

## Appendix A: Portable Fans: Care and Maintenance

A printed version of this guideline may not be the most recent version. The OFFICIAL version is located at [www.ipac.vch.ca](http://www.ipac.vch.ca).

Work Instruction:	
Department Responsible for Fan Care and Maintenance:	<input type="checkbox"/> Care Staff: _____ <input type="checkbox"/> Environmental Services (EVS) <input type="checkbox"/> Facilities Maintenance Operations/Maintenance Staff (FMO) <input type="checkbox"/> Other: _____
Frequency: Weekly	<ul style="list-style-type: none"> <li>• Discard cover if removing from storage</li> <li>• Clean and disinfect prior to first seasonal use</li> <li>• Inspection prior to first seasonal use or if equipment is new</li> <li>• Inspect fan for damage and visible soiling daily</li> <li>• Clean and disinfect immediately if visible soil is seen</li> <li>• Routinely clean and disinfect weekly:</li> </ul> <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"> <li>• Use a cleaning/disinfecting product that is:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Hospital approved</li> <li><input type="checkbox"/> Health Canada approved with DIN number</li> </ul> </li> <li>• Use a cleaning/disinfecting product that is compatible with the device as per manufacturer's instructions</li> <li>• Cleaning/Disinfectant Product: _____               <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-Moistened Wipes</li> <li><input type="checkbox"/> Ready-to-Use Liquid/Microfiber Cloth</li> <li><input type="checkbox"/> Wet Contact Time: _____</li> </ul> </li> </ul>
Personal Protective Equipment	<ul style="list-style-type: none"> <li>• Gloves</li> </ul> <p>* Personal protective equipment should be used based on your point of care risk assessment.</p>
What/where/how to perform task	<p>Clean and disinfect the fan:</p> <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"> <li>• Perform hand hygiene</li> <li>• Don personal protective equipment</li> <li>• Turn off fan</li> <li>• Disconnect from power source</li> <li>• Clean and disinfect the exterior surfaces of the fan using a 2-step process</li> <li>• Follow manufacturer's instructions or provided photos to disassemble protective cage or shielding to allow access to fan blades, and other components</li> <li>• Clean and disinfect the cage and all components of the fan including the blades</li> <li>• Allow all components to air dry prior to reassembly</li> <li>• Ensure wet contact time is achieved</li> <li>• Remove gloves and perform hand hygiene</li> <li>• Return fan to patient care area (if required)</li> </ul>
Disassembly/Reassembly:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Refer to photos for disassembly and reassembly</li> <li><input type="checkbox"/> Refer to manufacturer's instructions for disassembly or reassembly</li> </ul>
Inspection: (Daily/Seasonal/First Use)	<ul style="list-style-type: none"> <li>• Inspect device daily, prior to first seasonal use, prior to initial use of newly purchased equipment</li> <li>• Inspect device for: <ul style="list-style-type: none"> <li><input type="checkbox"/> Visible soil</li> <li><input type="checkbox"/> Damage (chipped, cracked, exposed electrical etc.)</li> <li><input type="checkbox"/> Missing parts</li> <li><input type="checkbox"/> Functionality</li> </ul> </li> <li>• If equipment is damaged or visibly soiled: <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove from service and repair</li> <li><input type="checkbox"/> Remove from service and discard</li> <li><input type="checkbox"/> Remove, clean and disinfect</li> </ul> </li> </ul>



Storage:	<ul style="list-style-type: none"> <li>• Clean and disinfect prior to seasonal storage</li> <li>• Cover fan and securely close</li> <li>• Label device as clean:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> “Green Means Clean” stickers</li> <li><input type="checkbox"/> Site specific process to identify item cleaned/disinfected</li> </ul> </li> <li>• Identify storage area: _____</li> </ul>
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