

Clevedon Daily Equipment Check List

Clevedon Version 11.8 Jan2026

	Daily Checks	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	Consulting Room Boxes Check contents against list on box, report to SM any missing items.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
2	Panic Alarms All in a small box in host cupboard, ensure they are back in the box end of shift	Daily	Daily	Daily	Daily	Daily	Daily	Daily
3	Patients and downloads folder (on desktop) Please make sure its clear start and end of shift	Daily	Daily	Daily	Daily	Daily	Daily	Daily
4	Check respiratory hood and HCIS cleaning box are present and complete Check contents against list on both boxes Clean contents and box itself with Clinell wipe	Daily	Daily	Daily	Daily	Daily	Daily	Daily
5	Resus bag - Location: Store cupboard in corridor 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	Daily	Daily	Daily	Daily	Daily	Daily	Daily
6	Blood Taking Box Ensure missing items are replaced from stock and check for expiry dates.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
7	Sharp boxes Should not exceed the 3-month date, should be closed but not locked, any overfilled/not closed boxes to be reported	Daily	Daily	Daily	Daily	Daily	Daily	Daily
8	Manual Scripts Count and record manual prescription packs in Audit book	Daily	Daily	Daily	Daily	Daily	Daily	Daily
9	Emergency drugs - Location: Inside drugs cupboard in store room Ensure drugs are in the 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.	Daily	Daily	Daily	Daily	Daily	Daily	Daily
10	Oxygen - Location: Small and Large bottles Please accurately indicate in the signature box the levels as below: EMPTY / ¼ FULL / ½ FULL / ¾ FULL / FULL	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Large Cylinder Driver's cupboard							
11	Medication issued from stock Ensure previous dated meds form is put in post box regardless of any meds issued	Daily	Daily	Daily	Daily	Daily	Daily	Daily
12	Monitoring Drug Temperatures – Location: Drug Cabinet Check temp and record Min and Max temp • 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:

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13	Handwashing audits	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Log onto radar, check which clinicians needs handwash on your shift. Initial when handwash complete							
	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							
	Host to check machine as per guidelines Clean the machine and box itself with Clinell wipe							
19	Sample safe checks	Daily	Daily	Daily	Daily	Daily	Daily	Daily
	Check of sample safe at the beginning and end of shift							
20	Respiratory Hood needs charging once a week.				weekly			
	Host to plug in the battery into charging unit for 3 hours See emailed instructions							

Week end date.