



Cleaning Checklists for ER, ICU and SX

# DoveLewis Cleaning Checklist: ER



Shift	Day:                      Date:				Day:                      Date:				Day:                      Date:				Day:                      Date:			
	Day	Early Swing	Late Swing	O/N	Day	Early Swing	Late Swing	O/N	Day	Early Swing	Late Swing	O/N	Day	Early Swing	Late Swing	O/N
Restock ER Countertops																
Restock Tmt table top drawers, second drawers, wall drawers & restock bandage cart																
Restock ER crash cart; wipe down top, inside drawers, check for expired packs																
Take out ER, cat ward/dog ward, and lab trash/recycling																
Refill ER solution/ scrub/alcohol/ hand soap.																
Clean ER potty yard (pick up solid waste, hose area)																
Food Room: Dishes, empty dishwasher, garbage, recycling, clean countertops, shelves, deep clean sink																
Check/restock fluid warmer																
Sweep ER, cat ward, dog ward, ER doc charting and food room: 3pm and 3am																
Mop ER, cat ward and dog ward , ER doc charting and food room: 3pm and 3am																
Make copies of medication guides in pharmacy and flow sheets in lab if needed.																
Check Iso Exam to make sure it has been disinfected with iso protocol, stocked, and trash has been emptied.																
Check/make flush (If we're slow, consider usage)																









# DoveLewis Cleaning Checklist: ICU

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Daily	Date:		Date:		Date:		Date:		Date:		Date:		Date:	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Restock ICU Tx floor														
Restock ICU crash cart														
Check/Clean Iso treatment. If occupied, mop floor, restock, empty trash, check laundry, and Δ footbath.														
Restock ICU bandage cart														
Scrub Wet tables and Grates														
Wipe down sides of Tx tables/drawers (1x daily)														
Refill ICU solutions/scrubs														
Refill ICU paper towel dispensers														
Clean ICU potty yard														
Clean Lab & Pharmacy: countertops, dust, shelves, etc.														
Restock Lab (Nova & Catalyst supplies)														
Check/restock PT/PTT drawer in lab (label w/ dates) (1x daily)														
Take out ICU, U/S, Radiology trash/recycling														
Sweep, mop and wipe down ICU countertops														
Clean, Sweep & Mop														

# DoveLewis Cleaning Checklist: ICU

Ultrasound, Restock towels, laundry														
Clean, Sweep & Mop Radiology floor and underneath table, wipe down entire table and the sides, restock supplies														
Clean Internal Medicine, restock supplies, check laundry and garbage														
Sweep & Mop Internal Medicine (1x daily)														
Clean, sweep and mop CT Room														
Clean and the entire ICU scale and hallway scale														
Clean unoccupied runs (walls, floors, doors)														
Wipe down ICU & lab fridge w. Vindicator (1x daily)														
Dispose of week-old blood samples (1x daily)														
Check hold freezer/donated remains (1x daily)														
Check sharps cushions and switch out as needed														
Check Surgery Daily list														



# DoveLewis Cleaning Checklist: ICU

<b>Weekly</b>	Date Done:	Initials	Date Due:	Date Done:	Initials	Date Due:	Date Done:	Initials	Date Due:	Date Done:	Initials	Date Due:
Clean ICU keyboards												
Clean & Change solution bottles in ICU, Ultrasound, and Internal Medicine												
Clean and change slide stains												
Deep clean ICU pods												
Clean windows around ICU floor												
Restock: O2 tubing, O2 cannulas, suture, suction tubing												
Inventory ICU Instruments and check expiration dates												
Dispose of hold lab samples (month old samples)												
Change ICU baralyme granules												
Flush pods 6 and 7												
Clean & refill O2 Bubblers in ICU/Ultrasound												

# DoveLewis Cleaning Checklist: ICU

Monthly	Date Done:	Initials	Date Due:	Date Done:	Initials	Date Due:	Date Done:	Initials	Date Due:	Date Done:	Initials	Date Due:
Deep clean kennel and cage doors												
Defrost ICU medication freezer												
Scrub Mop Bucket & Mop Heads												
Check ALL expiration dates in crash cart, including: pre-made kits, suture, catheters, blood tubes, butterfly catheters, etc. *												

\* Almost **every** item in the crash cart has an expiration date!



