

<b>RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER</b>		
<b>Facilities Management</b>		
<b>POLICY AND PROCEDURES</b>		
<b>SUBJECT:</b>	<b>PLUMBING SHOP POLICY</b>	<b>Policy No.: 306</b>
<b>Reviewed:</b>	<b>February 2018</b>	<b>Supersedes: April, 2010</b>
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**POLICY:**

Establish guidelines for the Plumbing Shop responsibilities and to ensure all staff use plans, specifications, instruction manuals, and parts lists furnished by the contractors and/or manufactures, that are now in the shops and/or in the Facilities Directors office.

**Responsibilities**

The Plumbing Supervisor reports to the Assistant Director of the Facilities Management Department.

**The Plumbing Shop is comprised of:**

- Plumbing Supervisor
- Plumbers
- Pipe Trade Helpers

**The Plumbing Shop is responsible for:**

1. Maintaining, repairing and making necessary alterations to:
  - Water mains and laterals
  - Sewers
  - Oxygen and medical air distribution systems
  - Fire mains, fire sprinklers and water actuated fire alarms
  - Gas Piping
  - Landscape sprinkler systems
  - Water softeners
  - Pressure vessels
  - Wells, pumps and water storage reservoirs.
  
2. **The Plumbing Shop conducts the following:**
  - Quarterly inspection and documentation of all sprinkler valve seals
  - Quarterly tests on all oxygen, medical vacuum, medical and air and nitrous oxide systems in compliance with NFPA
  - Annual inspections of all backflow devices in compliance with L.A. County Health Department regulations.
  - Monthly sump pump inspections.
  - Meeting the “Uniform Plumbing Code” and all Safety Codes.