**Cleaning the Prep Room**

**Standard Operating Procedure**

**Daily in house cleaning:**

* Clean worktops and cupboard doors using an appropriate disinfectant (see appendix A).
* Clean tables, table legs and underneath tables using an appropriate disinfectant (see appendix A)
* Clean the windows and glass using glass cleaner.
* Sweep the floor and mop using an appropriate disinfectant (see appendix A). Use the brush in prep room and the green mop bucket.
* Empty clinical waste bins daily and send for incineration.
* Empty normal waste for collection once every 3 weeks.
* Sharps bin and DOOPs bin are collected when full and replaced.
* Clean the sinks, tiles and grout using a cream cleaner.
* Refill Hibiscrub, spirit and disinfectant bottles.
* Weigh the Flurasorb.
* Refill the consumables.

**Weekly in house cleaning**

* Wipe the walls down with an appropriate disinfectant (see appendix A).
* Weigh the Flurasorb.

**Monthly in house cleaning**

* Tidy, clean and organise the cupboards.
* Dismantle and clean the scavenging air cylinders.
* Clean the air conditioning unit.

**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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