**Cleaning Consult Rooms**

**Standard Operating Procedure (Page 1 of 2)**

**In house cleaning:**

* Clean the sink with a cream cleaner (see appendix A).
* Clean the worktop, cupboard doors, table, table legs, walls, doors, light, keyboard and mouse with a disinfectant spray (see appendix A).
* Clean the window, pictures, blind and computer screen with a glass cleaner (see appendix A).
* Empty the clinical waste bin and replace the white bin bag.
* Empty the kidney dish into the DOOP bin.
* Empty and refill the otoscope pot with appropriate cleaner (see appendix A)
* Sharps bin are collected for incineration once full, and the sharps bin is replaced
* Clean out the thermometer pot and replace with cotton wool and Hibiscrub
* Clean and dry the metal ear pieces. They are sterilised at the end of each day in the autoclave.
* Restock the consumables – white roll, cotton wool, disposable gloves, cotton buds.
* Restock vaccination cards.
* Ensure microchip scanner is fully charged.
* Ensure there are nail clippers, stitch removers, pill givers in the drawer.
* Top up liver treats.

**Weekly in house cleaning**

* Clean the air conditioning unit with disinfectant spray (see appendix A).

**External cleaning:**

* The floor is swept and mopped using an appropriate disinfectant (see appendix A).

**Appendix A - Disinfectants**

1. We use Anigene as our disinfectant.
2. It is made up daily for kennels and cattery in yellow buckets at a concentration rate of 1:100 (10ml Anigene to 1ltr water).
3. We have spray bottles with 1:100 concentration in consult rooms, pharmacy, prep room, dental, laboratory, kennels, cattery, radiography, theatres. It is used to clean surfaces between each patient.
4. We use a concentration on 1:100 to clean all floors, made up daily and disposed of correctly at the end of the day. Yellow bucket and yellow mops: kennels, cattery, waiting room. Green bucket and green mops: prep room, radiography, dental, scrub. Blue bucket and blue mops: both theatres.
5. For cleaning isolation, we made up Anigene at a concentration of 1:50 in spray bottles, bucket and mop bucket
6. Red bucket and red mops – Isolation
7. Mop heads are washed in the washing machine at 60.c after each use.
8. Windows and glass are cleaned with Flash Anti-bac Plus.

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