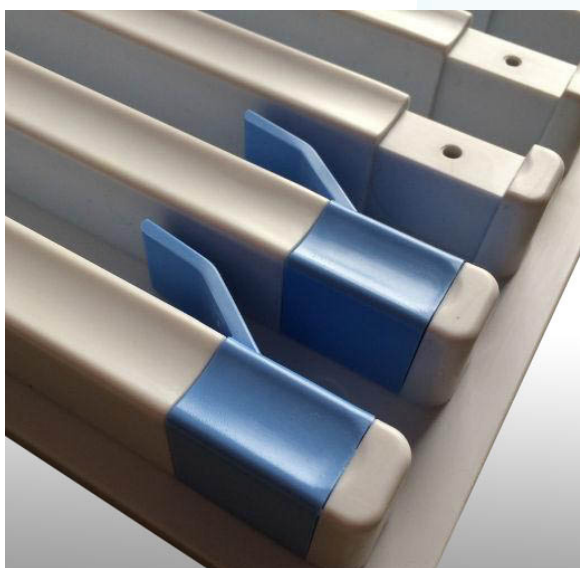




Medspace Solutions HTM71 Liners Trays & Dividers **Operations & Maintenance Manual**



V1
01-12-20



VERSION HISTORY

Version No:	Implemented By:	Revision Date:	Approved By:	Approval Date:	Reason
1.0	Steve Caira	01-12-20	Anthony Fincher	01-12-20	Initial production of O&M manual (derived from Operations & Maintenance Manual 3.2 - HTM71 Cabinets)

TABLE OF CONTENTS

1	INTRODUCTION	4
1.1	PURPOSE	4
1.2	AUDIENCE	4
2	SYSTEM DESCRIPTION	4
2.1	KEY FEATURES	4
2.2	INVENTORY	4
2.3	ENVIRONMENT	4
2.4	SYSTEM OPERATIONS	4
2.5	SYSTEM ARCHITECTURE	4
3	PRODUCT INSTALLATION	5
3.1	FIRST-TIME USERS	5
3.2	ACCESS CONTROLS	5
3.3	INSTALLATION	5
3.4	CONFIGURATION	5
3.5	STARTING THE SYSTEM	5
3.6	STOPPING THE SYSTEM	5
3.7	SUSPENDING THE SYSTEM	5
4	SYSTEM USAGE	5
4.1	INSTRUCTIONS	5
5	SYSTEM MANAGEMENT	6
5.1	CHANGE MANAGEMENT	6
5.2	CONFIGURATION MANAGEMENT	6
5.3	RELEASE MANAGEMENT	6
5.4	SECURITY ADMINISTRATION	6
5.5	SYSTEM ADMINISTRATION	6
6	SYSTEM MAINTENANCE	6
6.1	CLEANING INSTRUCTIONS	6
7	SERVICE MANAGEMENT	7
8	KEY CONTACTS	7
9	REGULATORY REQUIREMENTS	7
10	RESIDUAL HAZARDS	7
APPENDIX A: OPERATIONS & MAINTENANCE MANUAL APPROVAL		8
APPENDIX B: KEY TERMS		9

1. INTRODUCTION

1.1 PURPOSE

The HTM71 liners, trays and dividers are to be used in conjunction with the HTM71 cabinetry system. This system is a fixed cabinet system designed to be used to provide condensed and efficient storage space for general unused ward consumables.

1.2 AUDIENCE

This document should be available to system users, as deemed appropriate by the Customer.

2. SYSTEM DESCRIPTION

2.1 KEY FEATURES

The liners are typically supplied fitted into a cabinet carcass. They can be supplied for customer fitting also. These trays are used to hold stock, which is then retrieved by the user as required. The interior liners can be fitted with an arrestor clip to avoid the tray being pulled from the system unintentionally. These clips will be pre-fitted and can be removed if required.

The trays are constructed from clear polycarbonate plastic and are available in two heights: 100 and 200mm. A normal HTM71 tray is 600 by 400mm. A half size tray is also available (400 by 300mm)

Trays can be divided into sectional areas, these are supplied separately. The dividers can be gently pushed into the grooves already within the tray structure. Width and length dividers are available.

2.2 INVENTORY

In addition to HTM71 O&M, additional O&M's will be supplied for any products supplied by Medspace Solutions but which fall outside of the HTM71 category. In particular there is a separate O&M for worktop solutions.

2.3 ENVIRONMENT

The cabinetry is installed within a high activity areas and doors (where applicable) should be closed when not in use to avoid damage.

2.4 SYSTEM OPERATIONS

System doors are to be unlocked and opened only way the system is being used, with the doors being returned to the closed position and locked after an item(s) has been collected. Trays are to remain in the system, with arrestor clips fitted to avoid the trays being unintentionally removed. Should the user wish to remove a tray then a firm lifting motion is to be applied in order to achieve this. Medspace Solutions Ltd can be contacted for further instructions on this method.

2.5 SYSTEM ARCHITECTURE

Structural drawings are available from Medspace Solutions Ltd on request.

3. PRODUCTION INSTALLATION

3.1 FIRST-TIME USERS

No installation beyond that carried out by the Medspace Solutions or contractors appointed by the Trust are required.

3.2 ACCESS CONTROLS

Keys are supplied to customer and issued at their discretion. Additional keys are available by application to Medspace Solutions

3.3 INSTALLATION

No installation beyond that carried out by the Medspace Solutions or Contractors appointed by the Trust are required. Should addition products need to be added, then Medspace Solutions Ltd should be contacted.

3.4 CONFIGURATION

Tray and shelf positions can be changed at users discretion. If shelves are fixed and they need to be moved or new trays and shelves are required then please contact Medspace Solutions.

3.5 STARTING THE SYSTEM

The system is ready to use.

3.6 STOPPING THE SYSTEM

Not applicable.

3.7 SUSPENDING THE SYSTEM

Not applicable.

4. SYSTEM USAGE

4.1 INSTRUCTIONS

System doors are to be unlocked and opened only way the system is being used, with the doors being returned to the closed position and locked after an item(s) has been collected.

Trays are pulled out from the cabinet far enough to exposed the required item(s). This is then picked from the tray, followed by the return of the tray to its original position. Dividers can be inserted into the tray in a wide combination of configurations to suit the user's needs.

5. SYSTEM MANAGEMENT

5.1 CHANGE MANAGEMENT

Not applicable.

5.2 CONFIGURATION MANAGEMENT

Not applicable.

5.3 RELEASE MANAGEMENT

Not applicable.

5.4 SECURITY ADMINISTRATION

Not applicable.

5.5 SYSTEM ADMINISTRATION

Not applicable.

6. SYSTEM MAINTENANCE

The system should not require specialised maintenance throughout its life-cycle, though regular cleaning would be recommended. Medspace Solutions Ltd should be contacted in the first instance regarding any maintenance issues should they occur. Warranties on the products are as follows; Cabinet carcass – 5 years, All other products (doors, hinges etc.) – 1 year.

6.1 CLEANING INSTRUCTIONS

LIGHT, FRESH SOILING

Clean with a paper towel, a soft clean cloth (dry/damp) or a sponge.

If using a damp cloth, dry the surface with an absorbent paper towel or microfibre cloth.

NORMAL SOILING - EXTENDED CONTACT TIME

Clean with warm water, a clean rag or microfibre cloth, a soft sponge or soft brush. Use normal domestic cleaners or soaps that have no abrasive ingredients. Then wipe with fresh water, removing all traces of the cleaning agent, to prevent streaks forming. Dry the surface with a clean, absorbent cloth or paper towels.

The following cleaning agents should not be used under any circumstances:

- Scouring and abrasive agents (abrasive powders, scouring pads, steel wool)
- Polish, washing powder, furniture cleaner, bleach
- Detergents with strong acids and acidic salts
- Steam cleaning equipment

7. SERVICE MANAGEMENT

Medspace Solutions Ltd can be contacted regarding any information required on the system and will always supply advice and support when required.

8. KEY CONTACTS

Director	Stephen Wolf - 07904 951535
Director	Lianne Wolf – 01275 394959
Director	Anthony Fincher - 07867 996897
Email	info@medspacesolutions.co.uk
Address	Medspace Solutions Ltd. Unit 38, Hither Green Industrial Estate, Clevedon, BS21 6XU
Company No	7960162
VAT No	130379726

9. REGULATORY REQUIREMENTS

The system supplied complies with Health Technical Memorandum 71 (HTM71) as published by Healthcare Estates.

10. RESIDUAL HAZARDS


The following residual hazards have been identified and all system users should be made aware to ensure these risk do not lead to accidents or damage.


Do not remove safety stickers; replace any safety instructions that have become illegible.


Type of hazard:	Detail:
Working at heights / manual handling	Medspace Solutions recommend all systems are fitted with sloping tops to avoid the tops being used as shelving and to help with infection control. If the systems are NOT fitted with sloping tops then there is a risk of falling items if they improperly stored.
Manual handling	The units are not stable during transit. It is recommended that any re-siting should be performed with two persons in attendance. After positioning in the desired location, a mechanical fixing should be securely anchored to the nearest stable wall.

APPENDIX A. OPERATIONS & MAINTENANCE MANUAL APPROVAL

The undersigned acknowledge they have reviewed the HTM71 Operations & Maintenance Manual and agree with the approach it presents. Changes to this Operations & Maintenance Manual will be coordinated with and approved by the undersigned or their designated representatives.

Print Name:	Steve Caira
Signature:	
Position:	Designer
Date:	01-12-20

Print Name:	Anthony Fincher
Signature:	
Position:	Director
Date:	01-12-20

Print Name:	Steve Wolf
Signature:	
Position:	Director
Date:	01-12-20

APPENDIX B. KEY TERMS

The following table provides definitions for terms relevant to this document.

Term:	Definition:
HTM71	A cabinet system containing standardised trays and shelves