



Sanitizing Equipment Policy and Procedure

All devices will be inspected at the time they are received back at the end of a short-term loan. Devices are checked to ensure viability, cleaned and sanitized before being placed on the shelf of the equipment storage area. This assures it is in sanitary condition before it is requested for another loan.

Upon Receiving Equipment:

- All equipment is unpacked from its shipping or delivery container and held in a cleaning area.
- All equipment is cleaned with medical grade sanitation wipe, alcohol prep pads for smaller devices and stubborn dirt.
- Only staff who have been trained in cleaning and sanitization practices will be allowed to sanitize equipment.
- Equipment will be cleaned and sanitized in a space separate from the equipment storage area.
- Gloves are worn by the person cleaning and changed between each piece of equipment.
- An additional cleaner may be used for deodorizing or stubborn stains.
- An on-site washing machine will be used to launder cloth materials separately from other items and disinfecting chemicals will be used in the cycle.
- Surfaces on devices may be allowed to air dry or be dried with a clean absorbent towel.
- All areas used to unpack and sanitize equipment will be thoroughly cleaned between preparation of each piece of equipment.
- All steps will be followed unless product instructions indicate otherwise.

Sanitizing Supplies and Common Cleaning Products

- Disposable gloves
- Medical grade sanitation wipes
- Alcohol-based hand rub
- Soap and hot water
- Spray and wipe products that clean and deodorize (no rinsing required and can be used on vinyl, stainless steel, other metals, ceramic, and fabric)

Steps to Protect from Infection

- Wash hands with hot water and soap before beginning (Apply soap to all hand surfaces, rinse and dry thoroughly.)
- Put on disposable gloves before handling equipment.
- Put on new gloves before cleaning the next piece of equipment.