

 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-29-P05-WI01
	Effective Date:	09-30-2021
	Document Type:	Work Instruction
	Page Number:	1 of 3
	Department/Section:	Neonatal Intensive Care Unit
	Document Title:	PREVENTIVE MAINTENANCE OF THE NEONATAL INTENSIVE CARE UNIT





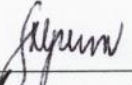
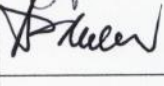
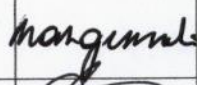

KEY TASKS	PERSON RESPONSIBLE
1. Proposes a schedule for temporary closure of NICU.	Head Nurse
2. Calls for a meeting together with the multidisciplinary team to discuss the activities for the preventive maintenance and terminal cleaning of the NICU.	
3. Makes a letter for NICU closure, noted by the Chief Nurse and approved by the Medical Director.	
4. Does an ocular inspection in the area and gives the allotted number of days for the repair, repainting, and maintenance.	Engineering Department
5. Gives the allotted number of days for terminal cleaning.	Housekeeping Department
6. Reserves 3 rooms (Rooms 354, 355, 356) at Station 11 for the long-staying patients after these rooms are cleaned by process of terminal cleaning.	Admitting Personnel
7. Notifies IT department for computer pull out and cleaning.	Head Nurse
8. Transfers out the medical equipment and move them into the NICU Triage Room.	Housekeeping Department
9. Notifies Infection Prevention and Control Unit (IPCU) for infection control measures once NICU complex is vacated.	Head Nurse
10. Undertakes the preventive maintenance and repair of the NICU complex.	Engineering Department

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11. Endorses the NICU Complex to the Head Nurse through a written report after preventive maintenance.	
12. Conducts an ocular inspection to validate the report.	NICU Head Nurse and the IPCU Personnel
13. Conducts manual cleaning of the NICU Complex	Housekeeping Department
14. Evaluates the manual cleaning conducted by the Housekeeping Personnel before all cleaned medical equipment shall be brought back to the NICU prior to misting.	IPCU Personnel
15. Endorses the NICU Complex to the housekeeping for terminal cleaning.	NICU Head Nurse and the IPCU Personnel
16. Oversees the housekeeping personnel during the process of terminal cleaning of the NICU Complex.	IPCU Personnel
17. Makes an endorsement of the NICU Complex to the IPCU for checking and approval.	Housekeeping Department
18. Endorses the NICU Complex to the Head Nurse through a written report.	IPCU Personnel
19. Assembles the cleaned computer units and circuits in the NICU wearing Personal Protective Equipment.	IT Personnel
20. Notifies the Nurse Supervisor, Chief Nurse, Medical Director, Department of Pediatrics, Department of OB-GYN, that the NICU is ready to resume operation.	NICU Head Nurse
21. Informs the Admitting Section and IT Department that it is ready for occupancy.	NICU Head Nurse

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