Clevedon Medical Daily Equipment Checklist

Clevedon Version 12.1 - Oct 2026

Daily Checks WC		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Sunday	
1	**Consulting Room Boxes**	EVE	EVE	EVE	EVE	EVE	AM	PM	AM	PM
Check contents against list on box, hand out boxes to clinicians and report any missing items to SM										
2	**Panic Alarms**	EVE	EVE	EVE	EVE	EVE	AM	PM	AM	PM
All in a small box in host cupboard, ensure they are back in the box at end of shift.										
3	**Patients and Downloads folder**	EVE	EVE	EVE	EVE	EVE	AM	PM	AM	PM
Please make sure its clear at start and end of shift										
4	**Check Infection Disease hood and Infectious Disease cleaning box are present/complete**	EVE	EVE	EVE	EVE	EVE	AM	PM	AM	PM
Check contents against list on both boxes and clean contents and box with clinell wipes										
5	**Resus Bag - Location: store cupboard in room 3**	EVE	EVE	EVE	EVE	EVE	AM		AM	
Check contents as per contents sheet, replace any stock if needed. Check any OOD and log any immiment.										
6	**Defibrillator**	EVE	EVE	EVE	EVE	EVE	AM		AM	
Ensure green tick is showing which indicates defib is working. Clean defib with clinell wipes.										
7	**Blood Taking Box**	EVE	EVE	EVE	EVE	EVE	AM	PM	AM	PM
Ensure missing items are replaced from stock, check expiry dates and replace as required										
8	**Sharp Boxes**	EVE	EVE	EVE	EVE	EVE	AM	PM	AM	PM
Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported to SM										
9	**Manual Scripts**	EVE	EVE	EVE	EVE	EVE	AM		AM	
Count and record manual script packs in audit book										
10	**Emergency Drugs - Location: Inside drugs cabinet in room 3**	EVE	EVE	EVE	EVE	EVE	AM		AM	
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**	EVE	EVE	EVE	EVE	EVE	AM		AM	
Please indicate in the signature box the levels as below EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Large Cylinder - Room 3									

12	**Medication issued from stock forms**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Start new form and ensure previous dated meds form is put in post box regardless of meds issued										
13	**Handwash Audits**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Log into training hub, check which clinicians need handwash. Complete audit with clinician then confirm on hub & add host name to comments box.										
14	**Sample Safe Checks**	**EVE**	**EVE**	**EVE**	**EVE**	**EVE**	**AM**	**PM**	**AM**	**PM**
Check the sample safe at the beginning and end of the shift										
Weekly Checks		**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**		**Sunday**	
15	**Health and Safety check form**		**EVE**							
Complete H&S checklist, keep original in folder and flag any concerns										
16	**Paediatric/Adult pulse oximeter - Location: Store room within Sats monitor box**	**EVE**								
Switch on machine, place on finger and watch for reading Ensure adult, child and infant leads are available Clean the machine and box itself with clinell wipes.										
17	**Nebuliser Machine - Location: Store room within the nebuliser box**			**EVE**						
Switch on - does it make a noise? Clean the machine with clinell wipes.										
18	**Doppler**					**EVE**				
Check dopper is stored in cupboard and the equipment turns on. Clean the machine with clinell wipes.										
19	**Blood glucose machine / Dual keytone**				**EVE**					
Host to check machine as per guidlances and clean machine and box itself with clinell wipes.										
20	**Respiratory Hood - charge once a week**				**EVE**					
Overnight to plug in the battery into charging unit										