

***VALLEYCARE***  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**REHABILITATION SERVICES**  
**POLICY & PROCEDURE**

**NUMBER: 2471**  
**VERSION: 1**

**SUBJECT/TITLE: GENERAL MAINTENANCE OF REHABILITATION SERVICES  
DEPARTMENT**

**POLICY:** Rehabilitation staff complete general maintenance and safety inspections, of all equipment on a regularly scheduled basis.

**PURPOSE:** General maintenance for equipment is completed on a regular basis in order to decrease the risk of injury to patients/staff and also to maintain a clean, safe and neat environment.

**DEPARTMENTS: REHABILITATION SERVICES**

**DEFINITIONS:**

**PROCEDURE:**

- I. HOT PACK TANKS, COLD PACK TANKS, PARAFFIN TANKS AND PATIENT CARE REFRIDGERATORS
  - A. Responsible person: Rehabilitation Therapy Technician
  - B. Check and record the temperature in the log book for each piece of equipment once daily Monday thru Friday, non-holidays.
    1. Normal Temperature Ranges:
      - a. Hot Pack Tank (hydrocollator): 160° - 174° F
      - b. Cold Pack Tank: 0° - 23° F
      - c. Paraffin Unit: 126° - 130° F
    2. Any temperature that is not within the established temperature range must be reported to facilities immediately.
      - a. Any food that is in the patient care refrigerator must be discarded immediately.
    3. Check dates of all foods in patient care refrigerator daily for expired dates.
  - C. Cleaning is performed per Infection Control Plan Policy and recorded on log sheets.
  - D. Check water levels in the hot pack tanks daily and add water as needed, so that hot packs are submerged completely.
  - E. Use tongs to grab hot packs.

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**II. PATIENT CARE AREAS**

- A. Responsible person: All patient care staff
- B. Clean all patient surfaces, equipment, carts, toys and machines per Infection Control Plan policy, after each patient use.
- C. Put away all equipment, toys, furniture and machines in their proper place after each use.
- D. When supplies are low, and prior to taking last one, notify staff member responsible for ordering supplies.
- E. Cover any furniture or patient surface with a sheet, prior to patient use, if it will not impede with their exercise. Discard all linens after each patient use into the dirty linen hamper.
- F. Outdoor area: wipe down equipment prior to patient use, to remove dust.
- G. Hang walkers, crutches, canes on the pegs to keep them off the floor and organized.

**III. GENERAL GUIDELINES**

- A. The treating staff will examine equipment for obvious signs of damage prior to each treatment.
  - 1. If the equipment is determined to be unsafe, it is the responsibility of that person to place a notice on the equipment identifying it is out of service and contact the appropriate department for correction.
- B. The Pediatric area is checked for small items and hazards prior to and during the treatment session with children.
- C. The Outdoor Recreation Yard is checked for potentially dangerous items, such as rocks, glass bottles and cans prior to Psychiatric patient programs or activities.
- D. Facilities complete preventative maintenance checks on all equipment.
  - 1. Facilities keeps the preventative maintenance and electrical safety check logs in their area.
  - 2. Biomed does electrical checks on all electrical patient care equipment.
- E. Environmental Services is responsible for cleaning the floors, bathrooms (including the Outdoor Recreation Yard), the shed outside the pediatric area, dusting, general cleaning, and emptying the trash.
  - 1. Environmental Services is notified for pest control, as needed.

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References:	
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