



Parish Dental Practice Policy: Maintenance

Policy Statement:

Parish Dental Practice is committed to maintaining a safe, efficient, and professional environment. This policy outlines our approach to the regular maintenance of equipment and facilities, ensuring they meet the highest standards of safety and functionality.

Objective:

To ensure that all dental equipment and practice facilities are maintained regularly, any faults are addressed promptly, and the environment is conducive to high-quality patient care.

Scope:

This policy applies to all maintenance activities within Parish Dental Practice, encompassing dental equipment, building facilities, and any other related systems.

Detailed Procedures:

1. Scheduled Maintenance:

- Implement a regular maintenance schedule for all dental equipment and facilities, in line with manufacturer recommendations and regulatory requirements.
- Regularly update the maintenance schedule to accommodate new equipment or changes in usage patterns.

2. Record Keeping:

- Maintain detailed records of all maintenance activities, including dates, actions taken, and any parts replaced.
- Keep a log of maintenance requests and completed work for future reference and compliance.

3. Emergency Repairs:

- Establish a procedure for reporting and addressing urgent maintenance issues or equipment failures.
- Maintain a list of reliable contractors or service providers for emergency repairs.

4. Staff Training:

- Train staff on the proper use and basic maintenance of equipment to prevent misuse and premature wear.





- Educate staff on how to identify signs of equipment malfunction and the procedure for reporting these issues.

5. **Health and Safety Compliance:**

- Ensure all maintenance activities comply with health and safety regulations, particularly those related to electrical safety, infection control, and hazardous materials.
- Regularly inspect the practice for potential safety hazards related to maintenance issues.

6. **Contractor Management:**

- Vet and select maintenance contractors who are qualified and experienced in working with dental equipment and facilities.
- Ensure contractors comply with all relevant health and safety standards during maintenance work.

7. **Quality Assurance:**

- Implement quality checks following maintenance or repair work to ensure equipment and facilities are functioning correctly and safely.
- Address any issues identified during quality checks promptly.

8. **Environmental Considerations:**

- Consider environmental impacts in maintenance practices, including energy efficiency, waste reduction, and sustainable material choices.

9. **Budgeting and Planning:**

- Allocate a maintenance budget to ensure adequate funding for regular and unexpected maintenance needs.
- Plan for equipment upgrades or replacements based on maintenance records and equipment performance.

10. **Policy Review and Improvement:**

- Regularly review and update the maintenance policy to reflect new technologies, changes in practice needs, and feedback from staff and contractors.

Enhanced Responsibility and Compliance:

- **Practice Manager:** Responsible for overseeing the implementation of the maintenance policy and ensuring compliance with schedules and standards.
- **Maintenance Coordinator/Officer:** Manages the scheduling, record-keeping, and coordination of maintenance activities.
- **All Staff Members:** Expected to use equipment properly, report maintenance issues promptly, and participate in relevant training.





PARISH DENTAL

Dental & Cosmetic Studio

0113 263 8509 

hello@parishdental.co.uk 

www.parishdental.co.uk 

7-9 Branch Road, Armley, Leeds, West Yorkshire, LS12 3AQ

This policy ensures that Parish Dental Practice maintains its equipment and facilities effectively, contributing to the smooth operation of the practice and the safety of both patients and staff. Regular reviews, proactive maintenance, and staff engagement are key to the successful implementation of this policy.

Policy written by Dr Pavan Amar Singh Bhogal GDC: 273704

April 1st 2023

Updated Yearly

M & B Practices Limited trading as Parish Dental

Registered in England and Wales Company No. 07771387

Registered Office: Suite 3 Castlegate House, Castlegate, York, England, YO1 9RP

