

## Patient Equipment and General Cleaning Checklist for Clinic-Based Staff (All Health Care Workers)

Depending on the function of patient equipment in use, cleaning requirements may be classified as either:

- after patient contact
- between patient contact
- on a daily basis
- on a weekly basis

All equipment should be assessed and **cleaned thoroughly**. The cleaning checklist should be completed after each clinic session.

Equipment must be cleaned using detergent/detergent wipes. The following is the exception to this:

- **If blood or bloodstained fluids are identified, please clean area/equipment using a Spill-pak. Wear appropriate PPE (i.e. disposable gloves and apron) and follow manufacturers' instructions for use.**

White buckets (reusable) and white disposable mops are available for use by clinical staff for all other spillages (please refer to Cleaning and Disinfection Policy).

The clinical environment must be tidied daily and kept clutter-free.

Any non-essential notices or displays on walls, windows or doors throughout the clinic should be removed in order to ensure that the general environment is maintained in a tidy and 'de-cluttered' fashion. Notices or posters need to be laminated if possible in order that they can be cleaned/wiped as necessary.

If any equipment is found to be in a poor state of repair, it must be taken out of use and reported, repaired or replaced as soon as possible.

**N.B. This list is not exhaustive. Any specialist equipment relating to your area of practice should be added to this cleaning schedule and must be assessed, cleaned thoroughly and monitored according to its function.**

### Cleaning checklist for clinic-based staff

| Clinic Room.....<br>Week commencing:                   |  |  |  |  |  |
|--|--|--|--|--|--|
| Any individual monitoring equipment                    |  |  |  |  |  |
| Wall-mounted suction units/suction apparatus           |  |  |  |  |  |
| Wall-mounted oxygen points/oxygen masks                |  |  |  |  |  |
| Sphygmomanometer cuffs                                 |  |  |  |  |  |
| Portable monitoring equipment/stands                   |  |  |  |  |  |
| Electronic thermometer units                           |  |  |  |  |  |
| Stethoscopes   |  |  |  |  |  |
| Patient chairs   |  |  |  |  |  |
| Work surfaces  |  |  |  |  |  |
| dressing trolleys                                      |  |  |  |  |  |
| examination couch                                      |  |  |  |  |  |
| Lifting devices – Hoist                                |  |  |  |  |  |
| <b>Bathroom (Oxton)</b><br>inc. bath/hoist, bath chair |  |  |  |  |  |

**Monitored by Designated Person**

(Please print \_\_\_\_\_)

**Signature:** \_\_\_\_\_ **Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**N.B. This list is not exhaustive. Any specialist equipment relating to your area of practice should be added to this cleaning schedule and must be assessed, cleaned thoroughly and monitored according to its function.**

**Cleaning checklist for clinic-based staff**

**PLEASE ADD ADDITIONAL ITEMS SPECIFIC TO YOUR AREA**

| Clinic Room.....<br>Week commencing: |  |  |  |  |  |
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**Monitored by Designated Person**  
**(Please print \_\_\_\_\_)**

**Signature:** \_\_\_\_\_ **Designation:** \_\_\_\_\_  
**Date:** \_\_\_\_\_