

Clinical Engineering Maintenance Request & Decontamination Form

Clinical Engineering Site

ORC
0161 276 4826

WYTH
0161 291 2295

TGH
0161 746 2195

NMGH
0161 918 4340

LCO
0161 934 8631

Please complete All appropriate sections of this form. Equipment will not be accepted without correctly completing this form

Equipment Details

Job Reference No:	<small>(Clerical Use Only)</small>	Department	
Hospital/Site		Designation	
Contact Name		Telephone	
Contact Email		Request Time	
Request Date		Equipment ID / Serial No	
Make & Model		List Accessories Below	
Accessories Attached	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Fault / Request Details

<p style="color: red;">Incident / Safety Risk</p> <p>Do you require an investigation report by Clinical Engineering for the incident?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p style="color: red;">Incident Number (From online incident form)</p>
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Certificate of Cleaning

For Service requests this section MUST be completed and signed. Has the item been in contact with...			
Biohazardous Material	Yes <input type="checkbox"/> No <input type="checkbox"/>	Hazardous Chemicals	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Use in a High-Risk Environment	
Covid 19	<input type="checkbox"/>	MRSA	<input type="checkbox"/>
		C.Diff	<input type="checkbox"/>
		CPE	<input type="checkbox"/>
This equipment has been cleaned and decontaminated. The method of decontamination was ...			
Detergent	<input type="checkbox"/>	Alcohol	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/> <small>(Please Specify)</small>	Clinell Wipes	<input type="checkbox"/>

This equipment could not be decontaminated. The nature of risk and safety precautions to be adopted are as follows:

Cleaned with 70% Soni cloth wipes & batteries removed.

Authorised Signatory

Name (Capitals)	Signature	Date
Position Held	Extn No	
Andrea Nicklin		11/2/25
Clinical Engineer		

General Guidelines

- ◆ Where only dust is present on the surface of any equipment, a damp dusting with general purpose detergent solution is sufficient followed by a drying off. Disposable cloths should be used.
- ◆ If the equipment is contaminated with visible signs of blood or other bodily materials, it must be cleaned in accordance with the decontamination and disinfection policy. Ensure that all equipment is thoroughly dried afterwards.
- ◆ It is very important that electrical equipment is not unduly wetted as this could not only damage the equipment, but also create an electrical shock hazard.
- ◆ If equipment is contaminated with radioactive / hazardous chemicals, it must be cleaned in accordance with departmental policy.
- ◆ If you have any doubts about the correct method or what cleaning materials to use, then you should ask the advice of the Infection Control Departments or your Departmental Manager