

# Housekeeping Checklist

## Scan Room

- Fold and store blankets in cabinet.
- Throw away used earplugs, earbuds, wrappers, tape, etc.
- Change sheets/pillowcases between subjects & end of day; place used items in laundry bin.
- Wipe all high-contact surfaces with DBIC Clorox wipes.
- Leave peripheral equipment neatly organized.
- Store phantom; leave table in lowest position; head coil on table or counter.

## Control Room

- Dispose of trash and recycling.
- Put projector in standby mode.
- Leave peripheral equipment neatly arranged.
- Return corrective lenses and wipe frames with Clorox wipe.
- File DBIC paperwork; complete logbook.
- Log out of RedCap and shut down scanner if last scan.
- Remove personal belongings.

## Changing Room

- Restock scrub drawers.
- Place used scrubs in laundry bin; replace bag if full.
- Dispose of trash and recycling.
- Check for participant personal items.

## Waiting Area

- Dispose of trash and recycling.
- Replace laundry bag if full.
- Clean and put away any dishes used.
- Turn off all lights.