



# BABY CHANGING STATION (BCS) MAINTENANCE AND CLEANING PROCEDURE

## Koala Kare Products

### MAINTENANCE PROCEDURE



**1. Prepare Area**  
Put on gloves. Place wet floor sign outside restroom/facility door.



**2. Inspect Baby Changing Station (BCS)**  
Examine BCS exterior for dirt or soil.



**3. Inspect Door**  
Open and close BCS door. Shock may need replacement if door opens too rapidly or door doesn't close. If the door does not close once it is lifted to roughly 40° or if the door falls open without slowing, then the shock needs to be replaced.



**4. Inspect Strap and Buckle**  
With door open, inspect strap for wear and tear. Ensure buckle opens smoothly and closes with a "click". If belt is caught in BCS, unscrew, fix and reattach making sure the strap works properly. Replace if necessary.



**5. Warning Label**  
Inspect warning label. Replace if missing or damaged. Close the BCS.

### CLEANING PROCEDURE



**1. Clean Exterior**  
Apply detergent with a spray bottle or pre-moistened towel/rag to the plastic portion of the exterior, careful to avoid contact with the stainless steel surface. Remove detergent with a dry (microfiber) rag. Apply disinfectant (with a spray bottle/pre-moistened towel or rag) on plastic portion of the exterior and allow to air dry. Apply standard stainless steel cleaner to the stainless steel surface. With a soft rag, wipe with the grain of the stainless steel surface to remove.



**2. Clean Interior**  
Open BCS. Unlock liner dispenser and remove bed liners to avoid contamination with detergent. Set aside. Apply detergent (with a spray bottle/pre-moistened towel/rag or brush) to BCS bed surface, straps, and lower portion of the back wall. Allow to sit (dwell) for 30 seconds, and then clean the bed, straps and back wall area with a nylon brush. Remove detergent with a dry (microfiber) rag. Apply disinfectant (with a spray bottle/pre-moistened towel/rag or brush) on the BCS bed, straps and back wall and allow to air dry.



**3. Replace Bed Liners**  
Replace/fill the bed liners behind elastic cord. Lock liner dispenser. Close the BCS, and apply the disinfectant (with a spray bottle/pre-moistened towel/ rag or brush) on the handle area again. Inspect exterior to ensure no visible soil or damage. (Inspect wall/floor below unit to ensure it is free of soil or liquids.)



**4. Wash Cleaning Supplies**  
Return cleaning equipment and wet floor sign to the custodial closet. Wash nylon brush and allow to air dry. Wash/replace (microfiber) rag and or towel when soiled. Replenish detergent and disinfectant containers. Check inventory of bed liners (and alert Supervisor to reorder if inventory is low.)

### KB200-SS Replacement Parts

- 885-KIT Strap Kit
- 473 Instructional Label
- 975 Warning Label- ASTM Braille Label (optional)
- 199-KIT Shock Kit
- 465-XX-KIT Liner Lid Kit
- 466-XX-KIT Liner Dispenser Kit
- 476-SS Installation Kit
- 492-KIT Key
- 481-KIT Bungee Cord
- KB150-99 Bed Liners