

Greenway Daily Equipment Check List

Greenway Version 3.16 August 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 Infectious Disease 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.								
6	Defibrillator		Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Ensure green tick is showing which indicates Defib is working. Clean defib with Clinell wipe								
7	Blood Taking Box		Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Ensure missing items are replaced from stock, check expiry dates and replace as required								
8	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								
9	Manual Scripts		Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Count and record manual prescription packs in Audit book								
10	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.								
11	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							

Greenway Daily Equipment Check List

Greenway Version 3.16 August 2026

		Small Cylinder, Driver's cupboard									
12	Medication issued from stock form										
	Ensure previous dated meds form is put in post box regardless of any meds issued										
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										
	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	

Greenway Daily Equipment Check List

Greenway Version 3.16 August
2026

	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.