

## **CUSTODIAL SERVICES**

### **PURPOSE**

- To specify custodial services / housekeeping guidelines for cleaning the MRI department area.

### **PROCEDURE**

- The MRI department area should be cleaned according to normal hospital procedures (except for the MRI scanner room itself).
- Custodial services personnel shall not enter the MRI scanner room without the permission of the MRI technologist.
- The MRI technologist must always be present during MRI scanner room cleaning.
- Custodial services personnel will be screened for the presence of any implanted metallic devices/objects by the MRI technologist.
- Custodial services personnel will be asked to remove jewelry, hairpins and all loose objects from their pockets.
- Custodial services personnel will be made fully aware of the dangers of taking any metal objects into the MRI scanner room:
  - The magnet is always on.
  - The dangers involved to himself/herself and equipment if safety guidelines are not followed.
  - The expense of the repairs.
- The cleaning of the MRI scanner itself is the responsibility of the MRI technologist.
- Prior arrangements must be made with the MRI department team leader or Medical Imaging manager to obtain entry into the MRI control room or MRI scanner room after normal working hours:
  - If prior arrangements have been approved, all personnel entering the MRI scanner room must be screened prior to entering.
  - Only the MRI technologist, a member of the Medical Imaging management team or Trimedx personnel can unlock the door to the MRI scanner room.
  - All tools or items to be taken into the MRI scanner room must be approved by the MRI technologist, a member of the Medical Imaging management team or Trimedx personnel.
  - The MRI technologist, a member of the Medical Imaging management team or Trimedx personnel must remain onsite to secure the MRI scanner room door.