

# SOP Template: Pre-Delivery Area Preparation and Cleaning Protocols

This SOP details the **pre-delivery area preparation and cleaning protocols**, encompassing thorough cleaning procedures, sterilization of equipment and surfaces, organization of delivery supplies, waste disposal methods, and safety measures to maintain a hygienic and efficient environment. The goal is to ensure the area is fully prepared to support safe and smooth delivery operations while minimizing contamination risks.

## 1. Scope

This SOP applies to all staff responsible for preparing, cleaning, and maintaining the pre-delivery area in the facility.

## 2. Responsibilities

- **Cleaning Staff:** Carry out cleaning and disinfection procedures as outlined.
- **Nursing Staff:** Oversee organization of supplies, checking equipment readiness, and reporting deficiencies.
- **Supervisors:** Ensure adherence to SOP and completion of area preparation checklists.

## 3. Materials & Equipment

- Personal Protective Equipment (PPE): gloves, masks, gowns, shoe covers
- Cleaning agents (hospital-grade disinfectant, detergents)
- Disposable cleaning cloths and mops
- Waste disposal bins (for general and biomedical waste)
- Sterilization equipment (autoclave, UV sterilizers if available)
- Delivery supplies trays/carts

## 4. Procedure

### 4.1 Preparation

1. Wear appropriate PPE before entering the pre-delivery area.
2. Gather all cleaning materials and supplies.
3. Remove unnecessary clutter and expired supplies from the area.

### 4.2 Cleaning and Disinfection

1. Sweep and mop floors with disinfectant; pay attention to corners and under furniture.
2. Wipe down all surfaces (beds, counters, equipment) using approved hospital disinfectant.
3. Clean and disinfect high-touch points: door handles, light switches, monitors, and call buttons.
4. Ensure toilet facilities (if present) are cleaned and disinfected.
5. Allow cleaned surfaces to air dry according to disinfectant instructions.

### 4.3 Sterilization

1. Sterilize medical instruments and equipment as per protocols (e.g., autoclaving, UV sterilization).
2. Store sterilized items in covered, designated storage areas.
3. Check sterilization indicator strips/tapes for confirmation of effective process.

### 4.4 Organization of Supplies

1. Replenish delivery kits and supplies (medications, sterile gloves, linens, IV fluids, etc.).
2. Arrange supplies for easy access during delivery.
3. Label and date all supply trays; remove and discard expired materials.

### 4.5 Waste Disposal

1. Segregate waste into general and biomedical (hazardous) categories according to facility policy.
2. Dispose of waste in appropriate bins with secure lids.
3. Replace liners and clean bins as needed.
4. Transport biomedical waste to designated disposal area following protocol.

## 4.6 Final Safety and Quality Checks

1. Inspect area for completion of cleaning, sterilization, and organization steps.
2. Ensure all equipment is functioning and in the correct position.
3. Document completion in the cleaning and preparation checklist/logbook.
4. Notify supervisor for final inspection and sign-off.

## 5. Safety Measures

- Always wear recommended PPE during cleaning and preparation activities.
- Do not mix cleaning chemicals; follow manufacturer safety guidelines.
- Report any hazards, spills, or broken equipment immediately to supervisor.
- Practice hand hygiene before and after the cleaning process.

## 6. Documentation

- Complete the pre-delivery area cleaning and preparation checklist after each cleaning.
- Record any incidents, supply shortages, or maintenance issues in the logbook.
- Ensure records are accessible for auditing and continuous improvement.

## 7. References

- Hospital Infection Control Policy
- Local Health Authority Guidelines for Environmental Cleaning
- Manufacturer's Instructions for Disinfectants and Sterilization Equipment

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