

## STANDARD OPERATING PROCEDURE (SOP)

### CLEANING OF NEAR PATIENT HEALTHCARE EQUIPMENT

#### Appendix 10b: Bed Space Checklist for Neonatal Unit (1 week commencing on a Sunday)

<b>HOSPITAL:</b> Royal Hospital for Children		<b>ROOM:</b>			<b>SPACE:</b>		
<b>WARD:</b> Neonatal Unit							
Date and Time:							
Signature:							
Designation:							
Clean O2 & Suction							
Empty & clean Cot / Mattress on discharge							
Clean & Inspect Mattress <b>*SEE FOOTNOTE</b>							
Clean Cot / Incubator Frame							
Make Cot / Incubator with fresh linen							
Clean Emergency Buzzer							
Clean Pendant Monitoring/Infusion Equipment							
Clean Bedside Lamp & check working							
Clean Hand Rub Nozzle & replace if required							
<b><u>PARENT's ROOM</u></b>							
Clean inside of Wardrobe							
Make Bed with fresh Linen							
Clean Bedside Lamp & check working							
Wipe clean the Duvet & Pillows							
Infection Control Leaflets replaced (discard unused leaflets)							
<p align="center"><b>PLEASE ENSURE ANY FAULTY EQUIPMENT IS REPORTED TO ESTATES OR MEDICAL PHYSICS AS SOON AS IT IS DISCOVERED</b></p>							

**\*Unzip mattress cover & inspect mattress for any contamination. If cot mattress it should be checked for any obvious breaks in the fabric.**

**If a mattress is found to be contaminated, remove from use and inform the SCN. The SCN will inform the Lead Nurse or Service Manager.**