

STANDARD OPERATING PROCEDURE (SOP)

CLEANING OF NEAR PATIENT HEALTHCARE EQUIPMENT

Appendix 5 - DAILY Bed Space / Cubicle Checklist for high turn over areas *

* A 'high turn over area' includes OPD, MAUs, Medical Receiving, Minor Injuries, Day Care and Theatre Recovery

HOSPITAL:	
WARD / Department:	
Date (Week commencing):	Time:
Room:	Bed / Trolley / Couch Space
Tick as completed DAILY	
All patient equipment will be checked and cleaned after use / between patients, as per decontamination policy, if not single use	
Wipe clean Pillows	
Make Trolley / Couch / Cot if required with fresh linen	
Check and clean O2 and Suction if used, on discharge of patient	
Check and clean Trolley Frame / Exam Couch / Cot, on discharge of patient	
*Clean Mattress (unzip mattress cover and inspect mattress for any contamination) if cot mattress this should be checked for any obvious breaks in the fabric)	
Clean Patient Chair on discharge of patient	
Check and clean Buzzer if used, on discharge of patient	
Check Curtains / Screens are clean and free from contamination, on discharge of patient	
The patient environment should be checked and cleaned if required, on discharge of patient	
Check and clean Overhead Lamp if used, on discharge of patient	
Clean Hand Rub Nozzle and replace if required	
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PLEASE ENSURE ANY FAULTY EQUIPMENT IS REPORTED TO ESTATES OR MEDICAL PHYSICS AS SOON AS IT IS DISCOVERED	
PRINT NAME	
DESIGNATION	
SIGNATURE	

* 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.

** Please list any critical near patient equipment specific to your ward or clinical area that requires weekly inspection.

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