



MIDDLESEX-LONDON PARAMEDIC SERVICE LOGISTICS STANDARD OPERATING PROCEDURES



AMBULANCE DEEP CLEANS

Date Deep Cleaned _____

Name _____

Vehicle # _____

ID Number _____

Start Time _____

End Time _____

Put truck through wash bay

Front Cab

- Clean and disinfect all interior surfaces, including walls, doors, door jams dash and radio equipment
- Clean all interior cab glass and windows
- Clean and disinfect all equipment/contents removed from front cab
- Restock, as per template, all equipment, bags, and cabinets from deep clean cart
- Vacuum and mop floors

Patient Compartment

- Wipe down linen area and restock linen as required
- Wipe down all cabinet shelves and doors
- Wipe down jump seat and windows
- Wipe down O2/Suction area
- Wipe down all doors and door seals
- Wipe down D tank area and vacuum inside
- Wipe down bench seat and vacuum underneath
- Wipe down walls, ceiling, and grab bars
- Clean and disinfect including mattress and belts, check for any wear and damage
- Remove yellow matting from patient compartment side door and clean mat and underneath
- Remove stretcher, clean track and area around
- Restock, as per template, all equipment, bags, and cabinets from deep clean cart
- Check all supplies for expiry dates
- Tag all cabinets
- Vacuum and mop floors



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Exterior Compartments

Doors 1 - 3

- Clean all surfaces
- Clean conveyance equipment behind door 2
- Scrub stairs

Door 4

- Wipe down backboards and backboard cabinet and stock as required

Door 6

- Wipe down M-tank area and ensure retainer pins are intact
- Wipe down door
- Clean all conveyance equipment

Equipment Maintenance and Testing

Responsibilities:

- VST receives vehicle for standardization/readiness
- All conveyance equipment is scanned
- If conveyance equipment is scheduled for its preventative maintenance on handheld scanner (see below for frequency), items are removed and put aside for inspection
- Replacement/spare conveyance equipment is put into vehicle and scanned/tagged into system
- All PMs and repairs will be done as required by VST as a later time
- Conveyance equipment that malfunctions during shift will come back to reporting station. VST will remove equipment and scan replacement into vehicle. If equipment can be fixed within a short time frame, VST will fix while crew is there
- If conveyance equipment can go through the shift without affecting patient care (discuss with OPS SUP), malfunctions will be noted by the medic using occurrence report to VST at end of shift to repair
- All paperwork is completed by logistics department
- Ad hoc repairs are completed by VST as time becomes available, all documentation is also filed
- All VST's will be trained and certified to perform preventative maintenance



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Oxygen / Suction Equipment

1. All oxygen equipment testing is completed every six (6) months
2. This is a Ministry of Health requirement
3. Portable Suction Unit, Flow meters, D tank Regulators, CPAP, and Onboard Suction are tested
4. If they do not meet requirements, they are pulled out of service and replaced. If they pass they are tagged with a sticker indicating test date and who tested the equipment
5. All required paperwork is completed and filed
6. Remove all tanks, clean and disinfect cabinet and tanks
7. Ensure all tanks are secure when placing back in to the cabinet
8. Have to be trained and certified to do repairs and inspections

Stretchers

1. All stretchers are inspected and serviced three (3) months, deficiencies are noted.
2. This is a Ministry of Health requirement
3. If stretcher can't be repaired on site it is removed and sent to vendor for repair
4. Parts used for repairs are tracked
5. Database is updated with repairs/inspections and reports are generated monthly
6. Inspection labels are put on stretchers once they are completed. This will include date and name of inspector
7. Have to be trained and certified to do repairs and inspections

Other Conveyance Equipment

1. The Ministry mandates us to test all other conveyance equipment every three (3) months
2. The items we inspect are the #9 scoop stretcher, stair chair and pole stretcher
3. Deficiencies are noted and repaired as required
4. If equipment can't be repaired on site it is removed and sent to vendor for repair
5. If the unit passes the test it is tagged with an inspection sticker with name of inspector and date
6. Database is updated and monthly report are generated
7. Have to be trained and certified to do repairs and inspections

Defibrillators and AED Machines

1. Defibrillators and AED machines have preventative maintenance scheduled every year
2. 3rd party vendor comes in to test equipment on scheduled PM's
3. All other repairs throughout the year are sent into vendor for repair.
4. Data base is updated and monthly reports are generated