



Standard Operating Procedure (SOP)

Title: Weekly Maintenance and Cleaning	SOP No. SAIL-PET-SOP-08
	Version No. 02
	Effective Date: July 28, 2017
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Approvals

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1. Purpose

To describe the weekly cleaning procedures for the SAIL SPECT/CT/PET facility.

2. Scope

Applicable to the SAIL SPECT/CT/PET facility and the equipment housed within the facility.

3. Responsibility

Facility upkeep is the responsibility of the SPECT/CT/PET technician and laboratory personnel. It is the responsibility of the SAIL SPECT/CT/PET technician, under the supervision of the SAIL Manager, to ensure compliance with these weekly procedures.

4. Materials

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

* ***May not be required***

5. Procedure

- 5.1 Wearing gloves, dispose of any remaining garbage in a biohazardous waste disposal bag properly package and seal all full biohazardous waste bags/bins, and take them to the waste disposal room.
- 5.2 Tidy up the equipment on the shelves, if necessary.

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- 5.3 Perform a visual check on the tubing and cables for the equipment in the scanner room. Repair and/or replace as necessary.
- 5.4 Check the status of the compressed gas tanks. Place orders for replacement tanks, if necessary, and remove empty tanks to the storage area in the room (ES2.8222).
- 5.5 Check liquid and solid radioactive waste receptacles. Empty and/or dispose of full containers in accordance with McGill waste management guidelines (see references).

6. References

OP-08.00 Procedure Room Maintenance

7. Appendices

None.

