



Standard Operating Procedure (SOP)

Title: Daily Maintenance and Cleaning	SOP No. SAIL-MRI-SOP-06
	Version No. 02
	Effective Date: July 28, 2017
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Approvals

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Distribution

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1. Purpose

To describe the daily cleaning procedure for the SAIL MRI facility.

2. Scope

Applicable to the SAIL MRI facility and the equipment housed within the facility.

3. Responsibility

Facility upkeep is the responsibility of the MR technicians and laboratory personnel. It is the responsibility of the SAIL MRI technician, under the supervision of the SAIL Manager, to ensure compliance with these daily procedures.

4. Materials

- Approved disinfectant solution or wipes
- Paper towels
- Sharps container
- 'Swifter' mop
- Biohazard bags*
- Disposable gloves

* ***May not be required***

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5. Procedure

- 5.1 At the end of the day, remove and replace any equipment remaining on the scanner procedure platform.
- 5.2 Wearing gloves, dispose of any remaining garbage in a biohazardous waste disposal bag.
- 5.3 Wipe and disinfect all surfaces of the procedure platform with approved disinfectant wipes or approved disinfectant solution in paper towels.
- 5.4 Perform a quick visual check around the scanner and spot-clean, if necessary.
- 5.5 Perform a quick visual check of the room and spot clean any areas of the floor that may have been dirtied during the scan session. Ensure that if blood or any other biohazardous fluids/materials are wiped and that the wiping substrate is disposed of in a biohazard bag or container.
- 5.6 Repeat procedures 5.1 - 5.5 for the surfaces of the procedure suite.

6. References

OP-08.00 Procedure Room Maintenance

7. Appendices

None.

