***It is the responsibility of the Sonographer who last used the room for the month to PERFORM & COMPLETE the Monthly Cleaning and Equipment QA check so make sure you check that the room is not scheduled for the rest of the week/month after your shift.***

*Any machine defect finding, fill out the Equipment Fault Log and report to Supervisor/ Manager.*

**Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ultrasound Room #: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cleaning & Maintenance** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| Bed: all surfaces underneath the bed including wheels & wheel locks/rails: Clean & dust / check for wear and tear. |  |  |  |  |  |  |  |  |  |  |  |  |
| Machine (including side/back/wheel & wheel locks): Clean & dust. |  |  |  |  |  |  |  |  |  |  |  |  |
| Other equipment: (gel warmer/glove box): Clean & dust/check for wear & tear |  |  |  |  |  |  |  |  |  |  |  |  |
| Shelves: Clean and dust. |  |  |  |  |  |  |  |  |  |  |  |  |
| Computer area: Dust and clean counter behind computer monitor. |  |  |  |  |  |  |  |  |  |  |  |  |
| Dust filter: Clean-should be free of lint and clumps of dirt. |  |  |  |  |  |  |  |  |  |  |  |  |
| **Quality Control** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| Pillow case: check for wear and tear |  |  |  |  |  |  |  |  |  |  |  |  |
| Transducers: check cables, housings, and transmitting surfaces for cracks, separations and discolorations. Inserting the plug and securing the transducer should be an easy operation. Check for bent or loose prongs. |  |  |  |  |  |  |  |  |  |  |  |  |
| Power cords: check for cracks, discoloration and damage to the cable and plug. |  |  |  |  |  |  |  |  |  |  |  |  |
| Controls: check for dirty or broken switches/knobs, and burnt out lights. |  |  |  |  |  |  |  |  |  |  |  |  |
| Scanner: check for dents or other cosmetic damage. These indicate events that could cause damage to the internal electronics. |  |  |  |  |  |  |  |  |  |  |  |  |
| Wedges/sponges: check for wear & tear |  |  |  |  |  |  |  |  |  |  |  |  |
| Chairs/stool/side table: check for wear & tear |  |  |  |  |  |  |  |  |  |  |  |  |
| **Initials:** |  |  |  |  |  |  |  |  |  |  |  |  |