

General Ceiling Access Work Plan – Leased Sites

Please download and save a copy of this form before completing it.

To be used for minor above-ceiling work, such as cable pulls, in leased healthcare facilities not covered by IH IPAC.

Note: this document is to support appropriate Infection Prevention and Control (IPAC) measures. Hazardous materials procedures (ex. Asbestos & lead safe work procedures) are outside of the scope of this document and must be addressed in addition to IPAC requirements.

Site:

Area:

Date of work:

Contractor (name and contact info):

Scope (please describe steps of work to be completed)

Infection Prevention and Control Measures all of the following must be adhered to.

Set up:

- All materials/tools/equipment must be clean and dry prior to entering the facility.
- HEPA equipment must be clean and have current DOP certification.
- Workers must follow [hand hygiene](#) best practices.
- There shall be no patients in the room while work is occurring.
- All patient/clinical equipment and supplies must be moved away from the pop-up tent.
- Pop-up tent must entirely contain the area of the ceiling tile/hatch being opened, with no gaps between ceiling and tent.
 - Pop-up tent or alternative (e.g. poly with frame) must be clean before and after use
 - If using alternative to pop-up tent, ensure it is sealed at base, seams, and ceiling.

Procedure:

1. HEPA vacuum the tile to be removed and remove only one ceiling tile at a time.
2. HEPA vacuum area in ceiling where work is to be done.
3. Run HEPA vacuum continuously at the point of work/entrance to ceiling space.
4. Complete required above ceiling work.
5. Replace ceiling tile then HEPA vacuum ceiling tile.
6. HEPA vacuum floor beneath work area.
7. HEPA vacuumed workers' clothing before exiting the pop-up tent/contained area.
8. Any refuse/debris to be removed from work area must be placed in a clean covered bin or sealed bag with clean exterior.
9. Worker must clean inside the pop-up tent/alternative prior to exiting and moving on to the next area
10. Environmental Services (EVS) to clean area once work is complete – project manager to coordinate with EVS.

Other:

Site Map (indicate locations of work and travel path)

Contractor Representative responsible for monitoring to ensure compliance with the above

Name:

Position:

Phone Number:

Signature:

Date:

IH Leasing and property management

Signature:

Date:

Effective Date	August 2026		
Last Reviewed			
Partners Reviewed	Leasing & Partnerships, Business Integration & Development		
Approved By	IPAC		
Owner	Infection Prevention and Control		
Revision History	Date	Section	Revision