## Appendix C - Unit Cleaning Guidelines Checklist Example

### MONTH: 


### DAILY:
- Check Hillrom book in mornings
- Thermometer and holder
- Door alarm - night
- Electronic BP cuff and machine
- Handles for otoscope/ophthalsmoscope
- 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
### Unit Cleaning Guidelines Checklist Example

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**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