

Clinical Engineering Maintenance Request & Decontamination Form

ORC ☎ 0161 276 4826	WYTH ☎ 0161 291 2295	NMGH ☎ 0161 720 2347	TCS ☎ 0161 934 8229/8663
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Please complete All appropriate sections of this form. Equipment will not be accepted without correctly completing this form

Equipment Details		Service	Fault	Incident
Job Reference No:	(Clerical Use Only)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hospital/Site	WINTHENSIAWÉ	CLINICAL ENGINEERING		
Contact Name	BARBARA SWEETMAN	CLINICAL ENGINEERING		
Contact Email	BARBARA.SWEETMAN	0161 291 2295		
Request Date	18/05/26	Request Time		
Make & Model	V1000	Equipment ID / Serial No		
Accessories Attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	List Accessories Below		
318752				

Fault / Request Details	
Incident / Safety Risk Do you require an investigation report by Clinical Engineering for the incident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Incident Number (From online incident form)	
FOR CALIBRATION 'SPS 69483' please see email chon	

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"/>
Covid 19	<input type="checkbox"/>		Use in a High-Risk Environment		
This equipment has been cleaned and decontaminated. The method of decontamination was ...			C.Diff	<input type="checkbox"/>	CPE <input type="checkbox"/>
Detergent	<input type="checkbox"/>		Alcohol	<input type="checkbox"/>	Clinell Wipes <input checked="" type="checkbox"/>
Other	<input type="checkbox"/> (Please Specify)				
This equipment could not be decontaminated. The nature of risk and safety precautions to be adopted are as follows:					

Authorised Signatory			
Name (Capitals)	B.S	Signature	Date
Position Held	CLINICAL ENGINEER	Extn No	18/05/26

- ### 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