

Greenway Daily Equipment Check List

Greenway Version 3.12 Jan 2026

	Daily Checks w/c	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Consulting Room Boxes	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check contents against list on box, report to SM any missing items.							
2	Panic Alarms	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	All in a small box in host cupboard, ensure they are back in the box end of shift							
3	Patients and downloads folder (on desktop)	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Please make sure its clear start and end of shift							
4	Check respiratory hood and HCIS cleaning box are present and complete	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check contents against list on both boxes Clean contents and box itself with Clinell wipe							
5	Resus bag - Location: Store cupboard in corridor	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check contents as per contents sheet, replace any stock if needed. Check any OOD and log any imminent. Ensure green tick is showing which indicates Defib is working. Clean defib with Clinell wipe							
6	Blood Taking Box	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Ensure missing items are replaced from stock, check expiry dates and replace as required							
7	Sharps boxes	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported							
8	Manual Scripts	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Count and record manual prescription packs in Audit book							
9	Emergency drugs - Location: Inside drugs cupboard in store room	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Ensure drugs are in the appropriate drugs cupboard in store room and check that the tag is sealed and matches the one listed in the log book. Sign log book to evidence check.							
10	Oxygen - Location: Small and Large bottles	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Please accurately indicate in the signature box the levels as below: EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL							
	LARGE Cylinder Room 4							
	Large Cylinder Driver's cupboard							
	Small Cylinder, Driver's cupboard							
11	Medication issued from stock form							

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Greenway Version 3.12 Jan 2026

	Ensure previous dated meds form is put in post box regardless of any meds issued							
12	Monitoring Drug Temperatures – Location: Drug Cabinet	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check temp and record Min and Max temp <ul style="list-style-type: none"> If the alarms go off whilst on shift, please let the shift manager know 	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:	MIN: MAX:
13	Handwash Audits	Daily	Daily	Daily	Daily	Daily	AM PM	AM PM
	Check which clinicians need handwash by logging into Radar Handwash Initial when completed handwash.							
	Weekly Checks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14	Health and Safety Checks Weekly		Weekly					
	Complete H&S checklist, keep original in folder and flag any concerns							
15	Paediatric/Adult pulse oximeter - Location: Store Room within Sats monitor box Weekly	Weekly						
	Switch on machine, place on finger and ensure it takes a reading. Ensure Adult, child and Infant leads are available Clean the machine and box itself with Clinell wipe							
16	Nebuliser box			Weekly				
	Collect nebuliser box from the store room and ensure it is available for clinicians Check the machine powers on, and clean it with a Clinell wipe Ensure there is 1 x adult and 1 x paediatric nebuliser mask within the nebuliser box, checking the expiry dates and restocking where necessary							
17	Doppler Weekly					Weekly		
	Check Doppler is stored in cupboard and the equipment turns on. Clean the machine with Clinell wipe							
18	Blood Glucose Machine / Dual Keytone Weekly Check				weekly			
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe							
19	Respiratory Hood needs charging once a week.				Weekly			
	Host to plug in the battery into charging unit for 3 hours See emailed instructions							
	BASE SPECIFIC CHECKS:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
20	Clinical Waste							Weekly
	Please ensure the clinical waste bag is emptied if full, tagged and put in the clinical waste bin near staff entrance – keys on hook behind reception desk. This is essential before closing on a Sunday.							
21	Sample safe checks	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check of sample safe at the beginning and end of shift							
22	Headsets	Daily	Daily	Daily	Daily	Daily	Daily	Daily

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	Record how many and report any issues							
23	Panic Alarms- in reception Area and consulting rooms	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check Panic Alarm in reception area states ' System Ready '							

Week end date.