

SCHEDULE FOR ROUTINE HOUSEKEEPING**LOCATION****BLDG. 490 CRC**CRC Lobby

WEEKLY

Tables, chairs, windowsills
wheelchairs, TV
Countertop around CRC desk

Room 8-35 (Treatment Room)

Daily

Sink, countertops, monitor
table, chairs, exam table,
stool, cart, ophthascope

Blinds

3/year

Pharmacy Room 5-4

Room 1 (Entrance)

monthly

Sink, cart, countertops. Shelves

Room 3 (Inner Pharm.)

monthly

Pavilion I

Nurses Circle (MRI)

Pre & Post Subject

Countertops, two refrigerators,
sink, drawers, desk, shelves

Room1(Conference Room)

Weekly

Desk, Shelves, chairs, monitors

Laboratory

Pre & Post Subject

Lab benches, microscope,
exam table

Pneumotomy Room

Pre & Post Subject

Bed

SCHEDULE FOR ROUTINE HOUSEKEEPING**LOCATION****BLDG. 906**

Room 1 (Reception)	Post Subject Weekly	Lunch table water cooler, cup holder, TV cart, window ledges, door handles Bathroom: sink, two shelves, paper towel holder, door handles, assist bar
Room 2 Subject Prep Room	Post Subject Monthly	Any direct subject care supplies Sink, scale, phone, window ledge lab. benches, tables phlebotomy table, crash cart, BP monitor, chairs, portable EKG monitor, door handles, clip boards, controlled substance boxes(front, sides and top) drawer handles, glove box, medication waste holder, sharps container holder Glass in cabinets in room 2 and in corridor outside room 2 holding subjects shirts
Room 5 (PET) Scanning Room	Post Subject Monthly	Any direct subject care item as: sink and counter, paper towel holder, Overbed tables, Pet table and IV poles, ceiling hangers, Ole Dick machine pet table ring area; chin strap, TV and cart toaster oven & cart,door handles, phone, warming blanket machine, chairs, glove box, Study cart and all nondisposable supplies used during study such as: stopwatches, containers for syringes, phlebotomy grips, protective shield, Top of scanner
Room 6 (CTI)	Post Subject Weekly	Any direct subject care item as: Ring area , chin strap, overbed tables, CTI table, door handles, IV ceiling hangers warming blanket machine glass stainless steel cabinets
Room 10	monthly	defrost and clean refrigerator
Nursing Station Corridor	Daily	2 sinks, 2 paper towel holders,

		desks, clipboards, stretcher, chairs foot stools, human supply cabinet stainless steel area-top, sides, front and glass and handles, night stands, sharps container holder, all medical waste holders, IV poles, EKG monitors, door handles, window ledges, snack tables, phone
Room 15 Bathroom	Daily	sink, chairs lockers, hamper, paper towel holder change bag in waste basket, coat rack, hangers, all handles
Back Corridor	Daily	chairs, IV poles, stretcher, clipboards
Room 16 Waiting Area	Daily	chair, IV pole, any table water cooler, cupholder, desk

Note: The laundry and waste is picked up and brought to the Medical building as per Dept. Guidelines-IC-5.2"Laundry" and IC-6.2.2,"Handling and Disposal of Regulated Medical Waste".

Note: The Post Subject areas are cleaned post by the nurses and weekly by the Medical Hospital Service Assistant/designee.

BLDG. 560 MRI

Room 108 (Subject Prep)	Pre & Post Subject	Phlebotomy chair, crash cart, cabinets, IV pole, all surface areas and equipment, sharps holders, glove boxes, window ledge
Room 112 (Subject Room)	Pre & Post Subject	Subject table, furniture, counter area, change linen on bed and on foam head supports
Utility Room	As Needed	
Lobby	Daily/As Needed	Desk, chairs, refrigerator, bathroom, water cooler

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The following items shall be cleaned pre and post subjects:

- telephones
- door handles
- light switches
- faucet handles
- cabinet handles
- pipetters
- racks

