

CONFIDENTIAL

Electro Diagnostics Unit

Document No. : ED/FAC/01							
Title : Facilities Cleaning							
Effective Date :							
Review date: :							
Revision History : First version							
Training Requirements				A	B	C	D
✓							
A = New procedure requiring documented assessment of competence							
B = Modified procedure requiring documented reassessment of competence							
C = Familiarity with new procedure required (no assessment of competence necessary)							
D = Familiarity with changes required (no assessment of competence necessary)							
	Signature	Name (print)	Date				
Prepared by							
Reviewed and approved by							

CONFIDENTIAL

Document No. : ED/FAC/01
Version : 1.0
Title : Facilities Cleaning

1. INTRODUCTION

In order to maintain the quality of work undertaken in the by the Visual Electrodiagnostic Testing Service (VETS) and to provide a safe working environment in the Electrodiagnostic Unit (EDU) it is essential all facilities are kept clean and tidy.

2. SCOPE

This SOP describes the procedures for the routine housekeeping of the Electrodiagnostics Unit (EDU), University of Xxxxx (UoB).

3. RESPONSIBILITIES

All members of the EDU staff should be familiar with the contents of this SOP and have a responsibility to ensure compliance.

4. RELATED DOCUMENTS

- Equipment, Maintenance and Calibration (ED FAC07)
- Estates and Facilities Cleaning Specification (UoB 012)
- Hazardous waste Registration (UoB 013)
- Health & Safety Policy (UoB 007)

5. PROCEDURE

The following procedures are performed in the EDU:

- Safe storage of items that are not of immediate use.
- Daily disposal of unwanted items (for example, out of date or incorrectly labelled items).
- Wiping down of equipment with a sterilising solution (Chlorhexidine Wipes) following each service user examination.
- Thorough wipe down of all surfaces / handles / taps / sink on a weekly basis / as required / immediately following a spillage.

CONFIDENTIAL

Document No.	:	ED/FAC/01
Version	:	1.0
Title	:	Facilities Cleaning

- Ensuring that all consumables are re-stocked and a sufficient supply of electrodes/ gels/applicators/paper towels are available for subsequent users.

Additional cleaning will be required in the areas outlined below:

- **Sinks:** Areas under and around sinks are wiped down and decontaminated as required.
- **Fridge:** Cleaned and/or defrosted annually.

All details should be recorded on form ED/LAB/F01. Completed forms will be retained for a minimum of 2 years.

Other areas or equipment not covered during routine housekeeping will be cleaned when necessary, as assessed by the VETS Directors (see also: *Equipment, Maintenance and Calibration, ED FAC07*).