

# MEDICAL PREP

KEY **RED** - HIGHER RISK  
**GREEN** - LOW RISK



|  | How often?  | With what?  | Care of cleaning materials  | Person responsible                     | Any special comments  |
|--|---|---|---|--|---|
| <b>Examination table</b>                     | After every use   | Disposable cloth appropriate disinfectant (spray bottle or bowl)  | Dispose of cloth after use. Store bucket/bowl to dry.                             | Nursing / Auxillary staff              |   |
| <b>Door handles</b>                          | Wipe down once daily. Spot clean any dirty areas between procedures   | Disposable cloth appropriate disinfectant (spray bottle or bowl)  | Dispose of cloth after use. Store bucket/bowl to dry.                             | Nursing / Auxillary staff              |   |
| <b>Computer</b>                              | Clean keyboards once daily.<br>Clean screens daily  | Disposable cloth and appropriate disinfectant (spray bottle or bowl) or disinfectant wipes                    | Dispose of cloth. Store bucket dry.   | Nursing / Auxillary staff              | Ideally use 'easy clean' keyless keyboards or use keyboard covers   |
| <b>Sinks</b>                                 | Clean at least once daily.  | Scrub using abrasive cleaner (e.g. cif) followed by disinfectant. Apply bleach to drains at least once daily. | Dispose of cloth after use.   | Nursing / Auxillary staff              |   |
| <b>Soap dispensers</b>                       | Wipe clean at least twice daily.  | Disposable cloth and appropriate disinfectant (spray bottle or bowl) or disinfectant wipes                    | Dispose of cloth/wipes after use  | Nursing / Auxillary staff              |   |
| <b>Floor</b>                                 | Wet mop with detergent / disinfectant as appropriate between each consulting period<br><br>Dust removal & full clean & scrub once daily | Mop & bucket<br><br>Rotovac   | Mop & bucket cleaned after use & stored dry<br><br>Machine cleaned after each use | Consulting nurse<br><br>Cleaner        | Complete floor should be visibly clean including edges & corners  |
| <b>Weighing scales</b>                       | Clean once daily. Clean (if necessary) and disinfect surface after each animal.   | Disposable cloth / disinfectant wipe  | Dispose of cloth after use  | Nursing / Auxillary staff / Cleaner    | Clean immediately after any infectious case weighed or any urine contamination.                                       |
| <b>Equipment, e.g. monitoring equipment.</b> | Clean machine once daily. Disinfect (and clean if necessary) between patients.  | Disposable cloth / disinfectant wipe  | Dispose of cloth after use  | Nursing / Auxillary staff              | Report any damage to practice manager immediately contamination.  |
| <b>Spray bottles</b>                         | At least twice daily  | Wipe outside of bottle with detergent & disposable cloth  | Dispose of cloth after use  | Consulting nurse                       | Ensure disinfectant in bottle made up at correct concentration, disinfect bottle once used, rather than 'topping up'. |
| <b>Thermometers</b>                          | Clean immediately following use   | Preferably use disposable thermometer cover, and wipe using single use cloth/swab soaked in disinfectant.     | Dispose of cloth/swab after each use.   | Veterinary / Nursing / Auxillary staff |   |
| <b>Switches sockets</b>                      | Clean once daily  | Disposable cloth / disinfectant wipe  | Dispose of cloth after use  | Nursing / Auxillary staff              |   |
| <b>Staff</b>                                 | See attire protocol   |   |   |  |   |



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|-------------------------------|---|--|--|------------------------------|---|
| <b>Walls</b>                  | Wash down walls daily.<br>Spot clean any dirty areas between procedures | Disposable cloth appropriate disinfectant (spray bottle or bowl)                             | Dispose of cloth after use.<br>Store bucket / bowl dry.      | Nursing /<br>Auxillary staff | Report any areas of damaged paintwork to practice manager |
| <b>Doors</b>                  | Wipe down once daily.<br>Spot clean any dirty areas between procedures  | Disposable cloth appropriate disinfectant (spray bottle or bowl)                             | Dispose of cloth after use.<br>Store bucket to dry.          | Nursing /<br>Auxillary staff | Report any areas of damaged paintwork to practice manager |
| <b>Ceiling</b>                | Vaccum / Dust daily<br>Wipe down weekly                                 | Disposable cloth.<br>Extendable equipment  | Dispose of cloth after use                                   | Nursing /<br>Auxillary staff |   |
| <b>Blinds</b>                 | Blinds cleaned monthly or sooner if visibly contaminated.               | Disposable cloth and appropriate disinfectant (spray bottle or bowl) or Washing machine      | Dispose of cloth.<br>Store bucket dry.<br>See laundry policy | Nursing /<br>Auxillary staff | Check & discard if damaged or not cleanable               |
| <b>Windows</b>                | Clean glass weekly.<br>Dust wipe window ledges daily                    | Disposable cloth and appropriate disinfectant (spray bottle or bowl) glass cleaning solution | Dispose of cloth.<br>Store bucket dry.                       | Nursing /<br>Auxillary staff |   |
| <b>Air conditioning units</b> | Full clean monthly  | Vacuum cleaner.<br>Disposable cloth and appropriate disinfectant (spray bottle or bowl)      | Dispose of cloth after use.                                  | Nursing /<br>Auxillary staff |   |
| <b>Extractor fans</b>         | Dismantled & cleaned internally & externally every 3 months             | Vacuum cleaner.<br>Disposable cloth and appropriate disinfectant (spray bottle or bowl)      | Dispose of cloth after use.                                  | Nursing /<br>Auxillary staff | Ensure that the units are regularly serviced.             |

Mop buckets for this area are colour coded

Disinfection is appropriate for visibly clean surfaces; visibly soiled surfaces must be washed before disinfection. Damaged surfaces or equipment cannot be cleaned, and can harbour debris and bacteria. All surfaces should be checked daily. Damaged surfaces or equipment should be repaired or replaced as soon as possible.

Hard to clean surfaces (e.g. pin boards, Velcro, cloth seats etc.) should be avoided in clinical areas.

