**CIT Equipment Handover**

**Always read the Manufacturer’s Instructions for Use (IFU) manual before using the equipment and store or download this form carefully for future reference.**

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| **Employer/owner:** | Children’s Integrated Therapies | **Address:** | Orchard Health Centre, Cope Road, Banbury, OX16 2EZ |
| **Tel. No:** | 01865 904435 | **Physiotherapist:** |  |
| Equipment Details: |  | Name: |  |
| Manufacture: |  | Address: |  |
| Type/Model: |  |  |  |
| Serial Number: |  |  |  |
| DOM: |  | Contact Number: |  |

**standing frames /walking aids / toileting aids / bathing aids / specialist seating**

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| --- | --- | --- |
| **Frequency** | **Description** | **Comment** |
| Daily | Clean any stains or spillages. | Hot soapy water can be used. |
| Daily | Check Upholstery, Frame, Straps & Buckles for signs of wear & tear. | Report any missing parts or damage to therapist. |
| Daily | Check gas springs are not bent & operate normally. | Do not use if bent or faulty. Report problem to therapist. |
| Daily/Weekly | Charge battery at regular intervals. | **BATTERIES MUST BE CHARGED REGULARLY AND NOT ALLOWED TO RUN FLAT** |
| Weekly | Wipe down upholstery & frame or more often if required. | Do not use cleaning products that contain chlorine or methylated spirits. |
| Monthly | Check all nuts & bolts are in place & securely fastened or more often if heavy use of equipment. | Report any missing parts to therapist. |
| Monthly | Check all mechanical parts operate fully or more often if heavy use of equipment. |  |
| Monthly | Check castors/wheels are free moving & brakes work correctly or more often if heavy use of equipment. | Remove any build-up of dirt or fluff. |
| Monthly | Check wear & tear of Ferrules (if applicable) |  |

**Gaiters**

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| **Frequency** | **Description** | **Comment** |
| Daily | Clean any stains or spillages. | Hot soapy water can be used. |
| Weekly | Check Velcro straps for fluff & hairs | Clean of any fluff or hairs |
| Weekly | Wash gaiters according to manufactory guidelines. | Hand wash only.  Do not use bleach.  Drip dry flat  Do not tumble dry  Do not wring. |
| Monthly | Check stitching and none of the metal work is protruding from fabric. | Report any damage to therapist. |

**Sleep Systems**

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| **Frequency** | **Description** | **Comment** |
| Daily | Clean any stains or spillages. | Hot soapy water can be used or washing as per manufacturer’s instructions |
| Weekly | Check all zips, seams and fabrics for signs of deterioration. | Report any faults to therapist. |

This piece of equipment remains the property of Oxford Health NHS Foundation trust and must be maintained as detailed above. It should **not** be stored outside or in outbuildings. It should not be taken outside Oxfordshire. If any problems arise, please contact your therapist. If you are not using the equipment regularly, please let us know (eg we would expect a standing frame to be used at least three times a week)

**Instruction manuals (IFU) can be found on individual manufacturer’s websites.**