

## Preventive Care & Cleaning

Get peak performance from your Capsa Healthcare medication and medical carts by performing periodic inspections and cleaning.

Item	Regularly Inspect
<b>Cart Lock</b>	Ensure lock operates properly and smoothly. Do not use lubricant like WD-40 or oil (attracts dirt).
<b>Casters</b>	Check casters for proper tightness. Ensure casters are free of dirt, strings, grime. Do not use lubricant like WD-40 or oil (attracts dirt).
<b>Hardware, Accessories</b>	Check for loose covers or thumbscrews.
<b>Work Surfaces</b>	Inspect for grime buildup or damage. See reverse side for cleaning recommendations. Only use a soft cloth or wipe to clean your product. To avoid excess dampness and/or damage, do not immerse Capsa products in liquid and do not allow liquids to spill inside Capsa products.
<b>Drawers and Drawer Rails</b>	Ensure drawers slide open/close freely and are not blocked or buckling. Do not overload drawers.
<b>Power Cords, Internal Cables (if applicable)</b>	Inspect wires and components for any damage; ensure there are no loose connectors, and clean terminals if necessary.
<b>Keyboard Tray Movement (if using computing arm)</b>	Check range of motion and stability. Loosen or tighten accordingly.

### Need Help?

Request Capsa Healthcare Service, Parts, or Support  
 800.437.6633  
[Parts.Support@Capsahealthcare.com](mailto:Parts.Support@Capsahealthcare.com)

Please have your cart serial number (on back of your Capsa Healthcare cart).

See reverse for Cart Cleaning Guidelines.

# Cleaning Guidelines

## Cleaning Information

Capsa Healthcare recommends that our products are cleaned regularly according to infection control guidelines and protocols. To facilitate this, Capsa Healthcare products are designed for easy cleaning, and to be chemical and spill resistant. Components are manufactured from the highest grade, non-porous, chemical resistant materials such as ABS and HDPE plastic, and from smooth, chemical resistant powder-coated steel and aluminum. High-touch components (work surface, handles, wrist rest) on certain Capsa Healthcare products incorporate anti-microbial additives, although it is not recommended to rely solely on those protections for infection control and proper hygiene.

**IMPORTANT:** While Capsa Healthcare designs durable products that withstand repetitive cleaning, it is important for your facility to test the specific formulation to prevent damage. To ensure compatibility, test the cleaning product by applying to an inconspicuous area first. Minimize the time of exposure and the amount of cleaning agent used, following instructions recommended by the supplier, to prevent any damage to the surface. Check for damage to the inconspicuous area before using on other surfaces.

## Acceptable Cleaning Methods, Wipes, and Solutions

Most common disinfectant wipes and diluted cleaning solutions that are safe to use in patient care environments are also acceptable to clean Capsa Healthcare products. Only use a soft cloth or wipes for cleaning and follow manufacturers' guidelines for the specific wipe or solution used. To avoid excess dampness and/or damage, do not immerse Capsa products in liquid and do not allow liquids to spill inside Capsa products. Do not use steel wool or other abrasive cleaning methods.

## Acceptable Cleaning Agents Include:

### Soap and Water

**Diluted Isopropyl Alcohol Solutions** (up to 70% alcohol as recommended by the US CDC).

**Diluted Bleach Solutions** (use up to 10% dilution for carts, up to 5% dilution for Capsa-provided built-in LCD screens, e.g., Dispatch [www.cloroxpro.com/products/dispatch/hospital-cleaner-disinfectant-towels](http://www.cloroxpro.com/products/dispatch/hospital-cleaner-disinfectant-towels)). For all computer or LCD screens that are not provided by Capsa Healthcare, refer to the manufacturer's manual for safe cleaning solutions.

**Hydrogen Peroxide Solutions** (e.g., Virox [www.virox.com](http://www.virox.com) )

**Quaternary Ammonium Compound** (e.g., Sani Wipes or CaviWipes)

*Before disinfection, Capsa recommends you remove visible stains and buildup with commonly used cleaners.*

## Unacceptable Cleaning Methods and Chemicals:

### Non-Diluted Bleach or Chemicals

Acetone

Mineral Spirits

Abrasive Cleaners and Polishes

Baking Soda

Paint Thinners or Solvents

Any Flammable, Toxic, or Corrosive Chemicals

**Do not use Industrial Washing Machines above temperatures of 167°F, which is the level where warping of resins occurs.**

**Do not use Medical Cleaning Booths**

**ATTENTION:** *These guidelines are for product care considerations only; consult your infection control administrator or equivalent for all cleaning procedures and processes. Refer to manufacturers' manuals to clean any computer, monitor, or technology that is attached or added to a Capsa Healthcare cart.*