

CEILING LIFT INSTALLATION PROCESS

Pre-planning

Equipment and Design

- Obtain budgetary quote from lift manufacturer representative for ceiling lifts
- Obtain a purchase order number (P.O. #) and approval of expenditure
- Schedule an initial meeting with unit/department leaders, installer, local lift manufacturer representative, facilities department and SPHM representative(s)
- Provide lift manufacturer representative a copy of current blueprints (preferably CAD files)
- Obtain certified drawings and detailed description of installation from the lift manufacturer's representative
- Review plans with organization specific patient lift standard recommendation document (if applicable).
- Schedule walk-through on unit with lift manufacturer representative (consider ceiling structure, ceiling height, asbestos, room configuration, privacy curtains, monitors, lights, sprinklers, charging options, and parking panel location)
- Designate rooms/area that will be installed
- Plan for Phase 1 installation after order is placed

Education

- Determine where staff training sessions will be held
- Schedule and plan for education sessions (content, length and frequency)
- Schedule and plan for champion training sessions

Phase 1 of Installation

- Plan timeline of installation in specific rooms/areas
- Obtain measurements of rooms and drawings (Installer is responsible for this)
- Notify unit/department to block-out rooms prior to installation
- Notify all stakeholders of the installation location, date and time
- Send installation checklist and requirements to senior clinical manager or clinical manager
- Communicate with patients the scope and benefit of the upcoming installation (patient satisfaction/noise complaints)
- Ensure receiving dock has all parts available for installation (Installer is responsible for this)

Phase 2 of Installation

- ❑ Send notice to Facilities Department or applicable department with scope of work, room(s) and/or areas and timeline
- ❑ Obtain infection control risk assessment (ICRA) permit or facility specific permits/clearance (Installers or Facilities may be responsible).
- ❑ Determine whether Facilities dept or installer will be responsible to build infection control barriers
- ❑ Schedule installation and plan for barriers to be built 24 hours prior to installation
- ❑ Infection control inspects work area before installer may begin any work (facility specific) Determine Facility specific protocol.

Phase 3 of Installation

- ❑ Installer begins installation
- ❑ Installer completes installation.
- ❑ Round on patients to communicate installation process

Installation Clean-up

- ❑ Contact environmental services/housekeeping to complete a final cleaning in preparation for final inspection (may be part of unit manager or installer checklist)
- ❑ Contact facilities department to have infection control perform a final inspection (per facilities policy)
- ❑ Infection control must be present before containment is removed (per facility policy)
- ❑ Infection control signs final inspection to release room (per facility policy)

Post-Installation Commissioning

- ❑ Obtain a certification from installer that load testing and safety checks were performed (load testing, track deflection, hand control test and end stop)
- ❑ Conduct in-service training and competency criterion checklist (CCL) sign-off of staff members
- ❑ Attach the sling bar on the lift strap after 90% of staff members have been trained