**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**CLEANING UP WORK AREAS**

08172015

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Applies to: Clinical, Clinic Leads, Front Office Leads, CEO, HR

Prior to leaving any office both technicians and assistants should be cleaning up their own rooms and their work areas.  Make sure that all machines are off, lights off, any papers cleaned up especially patient papers, etc.  We need to be considerate of the next team coming in the next day.  This is not the sole responsibility of the late tech.

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Authorized Signature/Date