleaning.
Sinks	A	ECS		
Showers	A	ECS	<ul style="list-style-type: none"> When soiled 	
Mirrors	A	ECS		
Hoses	A	ECS		
Transfer Bars	A	HCA		
Mattresses	A	HCA	<ul style="list-style-type: none"> When soiled 	ECS to provide cleaning upon discharge.
		ECS	<ul style="list-style-type: none"> For long term stay patients: monthly 	
Pillows	A	HCA	<ul style="list-style-type: none"> After each patient use When soiled 	Do not place vinyl covered pillows in soiled linen bags. ECS to provide clean pillows upon patient discharge.
Televisions for Patients	A	ECS	<ul style="list-style-type: none"> Daily 	If liquid is spilled on telephone, discard.
Disposable Telephones for Patients	A	ECS	<ul style="list-style-type: none"> When visibly soiled 	
Overbed Light	A	ECS	<ul style="list-style-type: none"> When visibly soiled Weekly 	
Window Blinds	B	ECS	<ul style="list-style-type: none"> Vacuumed monthly 	
Bed Drapes	B	ECS	<ul style="list-style-type: none"> When visibly soiled After discharge of isolation patient 	Part of annual cleaning plan.
Tables	A	HCA	<ul style="list-style-type: none"> When visibly soiled Between patient meals 	
	A	ECS	<ul style="list-style-type: none"> Daily 	

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Visitor Chairs	A, B	ECS	<ul style="list-style-type: none"> When visibly soiled Weekly, as part of ECS routine cleaning 	
Geri chairs	A	HCA	<ul style="list-style-type: none"> After each patient use When soiled Every Month 	Facility Rotational plan - Units are contacted monthly to supply chairs for pickup by ECS. Chairs are cleaned and returned.
Shower chairs	A	ECS		
Wheelchairs	A	HCA/ECS		
Servery Toasters Kettles Microwaves Coffee Makers Refrigerators - Patient - Staff	A A A A A A A	User User User User User User User	<ul style="list-style-type: none"> When visibly soiled 	Patient refrigerators are cleaned by ECS on a monthly basis.
Linen bins Linen Cages Garbage Cans Recycling Bins	A A A A	HCA Central Dispatch ECS ECS	<ul style="list-style-type: none"> When visibly soiled Daily Daily Weekly 	
Ice Machines	A	ECS	<ul style="list-style-type: none"> Once a day 	Maintenance to remove and clean filter on monthly basis.
Blanket Warmers	A	HCA	<ul style="list-style-type: none"> Before scheduled preventative maintenance 	- inside of unit
	A	ECS	<ul style="list-style-type: none"> Weekly 	- outside of Unit
Blood Warmers	A	HCA	<ul style="list-style-type: none"> Weekly 	
Hopper (for Bedpans)	A	HCA ECS	<ul style="list-style-type: none"> After each use 	ECS to provide routine cleaning.
Telephones - Patient Units - Offices	A	ECS	<ul style="list-style-type: none"> Daily 	
	A	ECS	<ul style="list-style-type: none"> Weekly 	
Mobile Telephones	A	HCA	<ul style="list-style-type: none"> After each use 	

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Addressograph	A	Unit Clerk	• Daily	
Cardex	A	Unit Clerk	• Monthly	
Computer - <i>Patient Unit</i> (Monitor, Mouse, CPU)	A	ECS	• Weekly	Keyboards are cleaned by the user.
Computer - <i>Office</i> (Monitor, Mouse, CPU) Keyboard	A	User	• Weekly	
COWS (Computers On Wheels)	B	User	• Daily	
<i>Patient Unit</i> Printers, Fax & Photocopiers	A	ECS	• As per ECS manual	
<i>Office</i> Printers, Fax, Photocopiers	A	ECS	• As per ECS manual	
Dictation Equipment	A	User	• Monthly	
Fire Extinguishers	A	ECS	• Weekly Dusting	
Water Fountains	A	ECS	• Daily	
Water Coolers	A	ECS	• Daily	
Holders for Dixie Cups	A	ECS	• Daily	
Signage: • Isolation • Hazard (e.g. "Wet Floor") • Directional	B A A	Central Dispatch ECS ECS	• Pre-cleaned by ECS • When visibly soiled	After Isolation patient discharge Part of facility rotational cleaning plan.
"Soiled" Carts from Utility Rooms	A	Central Dispatch	• Every weekend	Carts are taken to Materiel Services by Central Dispatch Aides.
Isolation Carts	A	HCA Central Dispatch	• When visibly soiled • After patient use	
Medication Baskets	A	Nurse	• Weekly	

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Patient Care Supply Carts: <ul style="list-style-type: none"> Wound Cart Ostomy Cart Irrigation Cart TPN 	A A A A	HCA HCA HCA HCA	<ul style="list-style-type: none"> When visibly soiled 	
	A	Central Dispatch	<ul style="list-style-type: none"> Every 3 months 	As per policy, "Event Related Outdating" and Facility Rotational plan.
Patient Rounds Carts	A	Unit Clerk	<ul style="list-style-type: none"> Monthly 	
Dietary Carts	A	Dietary Staff	<ul style="list-style-type: none"> After use 	
Crash Carts	A	Nurse	<ul style="list-style-type: none"> After use weekly 	
Medication Cassette Carts	A	Pharmacy	<ul style="list-style-type: none"> Weekly 	
Emergency Boxes	A	Central Dispatch	<ul style="list-style-type: none"> After use 	
Oxygen Tanks <ul style="list-style-type: none"> Tank Holders 	A A	Central Dispatch HCA	<ul style="list-style-type: none"> After use Weekly 	
Tube Station <ul style="list-style-type: none"> Tubes/Containers 	A A	ECS Facility Services	<ul style="list-style-type: none"> Weekly As per preventative maintenance protocol 	
WHMIS Station	A	ECS	<ul style="list-style-type: none"> Weekly 	
Mounted File Holders	A	User	<ul style="list-style-type: none"> Weekly 	
In Boxes (for Mail)	A	User	<ul style="list-style-type: none"> Weekly 	
Wall Pamphlet holder	A	ECS	<ul style="list-style-type: none"> Weekly 	
Holders for Bed Sliders	A	ECS	<ul style="list-style-type: none"> After discharge 	

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<i>Treatment Material e.g.</i> <ul style="list-style-type: none"> • Weights, Golf tubes • Bats/balls • Mock Staircase • Parallel Bars 	A A A A	Rehab Assistant	<ul style="list-style-type: none"> • After use • When soiled 	
Upholstered Chairs/Couches Artwork Tables Televisions DVD Player, VCR	B B A C C	ECS ECS ECS ECS ECS	<ul style="list-style-type: none"> • As per ECS Manual 	
Desks (Nursing Stations) Bookcases/File Cabinets Task Chairs/Railings Doorknobs/Handles	A A A A	ECS	<ul style="list-style-type: none"> • As per ECS Manual 	
Footstools	A	HCA	<ul style="list-style-type: none"> • When visibly soiled • Between patients 	
Whiteboards/ Blackboards Pencil Sharpeners Hole Punch/Tape Dispensers	A A A	User User User	<ul style="list-style-type: none"> • Weekly (minimum) 	
Vending Machines	A	ECS	<ul style="list-style-type: none"> • Weekly 	
Staxi Chairs	A A	ECS Central Dispatch	<ul style="list-style-type: none"> • Weekly • On request 	

Departments to develop interdepartmental procedures for specialized and/or non-patient care equipment. Written interdepartmental procedures require approval by the SOGH Infection Control Practitioner and the Infection Control Committee.

USER = Direct Care Provider including, but not limited to: Allied Health Staff, HCAs, LPNs, RPNs, RNs, & Physicians