I. Purpose
This policy outlines the cleaning procedures of the equipment support staff.

II. Scope
A. Stock Clerk
B. Respiratory Equipment Student Aide
C. Licensed Respiratory Care Practitioners

III. Policy
A. The Equipment Service Team has the responsibility of:
   1. disassembling
   2. cleaning
   3. sterilizing
   4. processing
   5. performing preventive maintenance at specified intervals
   6. assuring preclinical function of durable medical equipment
   7. transporting clean and dirty durable medical equipment
   according to the manufacturer's specifications.
B. The Equipment Service Team has the responsibility of:
   1. performing inventory
   2. maintaining adequate stock in all respiratory care supply rooms
   3. transporting mass disposable medical equipment.
C. Universal precautions should be followed during all cleaning procedures.
D. Alcohol bath solutions should be changed at least every 48 hours.
E. Peroxide baths are changed every seven days.
F. Cidex bath solutions should be changed at least every 14 days, or according to the manufacturer's specifications.
G. Cidex solution should be tested before each use.
H. The equipment service staff should have passed a color-blind test during orientation.

IV. Procedures for Cleaning Reusable Supplies
A. Washing
   1. Don gloves
   2. Disassemble equipment according to manufacturer's specifications
   3. Remove and dispose any biological waste in the isolation bins
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4. Remove and dispose any uncontaminated disposable in the trash can
5. Rinse equipment with hot running water
6. Fill one sink with hot water and adequate detergent to make and sustain suds
7. Fill other sink with hot rinse water
8. Don personal protective equipment
9. Soak equipment in the detergent solution
10. Brush on all inner and outer submergible equipment surfaces with solution
11. Rinse thoroughly in second sink
12. Hang/place all parts in the drying cabinet
13. Assure that the drying cabinets reach a temperature of at least 160 degrees

B. Aerosol Disinfectant
1. Don personal protective equipment
2. Disassemble equipment according to manufacturer’s specifications
3. Remove and dispose any biological waste in the isolation bins
4. Remove and dispose any uncontaminated disposable in the trash can
5. Spray work towel with an antibacterial, antiviral spray until damp
6. Wipe all surfaces with the damp towel using circular motions

C. Alcohol Submersion
1. Don personal protective equipment
2. Disassemble equipment according to manufacturer’s specifications
3. Remove and dispose any biological waste in the isolation bins
4. Remove and dispose any uncontaminated disposable in the trash can
5. Submerge the equipment in alcohol for the manufacturer’s recommended time
6. Do not rinse
7. Air dry or place in the drying cabinet
8. Assure that the drying cabinets reach a temperature of at least 160 degrees

V. Procedures for Sterilization
A. Glutaraldehyde Solution
1. Don personal protective equipment
2. Place washed and rinsed components into the glutaraldehyde solution
3. Assure that all surfaces are completely in contact with the agent
4. Soak all parts for a minimum of 45 minutes
5. Remove equipment from glutaraldehyde solution
6. Rinse thoroughly under running water
7. Shake all excess water from parts
8. Place in drying cabinet
9. Remove completely dried components from drying cabinet and reassemble on clean processing table
10. Package the equipment in clean bags
11. Seal the bags

B. Packaging for Gas Sterilization
1. We will follow the manufacturer’s and central processing’s recommended procedures.

VI. Isolation Policies
A. At minimum, always wear gloves when handling isolation equipment.
B. Always wear personal protective equipment befitting the isolation category.
C. Discard any disposable items.
D. Spray all reusable isolation equipment items with phenol solution or with an appropriate aerosol disinfectant and bag them before removal from the patient’s room.
E. Place the single-bagged items into another bag immediately when they are brought outside of the patient’s room.
F. Immediately transport the isolated supplies to a dirty processing room for cleaning.
G. Disassemble the equipment and process as usual.
VII. Procedure for Checking and Restocking the Emergency Carts
   A. Remove any used, opened supplies form the crash cart
   B. Clean the crash cart with an aerosol disinfectant
   C. Using the printed checklist, inventory each drawer and compartment of the emergency cart
   D. Replace depleted stock up to the PAR level
   E. Assure that all supplies have a shelf life of at least six months
   F. Return the code cart to pharmacy for stocking and resealing
   G. After you have determined that all items are in the proper place and are present in the appropriate quantities, sign and date the log book assigned to the crash cart
   H. Make certain the cardiac board is clean and present on the back of the cart
   I. Make certain that the log book is on the cart

VIII. Procedure for checking and restocking the emergency airway kit
   A. Check the bag for damage and wipe down the outside with germicidal cleaner
   B. Using the airway kit checklist, inventory each item in the bag
   C. Using the printed checklist, inventory each compartment of the airway bag
   D. Change the batteries in the laryngoscope handle
   E. Test the function of the laryngoscope bulb and portable suction system
   F. Sign the checklist
   G. Date the expiration six months from the sealing of the bag
   H. Attach the checklist to the side of the bag
   I. Seal the bag with a plastic seal