

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 scan room itself).
- The MRI technologist must be present at all times during MRI scan room floor cleaning.
- Custodial services personnel shall not enter the MRI scan room without the permission of the MRI technologist.
- 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 scan room:
 - The magnet is on at all times.
 - The dangers involved to himself/herself and equipment if safety guidelines are not followed.
 - The expense of the repairs.
- The cleaning of the magnet unit itself is the responsibility of the MR 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 scan room after normal working hours:
 - If prior arrangements have been approved, all persons entering the MRI scan 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 scan room.
 - All tools or items to be taken into the MRI scan 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 scan room door.