

CLEANING THE ACCREDITED DRUG SHOP

- Clean the medicine outlet regularly, preferably daily, or whenever necessary to avoid accumulation of dust and to remove expired medicines or other waste materials.
- Regularly clean and maintain both the shop interior and the surrounding area outside, including the toilet.
- Clean the shop when it is not busy with customers.

1. Gather these materials

- Bucket, water, liquid soap, mopping rag, dusting towel, dusting broom, sweeping broom.

2. Prepare the materials to be used to clean

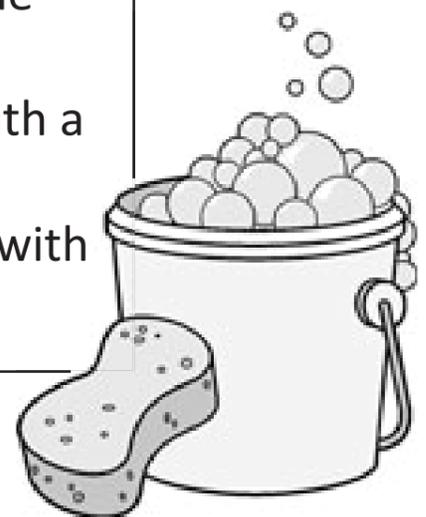
- Materials for cleaning the floor, walls, and ceiling are different from those used for dusting medicine containers and shelves.

3. Dust the walls, windows, and ceiling first

- A dusting broom with a long handle may be ideal for this purpose.
- Use a moistened rag to remove stains.

4. Clean the floor

- First sweep the floor before mopping it with a wet rag.
- Use a bucket with soapy water.



5. Dust the medicine

- Remove the medicine from the shelf and dust the shelf.
- Dust the medicine, check for the expiry date or any indication of spoilage before putting the medicine back on the shelf.
- Place the medicine on the shelves in an orderly manner following FEFO or FIFO where appropriate.

6. Rearrange the shop

- The cleaning exercise may disorganize the shop. It is important that after cleaning the shop is reorganized neatly.