



CLEANING & MAINTENANCE CHECKLIST

Weekly Cleaning & Service	Date	Initials
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 Sodasorb after every 8 hours of surgery		
Clean & stock all crash carts		
Clean all reservoir bags		
Clean all anesthesia circuits		

Monthly Cleaning & Service	Date	Initials
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Check for out-of-date packs		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		

Bi-annual Cleaning & Service	Date	Initials
Service clippers		
Inspect anesthetic tubing for cracks		
Inspect autoclave gasket for cracks		

Annual Cleaning & Service	Date	Initial
Service anesthesia machines		
Service instruments		
Have autoclave inspected by service technician		