



Standard Operating Procedure

Seasonal Use of Portable Fans and Portable Air Conditioners for Supplemental Cooling Appendix B: Care and Maintenance of Portable Air Conditioners

Doc. No. D-00-16-xxxxx


Rev.: 00

Rev. Date: N/A

Work Instruction:

Department Responsible for Fan Care and Maintenance:	<input type="checkbox"/> Care Staff: _____ <input type="checkbox"/> Environmental Services <input type="checkbox"/> Facilities Maintenance Operations/Maintenance Staff <input type="checkbox"/> Other: _____
Frequency:	<ul style="list-style-type: none"> • Discard plastic cover if removing from storage • Clean and disinfect prior to first seasonal use • Inspection prior to first seasonal use or if equipment is new • Inspect A/C unit for damage and visible soiling daily • Clean and disinfect immediately if visible soil is seen • Routinely clean and disinfect weekly: <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Day Shift <input type="checkbox"/> Evening Shift <input type="checkbox"/> Night Shift
Cleaning and Disinfection:	<ul style="list-style-type: none"> • Use a cleaning/disinfecting product that is: <ul style="list-style-type: none"> <input type="checkbox"/> Hospital approved <input type="checkbox"/> Health Canada approved with DIN number • Use a cleaning/disinfecting product that is compatible with the device as per manufacturer's instructions • Cleaning/Disinfectant Product: _____ <ul style="list-style-type: none"> <input type="checkbox"/> Pre-Moistened Wipes <input type="checkbox"/> Ready-to-Use Liquid/Microfiber Cloth <input type="checkbox"/> Wet Contact Time: _____
Personal Protective Equipment	<ul style="list-style-type: none"> • Gloves • Mask • Eye Protection <p>*Personal protective equipment should be considered to prevent occupational health exposure when using cleaning and disinfecting products.</p>
What/where/how to perform task	<p>Clean and disinfect the A/C unit:</p> <input type="checkbox"/> In current location

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		Rev.:	00
		Rev. Date:	N/A

	<input type="checkbox"/> Move to soiled utility or service room if risk of contaminating surrounding patient care area(s)
Cleaning, Disinfection and Maintenance Steps:	
Cleaning and Disinfection:	<ul style="list-style-type: none"> • A/C units are cleaned and disinfected when visibly soiled and on a pre-defined weekly schedule • Perform hand hygiene • Don personal protective equipment • Turn off the A/C unit • Disconnect from power source • Clean and disinfect exterior surfaces of the unit • Follow manufacturer's instructions or provided photos to disassemble the unit, removing the drip pan and filter housing (if present) • If the unit does not have a drip pan, visually inspect exhaust hoses to look for signs of damage or leakage • Empty contents of the drip pan into a dedicated utility sink • Clean and disinfect the interior and exterior surfaces of the drip pan • Assess the filter (if present) for signs of damage or excessive soil • Consult manufacturer's instructions to determine frequency of filter replacement • Allow all components to air dry prior to reassembly • Ensure wet contact time is achieved • Reassemble the unit • Remove PPE and perform hand hygiene • Return unit to patient care area (if required)
Disassembly/Reassembly:	<input type="checkbox"/> Refer to photos for disassembly and reassembly <input type="checkbox"/> Refer to manufacturer's instructions for disassembly or reassembly

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<p>Inspection: (Daily/Seasonal/First Use)</p>	<ul style="list-style-type: none"> • Inspect equipment daily, prior to first seasonal use, prior to initial use if newly purchased • Inspect equipment for: <ul style="list-style-type: none"> <input type="checkbox"/> Visible soil <input type="checkbox"/> Damage (chipped, cracked, exposed electrical etc.) <input type="checkbox"/> Missing parts <input type="checkbox"/> Functionality • If equipment is damaged or visibly soiled: <ul style="list-style-type: none"> <input type="checkbox"/> Remove from service and repair <input type="checkbox"/> Remove from service and discard <input type="checkbox"/> Remove, clean and disinfect
<p>Storage:</p>	<ul style="list-style-type: none"> • Clean and disinfect prior to seasonal storage • Cover A/C unit with a plastic bag/shroud and securely close • Label device as clean: <ul style="list-style-type: none"> <input type="checkbox"/> "Green Means Clean" stickers <input type="checkbox"/> Site specific process to identify item cleaned/disinfected • Identify storage area: _____

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APPROVALS			
<i>(e.g. Director)</i>	<i>Name</i>	<i>Date (month/day/year)</i>	
<i>(e.g. Manager)</i>	<i>Name</i>	<i>Date (month/day/year)</i>	
<i>(e.g. Practice)</i>	<i>Name</i>	<i>Date (month/day/year)</i>	
<i>(e.g. other)</i>			
REVISION HISTORY			
Revision#	Description of Changes	Prepared by	Effective Date
00	Initial Release		

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