

| <b>Weekly Cleaning &amp; Service</b>                               | <b>Date</b> | <b>Initials</b> |
|--|-------------|-----------------|
| Clean & disinfect surgery lights                                   |             |                 |
| Deep clean: counters, window ledges, prep tables, exposed surfaces |             |                 |
| Vacuum & wipe/dust all heating & cooling vents                     |             |                 |
| Clean autoclaves   |             |                 |
| Clean eye lube containers  |             |                 |
| Clean laundry & instrument tube buckets                            |             |                 |
| Make new tattoo ink containers                                     |             |                 |
| Run spore test on autoclaves                                       |             |                 |
| Change Sodorb after every 8 hours of surgery                       |             |                 |
| Clean & stock all crash carts                                      |             |                 |
| Clean all reservoir bags   |             |                 |
| Clean all anesthesia circuits                                      |             |                 |

| <b>Monthly Cleaning &amp; Service</b>                      | <b>Date</b> | <b>Initials</b> |
|--|-------------|-----------------|
| Inventory for expired drugs/products & dispose of properly |             |                 |
| Inspect door gasket of autoclave                           |             |                 |
| Run autoclave cycle with hot water & no packs              |             |                 |
| Clean & check all fire bins                                |             |                 |
| Replace rice bags  |             |                 |
| Check for out-of-date packs                                |             |                 |
| Clean scrub & solution containers                          |             |                 |

| <b>Bi-annual Cleaning &amp; Service</b> | <b>Date</b> | <b>Initials</b> |
|---|-------------|-----------------|
| Service clippers                        |             |                 |
| Inspect anesthetic tubing for cracks    |             |                 |
| Inspect autoclave gasket for cracks     |             |                 |

| <b>Annual Cleaning &amp; Service</b>           | <b>Date</b> | <b>Initial</b> |
|--|-------------|----------------|
| Service anesthesia machines                    |             |                |
| Service instruments                            |             |                |
| Have autoclave inspected by service technician |             |                |