

HOUSEKEEPING CHECKLIST

SCAN ROOM

- Blankets should be neatly folded and kept in the cabinet when not in use
- Used earplugs, used earbuds, wrappers, tape, etc. should all be thrown away
- Sheets and pillowcases should be changed (**between subjects & at the end of the day**)
- Used sheets/pillowcases should be placed in designated laundry bin located in scanner suite
- If laundry bin is full, bring laundry bag up to the 1st floor landing (and replace the laundry bag)
- All surfaces with frequent bodily contact (inside of head coil, response pads, emergency squeeze ball) should be **wiped down thoroughly** using the DBIC-provided Clorox wipes
- Peripheral equipment (response devices, sound delivery system, physiological monitoring cables) should be left in a neat, untangled manner
- Phantom, if used, should be stored back in the white cabinet and the table should be in the lowest position and the head coil can be either on the table or the anterior portion can be on the counter

CONTROL ROOM

- All trash and recycling should be disposed of in appropriate receptacles
- Projector should be placed in standby mode
- Peripheral equipment (biopac, response devices, control box, video/sound delivery systems) should be left in a neat, untangled manner
- Corrective lenses should be returned to their proper slots in the storage case. Frames should be wiped down with a Clorox wipe
- DBIC paperwork should be filed appropriately
- DBIC logbook should be completed thoroughly
- Log out of RedCap database if you are the last scan of the day
- Scanner should be shut down if you are the last scan of the day
- Personal belongings should leave the scanner suite at the end of the day

CHANGING ROOM

- Restock the scrub drawers prior to leaving the scan suite
- Make sure scrubs are in the designated laundry bin in the changing room
- If laundry bin is full, bring laundry bag up to the 1st floor landing (& replace laundry bag)
- Check for trash/recycling and dispose of as needed
- Ensure that participant hasn't left behind personal items

WAITING AREA

- Check for trash/recycling and dispose of as needed
- If you bring and/or use any dishes please clean them and put them away or take them with you
- Turn off **ALL** of the lights (scan suite/control room/changing & waiting rooms)