

## Standard Worksheet

**Process:** *Cleaning Storage Bins, Shelves and Carts*

**Desired Goal or Outcome:** *To minimize the risk of contamination through cleaning and disinfection of storage bins, shelves and carts.*

**NOTE:**

*The Standard work applies to the storage bins, shelves and carts located in Clean Supply Rooms, behind patient/resident/client (P/R/C) care desks, and in the Medication/Pyxis room sin clinical areas only. Operating Rooms, Medical Device Reprocessing and Pharmacy areas are beyond the scope of this document.*

STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO
1	<input type="checkbox"/> Perform Hand Hygiene (HH).	<p>Perform hand hygiene prior to accessing clean and sterile supplies.</p> <p>Gloves must NOT be worn when accessing supplies from storage bins.</p>	Designated staff
2	<p><b>Storage Bins:</b> Clean and disinfect bins every <b>3 months</b> and when visibly soiled.</p> <input type="checkbox"/> Remove all items from bin and place items in a designated clean area. <input type="checkbox"/> Wipe interior and exterior of bins with facility approved disinfectant wipes. <input type="checkbox"/> Wipe laminated label if applicable	<p>Ensure bin surfaces remain wet for manufacturer's required contact time (i.e., 1 minute for Accel Intervention) and are allowed to air dry prior to restocking.</p> <p>Use new wipes as necessary to ensure entire surface is visibly wet for required contact time.</p> <p>Ensure items are returned to properly labelled bin.</p> <p>Ensure bins/items are returned to original location on shelf.</p>	<p><b>Scheduled cleaning:</b></p> <p>Designated Staff (e.g., Health Care Aide, Dispatch Aide, Housekeeping/ECS)</p> <p><b>When visibly soiled:</b></p> <p>Staff who've observed and first come across the visible soiling (e.g., Dispatch Aides, Supply Coordinators, Unit/Site Staff)</p>

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STEP #	DESCRIPTION	KEY POINTS / IMAGES	WHO
3	<p><b><u>Shelves and Storage Carts:</u></b></p> <p><b><i>Solid Shelves and Solid Shelf Storage Cart:</i></b></p> <ul style="list-style-type: none"> <li>□ Clean and disinfect at least <b>monthly</b> and when visibly soiled with facility approved disinfectant wipes. <ul style="list-style-type: none"> <li>▪ Prior to wiping, remove bins/items from shelves for appropriate cleaning and disinfection</li> </ul> </li> </ul> <p><b><i>Wire Shelves and Wire Shelf Storage Carts:</i></b></p> <ul style="list-style-type: none"> <li>□ Clean and disinfect at least <b>every 3 months</b> and when visibly soiled with facility-approved disinfectant wipes. <ul style="list-style-type: none"> <li>▪ Prior to wiping, remove bins/items from shelves for appropriate cleaning and disinfection</li> </ul> </li> </ul>	<p>Solid shelves and storage carts have potential to accumulate dust and debris. Increased frequency of cleaning/disinfection required.</p> <p>“Closed” area frequency of cleaning (i.e., shelves where area is restricted to staff access only): monthly and when visibly soiled.</p> <p>“Open” area frequency of cleaning (i.e., shelves where area is in higher traffic areas or accessible to patients and visitors): weekly and when visibly soiled.</p> <p>Ensure bins/items are returned to original location on shelf.</p> <p>Ensure required wet contact time is achieved and items are completely air dried prior to re-stocking contents. Wire shelves and storage carts may be cleaned manually using facility approved disinfectant.</p> <p>Clean and disinfect wire storage <i>mobile</i> carts in a cart washer when possible.</p> <p>When clean and sterile items are stored on the same cart, store sterile items on upper shelves and clean items on lower shelves. This decreases the likelihood of contamination of the sterile items from falling dust and debris.</p>	Designated staff

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4	<p><b>Process:</b></p> <ol style="list-style-type: none"> <li>1. Obtain required supplies</li> <li>2. Remove all items from bin, cart or shelf and place items in a designated clean area.</li> <li>3. Remove visible soiling from bin with facility-approved disinfectant wipes; dispose of wipes</li> <li>4. Use new wipes to disinfect bin after visible soiling has been removed. Allow bin to completely air dry prior to restocking.</li> <li>5. Remove contaminated PPE (if used); perform hand hygiene.</li> <li>6. Return items to the correct bin.</li> </ol>	<p>PPE according to the PCRA Facility-approved disinfectant wipes.</p> <p>Ensure required wet contact time is maintained on all bin surfaces, including any labels</p>	<p><b>Scheduled cleaning:</b></p> <p>Designated Staff (e.g., Health Care Aide, Dispatch Aide, Housekeeping / ECS).</p> <p><b>When visibly soiled:</b></p> <p>Staff who've observed and first come across the visible soiling (e.g., Dispatch Aides, Supply Coordinators / Unit / Site Staff)</p>
5	<p><input type="checkbox"/> Post cleaning/disinfection schedule on storage cart.</p>	<p>Document initials and date on cleaning schedule when bins, shelves or cart is cleaned.</p>	<p>Designated staff</p>

