

STANDARD OPERATING PROCEDURE (SOP)

CLEANING OF NEAR PATIENT HEALTHCARE EQUIPMENT

Appendix 11 - Bed Space Checklist for Mental Health In-patient Services

HOSPITAL:				
WARD:				
Room:		Bed Space:		
Initial as completed when patient is discharged or once weekly, which comes first				
	Date	Date	Date	Date
Empty and clean bedside locker, including any drawers				
Clean patient chair				
Clean basin				
Clean buzzer / call button				
*Clean mattress If mattress has a zip, unzip and check inside If mattress is sealed, check cover for cracks				
Clean bed frame				
Clean bed rails				
Clean inside wardrobe				
Check bed screens				
Clean bedside lamp and check working				
Wipe clean the pillows				
Make bed with fresh linen				
Initials of staff completing checklist				
PLEASE ENSURE ANY FAULTY EQUIPMENT IS REPORTED TO ESTATES AS SOON AS IT IS DISCOVERED				

* 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.

The most up-to-date version of this SOP can be viewed at the following web page:
www.nhsggc.scot/hospitals-services/services-a-to-z/infection-prevention-and-control