

Best Practice Guideline	Seasonal Use of Portable Fans for Supplemental Cooling Appendix A: Care and Maintenance
Date	June 2021
Reviewed Date	
Revised Date	

A printed version of this guideline may not be the most recent version. The OFFICIAL version is located at www.ipac.vch.ca.

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 fan 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	Clean and disinfect the fan: <input type="checkbox"/> In current location <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"> • Perform hand hygiene • Don personal protective equipment • Turn off fan • Disconnect from power source • Clean and disinfect the exterior surfaces of the fan using a single motion and friction • Follow manufacturer’s instructions or provided photos to disassemble protective cage or shielding to allow access to fan blades, and other components • Clean and disinfect the cage and all components of the fan including the blades using a single motion and friction • Allow all components to air dry prior to reassembly • Reassemble the fan and disinfect the outer casing of the fan ensuring contact with all surfaces • Allow all components to air dry • Ensure wet contact time is achieved • Remove PPE and perform hand hygiene • Return fan 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
<p>Inspection: (Daily/Seasonal/First Use)</p>	<ul style="list-style-type: none"> • Inspect device daily, prior to first seasonal use, prior to initial use of newly purchased equipment • Inspect device 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 fan 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: _____

