

# Vacating your area checklist

## Leaving the Building – Vacating your area checklist

- Departments/Wards must complete the following checklist prior to leaving their existing department location.
- Western Health is required to handover some clinical areas to Lend Lease for refurbishment on May 20<sup>th</sup> so it is imperative that areas are left as specified to allow this to occur successfully.
- The checklist needs to be signed off by the Unit/Department manager prior to closing their existing department.
- The **Vacating your area checklist** needs to be returned via email on the day of clinical move to [jkwchfacilitymanagement@wh.org.au](mailto:jkwchfacilitymanagement@wh.org.au).

Task description	Task completion (Please circle)		
Empty & defrost all domestic refrigerators (NOT medication fridges).	Y	N	N/A
Ensure all foodstuffs and perishable materials are removed from all cupboards (NOT medication cupboards), pantries and tearooms.	Y	N	N/A
Empty & remove all items from staff lockers and personal desk drawers	Y	N	N/A
Strip all beds (where applicable), and place all bed linen & bathroom linen in soiled linen bags for collection by Spotless. Clean Linen to be left on clean linen trolleys for collection by Spotless.	Y	N	N/A
Drain all fluids, reagents & chemicals into labelled containers.	Y	N	N/A
Ensure any equipment on hire or rental agreement is returned to the supplier and the agreement terminated.	Y	N	N/A
Dispose of all other documents that are not required at the JKWC – staff must dispose of these documents appropriate in accordance with Western Health policy and procedure ( <i>P-IM2.1 Record Keeping &amp; OP-IM2.2.1 Corporate Document Management</i> ). Drafts, duplicates, working notes and personal documents may be disposed of by shredding or placed in secured bin. All official corporate records must be kept for the duration of their retention period. Contact Corporate Records Services (0431 782 109) for disposal advice.	Y	N	N/A
Desk phones and patient phones are to be left in their existing location. Activate voice mail on phones and advise the caller of your new direct phone number for the new JKWC.	Y	N	N/A
All bins including, general waste, recycling, confidential, medical waste and sharps containers including contents are to be left in existing locations for collection by Support Services Staff.	Y	N	N/A
BED SCREENS / CURTAINS / SHOWER SCREENS – Support Services staff will be responsible to take down and remove from all departments	Y	N	N/A

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DISPENSERS - All dispensers (liquid soap, toilet paper, hand towel & antiseptic gel) are to remain fixed to the wall. Cartridges and refills are to remain in dispensers.	Y	N	N/A
FURNITURE / FITTING & EQUIPMENT (FF&E) (remaining) – FF&E not being transferred to the JKWCH that is wall or ceiling mounted should remain insitu.	Y	N	N/A
COMPUTERS – Computers not moving to the JKWC should remain in their existing location and be turned off	Y	N	N/A
<b>Fire Extinguishers</b> - are to remain in existing locations and must not be removed or emptied.	Y	N	N/A
<b>Flow metres</b> The hospital is required to take the attached flow metre and regulator from each gas bottle. A process will be arranged with environmental services to collect all the relevant attachments.	Y	N	N/A
<b>Keys</b> <ul style="list-style-type: none"> <li>Security will liaise with managers in regards to keys pre-move day to establish what keys can be taken with the ward.</li> <li>All additional keys for each ward/department are to be place in an envelope (marked Security Department) and given to the Security supervisor on shift (0466 004 608)</li> <li>All rooms are to be left open.</li> </ul>	Y Y Y	N N N	N/A N/A N/A
<b>Medications:</b> <ul style="list-style-type: none"> <li>All medications are to remain locked in the medication rooms for pharmacy staff to transfer to the new hospital (new medication rooms will be stocked before the move).</li> <li>Patient's own medications need to be transferred with the patient to the JKWCH. Medications need to be in the green 'Patient's Own Medications' zip lock bags and clearly labelled with a patient bradma.</li> <li>Fridge medications – please leave fridges on and fridge medications in them</li> </ul>	Y Y Y	N N N	N/A N/A N/A
<b>Schedule 8 &amp; 11 medications:</b> <ul style="list-style-type: none"> <li>All schedule 8 and 11 medications are to remain locked in the S8/S11 safes/cupboards for pharmacy staff to transfer to the new hospital.</li> <li>Before closing the ward, each Unit Manager and the allocated decommissioning pharmacist (x51112) should perform a final count and document the balance of the contents of the S8 and S11 safes/cupboards in the S8/S11 registers.</li> <li>In the event whereby ward closure is after business hours, the Unit Manger and Nursing/midwifery staff must to do a final count and document the balance of the contents of the S11/S8 in the S8/S11 registers. The S11/S8 keys are to be taken to Sunshine ICU to be signed in SICU S8/S11 registers and the keys are locked in the S11/S8 safe(s) for collection the following morning.</li> </ul>	Y Y Y Y	N N N N	N/A N/A N/A N/A
<b>Schedule 8 &amp; 11 medication registers:</b> <ul style="list-style-type: none"> <li>All S8/S11 medication registers are to be handed to decommissioning pharmacists (x51112) once final count of medications is complete.</li> </ul>	Y	N	N/A
<b>Medication keys:</b>			

<ul style="list-style-type: none"> <li>Any keys for medication cupboards and S8/S11 safes will be handed to the decommissioning pharmacist once the locking up process is completed.</li> </ul> <p><b>Resuscitation Trolleys:</b></p> <ul style="list-style-type: none"> <li>All resuscitation trolley medications are to be taken from the trolley and locked up in the medication rooms</li> </ul> <p>On closing your wards – please contact the decommissioning pharmacist on x51112</p>	Y	N	N/A
<p><b>Medical Consumables</b></p> <p>Remaining stocks of medical consumables (imprest items only) are to be left in the department and the stores staff will transfer them to the JKWC in the days post the clinical move. It is expected that stock will be run down prior to the move. Stock outside of the clinical store room which is remaining in the ward after move will be collected for sustainable disposal.</p>	Y	N	N/A
<p><b>Sharps Bins</b> - Sharps containers and contents are to be left in existing locations. These will be collected following closure.</p>	Y	N	N/A
<p><b>Process for re-entry</b></p> <p>Opportunities to re-enter the department will be limited. Managers that need to re-enter the department after the move day will need to contact Security 0432 758 929</p>	Y	N	N/A
<p><b>Hospital Records</b></p> <p>Hospital records such as medication charts should accompany patients being transferred to the JKWC. All other medical records and patient related information should be returned to Health Information Department ASAP.</p>	Y	N	N/A
<p><b>Clean Up</b></p> <p>There is an expectation that a cleanup has been completed in all areas prior to the move. There should not be any paper records/documents remaining in departments/area. There is an expectation that these items will have been re-located to the JKWC.</p>	Y	N	N/A
<p>Broken/unserviceable or unwanted equipment and furniture may remain in departments/areas for the decommissioning team to conduct appraisal and disposal.</p>	Y	N	N/A
<p><b>Disposal of Assets</b></p> <p>FF&amp;E not for transfer should be left in the old department. Engineering will audit these items post move for sale, disposal or other site transfer.</p>	Y	N	N/A
<p><b>Patient phones and remote controls</b></p> <p>TV handsets to be placed into the box that will be provided to each ward/department</p> <p>Patient phones to be placed into the box that will be provided to each ward/department</p>	Y	N	N/A

SIGNATURE (AREA MANAGER) \_\_\_\_\_ DATE \_\_\_\_\_

**Your co-operation in completing the tasks above is appreciated.**

**PLEASE SCAN & RETURN VIA EMAIL THE [VACATING YOUR AREA CHECKLIST](#) TO [jkwchfacilitymanagement@wh.org.au](mailto:jkwchfacilitymanagement@wh.org.au)**