


Name of Policy:	<u>Cleaning Department Work-Surfaces</u>	 Effective Date: July 30, 2009 Initial Effective Date: July 27, 1990
Policy Number:	3364-139-7-12	
Department:	Sterile Processing	
Approving Officer:	Associate Vice President Associate Executive Director	
Responsible Agent:	Operations Manager, Sterile Processing	
Scope:	The University of Toledo Medical Center Sterile Processing Department	
<input type="checkbox"/> New policy proposal		<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

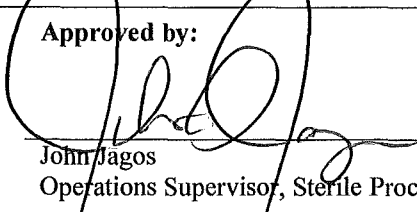

It is the policy of the Sterile Processing department to clean/disinfect departmental work-surfaces.

(B) Purpose of Policy

To reduce the number of microorganisms and other contaminants located on the work surfaces.

(C) Procedure

- At the beginning of each shift, the person assigned to Decontamination along with Prep & Pack Table 1, 2 and 3 shall wipe down work surfaces with approved germicidal disposable wipes. The surfaces are to be wiped off with the pre-moistened wipe and allowed to air dry.

Approved by:  <hr/> John Jagos Operations Supervisor, Sterile Processing	<u>8/5/09</u> Date	Review/Revision Date: 1991 1992 1993 1996 2002 2005 5/2007 7/2009
 <hr/> Norma Tomlinson, RN, MSN, NE-BC Associate Vice President, Associate Executive Director	<u>8/14/09</u> Date	
Review/Revision Completed By: Operations Supervisor, Sterile Processing		Next Review Date: July 1, 2012
Policies Superseded by This Policy: SP-7-12		

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.