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	Department/Section:	Neonatal Intensive Care Unit
	Document Title:	PREVENTIVE MAINTENANCE OF THE NEONATAL INTENSIVE CARE UNIT

PURPOSE:


To discuss the procedures involved in performing preventive maintenance in NICU.

SCOPE:

Applies to all departments involved in performing preventive maintenance of the NICU.


PERSON RESPONSIBLE:

Medical Director, Nursing Service Department, Neonatal Intensive Care Unit, Station 11, Infection Prevention and Control Unit, Respiratory Therapy Services, Department of Pediatrics, Department of Obstetrics – Gynecology, Maintenance and Engineering Department, Housekeeping Department, Admitting Personnel, and Information Technology Department.


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PROCEDURE:

1. The NICU Head Nurse proposes a schedule for temporary closure of NICU.
2. The NICU Head Nurse calls for a meeting together with the multidisciplinary team to discuss the activities for the preventive maintenance and terminal cleaning of the NICU.
3. The NICU Head Nurse makes a letter for NICU closure, noted by the Chief Nurse and approved by the Medical Director.
4. The approved letter is reproduced and a copy is distributed to the different departments: Nursing Service Division Office, Station 11, Infection Prevention and Control Unit, Respiratory Therapy Services, Engineering Department, Housekeeping Department, Admitting Section, Billing Section, Department of Pediatrics, Department of Obstetrics-Gynecology, and Information Technology Department.
5. The Engineering Department does an ocular inspection in the area and gives the allotted number of days for the repair, repainting, and maintenance.
6. The Housekeeping Department gives the allotted number of days for terminal cleaning.
7. The Admitting Personnel 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.
8. IT department is then notified for computer pull out and cleaning. The computer units are stored in the NICU Triage Room.
9. One day before the scheduled closure, long-staying patients are transferred to Station 11 while the currently admitted NICU patients are transferred Station 11.
10. The Housekeeping Personnel transfer out the medical equipment and move them into the NICU Triage Room (temporarily converted as NICU).
11. Vacated NICU Complex is endorsed to the Engineering and Housekeeping Department.
12. Infection Prevention and Control Unit (IPCU) is notified for infection control measures once NICU complex is vacated.

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13. Engineering Department undertakes the preventive maintenance and repair of the NICU complex which includes the following: air-conditioning unit, physical set up, electrical repairs, plumbing works, re-painting, etc.
14. After the preventive maintenance, the Engineering Department endorses the NICU Complex to the Head Nurse through a written report.
15. The NICU Head Nurse and the IPCU Personnel conduct an ocular inspection to validate the report.
16. The Housekeeping Personnel conduct manual cleaning of the NICU Complex.
17. The IPCU Personnel evaluate the manual cleaning conducted by the Housekeeping Personnel before all cleaned medical equipment shall be brought back to the NICU prior to misting.
18. The non – transferable medical equipment are wrapped and sealed with a plastic by the Housekeeping Personnel in preparation for misting.
19. The NICU Head Nurse and the IPCU Personnel endorse the NICU Complex to the housekeeping for terminal cleaning.
20. The IPCU Representative oversees the housekeeping personnel during the process of terminal cleaning of the NICU Complex.
21. After terminal cleaning, the Housekeeping Personnel makes an endorsement of the NICU Complex to the IPCU for checking and approval.
22. The IPCU Personnel endorses the NICU Complex to the Head Nurse through a written report.
23. The IT Personnel assembles the cleaned computer units and circuits in the NICU wearing Personal Protective Equipment.
24. The NICU Head Nurse notifies the Nurse Supervisor, Chief Nurse, Medical Director, Department of Pediatrics, Department of OB-GYN, that the NICU is ready to resume operation.
25. NICU Head Nurse informs the Admitting Section and IT Department that it is ready for occupancy.
26. NICU Complex resumes normal operation.

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




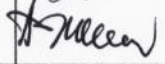
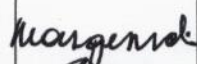
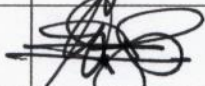
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Patro, P., Kothari, N., & Mohanty, N. (2016). Infection control protocol in NICU suitable for a peripheral newborn care unit. *The Journal of Community Health Management*, 3(3), 103. <https://doi.org/10.5958/2394-2738.2016.00023.6>

¹*Cleaning & disinfection | PHA Infection Control.* (n.d.-b). <https://www.niinfectioncontrolmanual.net/Cleaning-Disinfection>. Retrieved July 23, 2021, from <https://www.niinfectioncontrolmanual.net/cleaning-disinfection>

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	CANDY LYN G. QUIPTE, RN NICU Staff Nurse		10/04/2021
	JENIFFER D. SISON, RN NICU Head Nurse		10/04/2021
Verified:	HANNAH KHAY S. TREYES, RN, MN Chief Nurse		10/04/2021
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		10/04/2021
Recommending Approval:	MARIA LIZA C. PERAREN, RN, MAN Nursing Service Division Officer		03/15/2022
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		3/22/2022
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		3-25-22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		4/7/22