



BELLA MOSS
FOUNDATION

Reception rooms



Non Clinical Areas



	How often	What with	Care of cleaning materials	Person Responsible	Any Special Comments
DOOR HANDLES	Wipe down and spray (allow to dry naturally) between every consulting period or after any risk event e.g. infectious patient or contamination.	Disposable cloth & detergent, spray with disinfectant daily or after any risk event. Fog with disinfectant at end of day with room.	Dispose of cloth after use.	Reception team	Apart from separate cat and dog waiting areas, try also to have a clean waiting area, for use only be elective surgery admissions, kittens and puppies for vaccination or annual booster. Immediately after any infectious case seen, if soiled, or otherwise at the end of each Consulting session.
COMPUTER	Use washable covers. Clean once daily then disinfect by spray or fogging at end of the day.	Detergent damp cloth or disposable wipes, then disinfect with spray or fogging deep clean and biofilm removal, weekly.	Dispose of cloth/wipes after use	Reception team	Washable keyboards covers should be used.
SCALES	Wipe down between every consulting period immediately if contaminated or after use by infectious case, disinfect daily by spray or fogging, deep clean with biofilm removal weekly.	Clean with disposable cloth then disinfect by spray or fogging, deep clean weekly with biofilm removal.	Dispose of cloth after use	Reception team	Clean immediately after any infectious case weighed or any urine or other contamination, otherwise at the end or morning admissions and at the end of each day. Deep cleans weekly or after an infectious case or after faecal contamination, using detergent, then a biofilm remover, finally disinfectant.

	How often	What with	Care of cleaning materials	Person Responsible	Any Special Comments
FLOOR	Wet mop between consulting periods disinfectant after infectious patients and at least daily. Full vacuum, detergent clean and scrub daily, deep clean, biofilm removal weekly. Fog disinfect daily with room as a whole.	Mop, bucket, detergent, brush attachments to DIY drill and or Rotovac. Disinfectant by fogging. Deep clean with biofilm remover.	Colour coded, microfibre mop heads, mop and bucket cleaned after each use and stored dry. Machine washed at least every three days.	Reception team/ consulting nurse, or cleaner.	Immediately if soiled/ contaminated, otherwise a full detergent clean and disinfection at the end of each day. The whole floor should always look clean. All floors in clinical food prep, laundry and instrument prep areas must be covered extending between 15-20 cm up the wall. If corners or edges of floors appear soiled these are easily cleaned with brush attachments on a rechargeable DIY drill.
MATS	Weekly, more often if contaminated, spray disinfect daily, at least weekly wash.	High temperature machine wash & tumble dry weekly.			
TOYS	Weekly wash with warm water & neutral detergent (e.g. washing up liquid), or between patients, then immerse in safe (non-toxic) disinfectant.	Bucket or sink, disposable cloth & detergent, then disinfect by submersion, for contact time in animal safe disinfectant.	Dispose of cloth after use, Store bucket dry & inverted	Reception team	Discard any damaged toys

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POSTERS & CLIENT EDUCATIONAL MATERIALS	Use laminated material. Daily wipe down posters & booklets. Dispose of damaged leaflets. Fog with room daily.	Disposable cloth and detergent. Then spray or fog with disinfectant daily.	Dispose of cloth after use.	Reception team	Where possible, posters & client education reading material should be laminated. Remove any damaged or soiled magazines
HAND SANITIZING FOR CLIENTS	Clients to be encouraged to sanitise hands on arrival, after touching other owner's pets, on entry and exit from the consulting room and before leaving. Clients should be trained in biosecurity.	Alcohol gel on reception desk or appropriate point in the waiting room	At end of consulting period. Wipe outside of bottle with detergent & disposable cloth, then spray with disinfectant and allow to dry naturally. Dispose of cloth after use.	Reception team	We do biosecurity as we care about your pet's health.
SEATS	Seat surfaces must be clean and disinfectable. Daily detergent wipe down then disinfect by spray or fogging. Deep clean once a week with biofilm removal.	Wipe down with cloth and detergent, then disinfect by spray or fogging. Deep clean with biofilm removal once weekly. Fog daily with room as a whole.	Dispose of cloth after use. Store bucket / bowl dry.	Cleaner	Report /remove any damaged seating; seat covers must be impervious.
PET STANDS	Dust & tidy once daily.	Disposable cloth	Dispose of cloth after use.	Reception team	Remove any out of date/ damaged items; the frequency of cleaning items is determined by the risk and turnover.

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SWITCHES/SOCKETS	Dust once daily. Correctly used fogging is safe for use with electrical equipment present.	Disposable cloth, then disinfected with fogging with room as a whole.	Dispose of cloth after use.	Cleaner	
WINDOWS	Clean glass weekly, wipe down window sills with disinfectant daily then disinfect by fogging with the whole room.	Disposable cloth & bucket, glass cleaning solution, disinfect by fogging with product safe and effective by this route.	Dispose of cloth. Store bucket dry.		
DOORS	Detergent wipe down once daily, then disinfect by fogging. Weekly deep clean with biofilm removal.	Disposable cloth bucket & detergent, then fogging with metal and staff safe and effective disinfectant.	Dispose of cloth after use. Store bucket dry.	Cleaner	