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Policy Custodian: Faculty Practice Director
Category: Finance

Title

Faculty Practice Cleaning and Maintenance Schedule

Policy

Policy Statement

To establish a formal process for the routine cleaning and maintenance tasks throughout the Faculty Dental Practice clinic.

The Faculty Dental Practice clinic is supported by multiple departments of the College of Dentistry as well as centrally. Its success is dependent upon the cooperation of all these entities. The following table establishes the routine cleaning and maintenance expectations for central maintenance staff, faculty practice staff, departmental dental assistants, and University housekeeping.

Procedures

Managing staff will monitor compliance by performing monthly reviews of cleanliness and maintenance. Feedback will be forwarded to appropriate employees and their supervisor.

References

	Routine Tasks, Housekeeping and Maintenance	Everyone	Dental Assistants	Maintenance	Fac. Dental Prac. Staff	Sterilization Clerk
	MORNING PREPARATION FOR PATIENT CARE					
1	Open doors and turn on lights	X				
2	Verify that all areas are clean, trash emptied and all items from the previous day properly stored	X				
3	Put out supplies and equipment needed for the days activities		X			
4	Turn on computers and necessary equipment	X				
5	Check oxygen and nitrous tanks		X			
	ROUTINE HOUSEKEEPING					
1	Wipe down sinks and countertops		X			X
2	Small trash bags should be emptied into larger containers		X			X
3	Clean any exposed cabinet fronts, sides and doors		X			X
4	Detail chairs and units		X			
5	Refill paper towel dispensers as needed		X			X
6	Clean patient hand mirrors		X			
7	Clean computer screens				X	
8	Clean supply fridge and office fridge		X		X	
9	Clean outside of garbage cans	X				
10	Alert the front desk of maintenance and/or repairs needs		X			X
11	Clean and disinfect phones and keyboards	X				
12	Dust as necessary including wood ledges and picture frames	X				
	STERILIZATION					
1	Put away clean instruments					X
2	Perform laboratory procedures as requested by faculty					X
3	Keep laboratory stocked					X
4	Check cassettes and place in beige tub					X
5	Pass single instruments through the ultrasound, rinse, dry, bag and place in yellow tub					X
6	Oil handpieces and bag					X
7	Sterilize items in yellow tub					X
8	Deliver sterilized instruments to appropriate departments					X
9	Deliver beige tubs to central sterilization 4 times daily					X
10	Disassemble sterilizers for cleaning monthly					X
11	On Fridays, clean the ultrasonic cleaner and small, white bur blocks					X
	LABORATORY					
1	Clean labs for Faculty Dental Practice		X			X
2	Maintain organization in the lab: drawers, shelves, supplies, etc.		X			X

3	Keep laboratory stocked		X			X
4	Verify lab cases are entered into lab inventory book					X
5	Verify lab cases are in and all patient charts are in order the day prior to the appointment					X
	Routine Tasks, Housekeeping and Maintenance	Everyone	Dental Assistants	Maintenance	Fac. Prac. Staff	Sterilization Clerk
	MISCELLANEOUS					
1	Stock patient and doctor forms		X			
2	As time permits, check with hygiene to see if help is needed to take films		X			X
3	Assist with sterilization if the sterilization clerk is absent		X			
4	Retrieve mail on the first and fourth floors				X	
5	Check the eyewash station		X			X
6	Pre-enter time into PeopleSoft and adjust as necessary	X				
7	Check work related e-mails	X				
8	Review supply inventory and order		X			
9	Ensure that external doors are kept closed and locked	X				
10	Check emergency kits		X			
	MAINTENANCE					
1	Clean suction traps			X		
2	Maintain distiller			X		
3	Handpiece maintenance should be according to the manufacturer's instructions.		X			X
4	Coordinate all repairs and maintenance					X
5	Check AED routinely			X		
	UNIVERSITY HOUSEKEEPING					
1	Sweep and mop floors nightly			X		
2	Clean walls as needed			X		
3	Dust vents nightly			X		
4	Buff floors as needed			X		
5	Clean lobby chairs as needed			X		
6	Clean carpets as needed			X		
7	Clean sinks, mirrors, and toilets nightly			X		

Contact Information

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Important Dates

- Original Effective Date: April 21, 2009, Approver: Dr. Teresa A. Dolan, Dean
- Revision and Review: September 2015, Approver: Dr. A. Isabel Garcia, Dean
- Revision and Review: March 2020, Approver: Dr. A. Isabel Garcia, Dean
- Revision and Review: January 2022, Approver: Dr. A. Isabel Garcia.