



Cot Cleaning Instructions Job Tool

The cot cleaning process below may be completed at a shelter or at a secondary location if there is limited time or space at the shelter. If the cots are transported to a secondary location, the cots should be transported *outside* of their respective boxes. The boxes may be transported on the same truck. Once the cots are cleaned according to the steps below, they may be placed back in their boxes. The process should occur in a well-ventilated area indoors or outdoors. If a cot remains stained from blood or bodily fluids after following the procedures below, discard the cot through a local medical waste removal partner such as a health care organization or waste management. If a cot remains stained from another source, discard the cot.

A worker must wear the following items while cleaning a cot to protect the skin from exposure:

- Gloves
- Mask (simple)
- Plastic coverall

Step	Action
1	Sweep off any debris or vacuum the exterior surfaces of the cot.
2	Spray-wash the cot with a water hose sprayer attachment.
3	Brush the whole cot with a scrub brush using liquid dishwashing detergent and water solution.
4	Spray cot with hospital grade disinfectant solution or wipes (e.g. Cavi wipes). Follow the instructions on the disinfectant's label. NOTE: Cavicide disinfectant products can be found in the Grainger punch-out catalogue in Ariba.
5	Allow cot to air dry indoors or outdoors for at least 24hrs. Place cot in sunlight, if possible. Longer time frames may be required when in humid environments.
6	Mark cot distinctly to identify its destination: storage, medical waste, or general garbage.
7	Return the cot for storage. NOTE: Do not shrink wrap or place cots into storage that may still be damp.