



Clinical Process Instruction Manual

Routine Cleaning and Quality Control Tasks Process Instruction

Policy:

Trillium Gift of Life Network (TGLN) ensures that activities where there is potential for cross contamination of tissue or exposure to blood-borne pathogens, is subjected to routine, scheduled and documented cleaning procedures. The designated areas where tissue recovery supplies, instruments and media are received, stored, pre-packed and decontaminated will be maintained in a clean, sanitary and orderly manner. Supplies are stored in two separate locations, one is the main location which is the TGLN main office (483 Bay St) and the secondary location is the Forensic Science and Coroners Complex (FSCC). Cleaning events by tissue recovery personnel or designate in those designated areas will be performed regularly and documented appropriately.

Process:

The Inventory Coordinator, or designate is responsible for maintaining each area as described:

Sterile Supply Room /FSCC – Supply Room Cleaning

1. Ensure that this room is maintained in a clean and organized manner, as described below.
 - 1.1 Walkways will be kept clear.
 - 1.2 Counter tops and shelves will be wiped down with a designated cleaning solution.
 - 1.3 The contents from storage cabinets or bins will be cleaned and the interior of the cabinet/bin will be cleaned with a designated cleaning solution.
 - 1.4 Floors will be cleaned.

Utility Room Cleaning:

2. Clean the following items in this area:
 - 2.1 All sinks will be wiped with a scouring agent.
 - 2.2 All counter tops will be wiped with a designated cleaning solution.
 - 2.3 Interior/exterior of recovery coolers/bags will be cleaned
 - 2.4 Floors will be swept before mopping.
 - 2.5 Floors will be mopped with designated floor cleaning solution.



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Supply Room, Quarantine, Storage, Receiving Area and Meeting Rooms Cleaning:

3. All items will be maintained in a clean and orderly manner to maximize space and facilitate inventory:
 - 3.1 Walkways will be kept clear.
 - 3.2 Empty boxes will be removed immediately.
 - 3.3 All items will be stored with labels facing front and stacked evenly.
 - 3.4 Supplies will not be placed directly on the floor.
 - 3.5 Supplies will be at least 18 inches away from the ceiling.
 - 3.6 All counter tops and shelves will be wiped down with a designated cleaning solution.
 - 3.7 All contents from storage cabinets or bins will be removed and the interior of the cabinet/bin will be cleaned with a designated cleaning solution.
 - 3.8 Transport carts will be wiped down with a designated cleaning solution.
 - 3.9 All chairs will be wiped with designated cleaning solution.
 - 3.10 The shelving will be wiped down in the refrigerators.

Frequency and Documentation:

4. The frequency for cleaning each item will be indicated on the cleaning log for that particular room/area. Perform and document the cleaning as indicated in the weekly, monthly, semi-annual and annual cleaning logs applicable to each room/area. See Exhibits 1, 2, 3 and 4.



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Records:

Record Name	Form No. (if applicable)	Record Holder	Record Location	Record Retention Time (as a minimum)
Cleaning Log: Sterile Supply Room/FSCC Supply room	CSF-9-141	Tissue Department	Tissue Department	16 years
Cleaning Log: Utility Room	CSF-9-142	Tissue Department	Tissue Department	16 years
Cleaning Log: Quarantine, Storage and Receiving Area	CSF-9-140	Tissue Department	Tissue Department	16 years
Cleaning Log: Meeting Rooms	CSF-9-249	Tissue Department	Tissue Department	16 years

References:

- Standards for Tissue Banking, American Association of Tissue Banks, United States, 14th edition, 2017. J4.100 and J4.210



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Exhibit 1: Cleaning Log: Sterile Supply Room



CSF-9-141

Cleaning Log: Sterile Supply Room/FSCC Supply Room

Year: _____

Complete once per week. Date/initial when completed and check each task that was completed

Location: 483 Bay Street

FSCC

Date:								
Initials:								
Walk ways cleared								
Countertops/shelves cleaned with designated cleaning solution (i.e. cavicide)								
Storage cabinets/bins cleaned exteriorly and interiorly with designated cleaning solution (i.e. cavicide)								
Floors cleaned with disinfectant								

Comments:



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Exhibit 2: Cleaning Log: Utility Room



CSF-9-142

Cleaning Log: Utility Room

Year: _____ Complete once per week. Date/initial when completed and check each task that was completed

Date:								
Initials:								
Sinks wiped with a scouring agent								
Countertops cleaned								
Interior/exterior of recovery coolers/bags cleaned								
Floors cleaned with disinfectant								

Comments:



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Exhibit 3: Cleaning Log: Quarantine, Storage and Receiving Area



CSF-9-140

Cleaning Log: Quarantine, Storage and Receiving Area

Year: _____

Complete once per week unless specified otherwise. Date/initial when completed and check each task that was completed

Date:								
Initials								
Clear walk ways								
Remove empty boxes								
Countertops/shelves are cleaned/wiped down								
Storage cabinets/bins are cleaned interior and exterior (remove all contents to clean interior)								
Transport carts cleaned								
Chairs cleaned								
Refrigerator shelves cleaned								
Disinfect Ice Maker Scoop								
Confirm/ensure all items are stored with labels are facing the front * monthly check only								
Confirm/ensure supplies are not be placed directly on the floor. *monthly check only								
Confirm supplies are stored at least 18 inches from ceiling *monthly check only								



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Exhibit 4: Cleaning Log: Meeting Rooms



CSF-9-249

Cleaning Log: Meeting Rooms

Complete once per Month. Date/initial when completed and check each task that was completed.

NORTHAM STAFF	TASKS	DATE	TIME	INITIALS	COMMENTS
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
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Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				
Building Staff	Vacuum and Garbage				