

Standard Operating Procedure (SOP)
Cleaning of Phlebotomy Trolley



For daily clean of trolley all surfaces detailed below to be cleaned with detergent wipes and dried before and after every use. If trolley contaminated with blood or body fluids, please decontaminate with chlorine based detergent as per NHS GGC decontamination policy.

www.nhs.gov.uk/scot/downloads/decontamination-guidance-v8

Deep clean weekly as below including removal of stock, drawers and trolley tops

Hospital:

Ward:

Month :

DATE	DAILY CLEAN To be performed before and after use of trolley		WEEKLY DEEP CLEAN To be undertaken weekly or when trolley visibly soiled, whichever comes first.							PRINT NAME AND TIME PRE USE	PRINT NAME AND TIME POST USE
	Outer Metal Frame	Trolley top tray	Outer Metal frame	Trolley top tray	Drawers (inside & out)	Draw runners	Grooves in drawers	Drawer fronts	Wheel caps		
1 st											
2 nd											
3 rd											
4 th											
5 th											
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30 th											
31 st											

Please do not take the phlebotomy trolley into patient's bed space/SSR

Please ensure all tourniquets are single use and discarded after use.

Please ensure any faulty/damaged equipment is reported to Phlebotomy Manager as soon as it is discovered.