



TEXAS TECH UNIVERSITY
**Neuroimaging
Institute™**

Cleaning Checklist

Cleaning the Scanner and EEG Equipment

The Principal Investigator is responsible for cleaning if the study involves animals; the MRI/EEG Technician is responsible for cleaning if the study involves people.

1. Table
 - Remove all linens
 - Spray all surfaces of the table with disinfectant and wipe dry. Make sure all surfaces have been cleaned with the table in the "maximally in" position and at the "home" position.
2. Magnet Bore
 - Spray inside bore of scanner with disinfectant and wipe dry.
3. Magnet Gantry
 - Spray with disinfectant and wipe front surface dry.
4. MRI Coils
 - Clean coils and cables with disinfectant.
5. EEG Box and Leads (EEG Tech)
 - Clean EEG module with disinfectant.
 - Clean cap with the disinfectant for the caps bucket with yellow lid.

Ancillary Equipment and Supplies

The MRI Technician is responsible for cleaning.

1. Wedges and sponges, headphones, etc.
 - Wipe down with disinfectant
2. Ancillary equipment (e.g., projectors, monitors, etc.)
 - Clean with disinfectant

Scan Room

The MRI Technician is responsible for cleaning.

1. Cabinets and countertops
 - Clean countertop with disinfectant.
 - Wipe down front surface of cabinets with disinfectant.
2. Floor
 - Use MRI-safe broom and mop to clean floor
3. Linen and Trash removal
 - Put the trash can outside the door of the lobby of the MRI room.

Who carried out the cleaning?

Signature

Date

Printed Name