

55-30 Appendix C - Unit Cleaning Guidelines Checklist Example

MONTH:																																			
DATE:																																			
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
DAILY:																																			
Check Hillrom book in mornings																																			
Thermometer and holder																																			
Door alarm - night																																			
Electronic BP cuff and machine																																			
Handles for otoscope/ophthalmoscope																																			
GST machine and entire case																																			
Doppler																																			
Clean Med Carts																																			
Keyboards/Nursing Stations																																			
Check sharps containers, change prn																																			
Plug in lift batteries each night																																			
Transfer belts - launder																																			
Stethoscopes																																			
IV Poles																																			
CLEANING BETWEEN CLIENTS:																																			
Tourniquets/name tags																																			
Infusion & tube feed pumps																																			
Walkers																																			
Oxygen gauges																																			
Suction equipment (gauges & containers)																																			
Commodes																																			
Ice packs																																			
Isolation carts																																			
Wheelchairs/Brodas																																			
Shower room & chairs																																			
Basins																																			
Complete lifts																																			

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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Oxygen baskets in patient rooms																												
Weigh scale																												
WEEKLY:																												
Wheelchairs/recliners/broda (complete)																												
IV poles in storage																												
Linen hampers																												
Bladder scanner stand																												
STOCKING GUIDELINES – DAILY:																												
Wiping/stocking kitchen																												
IV trays (comm book)																												
Dressing trays (comm book)																												
Emergency airway cart - Evening																												
Emergency airway cart - Days																												
Oxygen tanks																												
ABHR (do NOT refill)																												
Gloves (do NOT refill)																												
Shower rooms (towels & supplies)																												
Garbages in Med Carts																												
Confidential shredding																												
Blanket warmer																												
Dirty service room (urinals, pans, sitz, etc.)/SPD																												
Isolation gowns																												
IV bags – Obs																												
Emergency bedside airway supplies																												
Check Vac/Coban supplies																												
Med Carts – Days																												
Med Carts - Evening																												