

STANDARD OPERATING PROCEDURE #536
PROCEDURE ROOM MAINTENANCE

1. PURPOSE

This Standard Operating Procedure (SOP) describes the maintenance of the procedure room.

2. RESPONSIBILITY

The Principal Investigator (PI) is responsible for the maintenance of the procedure room.

3. MATERIALS

3.1. Disinfectant

4. PROCEDURES

4.1. Daily

4.1.1. Clean the work area.

4.1.2. After the procedure, clean the entire procedure area thoroughly and disinfect.

4.1.3. Sweep the floor. Mop as needed.

4.1.4. Empty the trash.

4.2. Weekly

4.2.1. Change/clean the disinfectant solution in the procedure room.

4.2.2. Mop the floor.

4.2.3. Restock supplies.

4.3. Monthly

4.3.1. Verify that all equipment is properly calibrated and functioning.

4.3.2. Check the disinfectant solution concentration and adjust as needed.

4.3.3. Check the air filter.

4.4. Bi-annually

SOP REVISION HISTORY

DATE	NEW VERSION
2023.03.13	4.1.3. Sweep the floors. Mop as needed.
2023.03.13	4.6.1. Wear personal protective equipment as per manufacturer's recommendations when preparing and using disinfectant solution.