**Cleaning Public Areas**

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

**Daily cleaning of foyer, public toilet, waiting room, reception and lobby:**

* Hoover carpet in foyer, toilet, waiting room and reception.
* Sweep and mop the foyer stairs and floor with the appropriate disinfectant (see appendix A).
* Clean windows with window/glass cleaner.
* Toilet to be cleaned with toilet cleaner.
* Replenish toilet roll, soap and hand towel in the toilet.
* Empty bins into normal waste.
* Wash walls and doors with appropriate disinfectant (see appendix A).
* Clean glass cabinets with window/glass cleaner.
* Clean computer screen, mouse, keyboard, telephones and receptions desks with disinfectant wipes.

**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. Clean all windows and glass daily with Flash Anti-bac Plus.

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