

LAC+USC MEDICAL CENTER FACILITIES MANAGEMENT PROCEDURE MANUAL

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| Original Issue Date: 1/18/08 | Policy # 405 |
| Supersedes: 11/26/12 | Effective Date: 8/18/2020 |

Subject: **Utility System Equipment Inspection, Testing & Maintenance**

Departments Consulted:

Facilities Management

Reviewed & Approved by:

Facilities Management Administration

Approved by:

Director,
Facilities Management

PURPOSE

To provide a process to manage the effective, safe and reliable operation of utility systems by creating an inventory of operating components of systems, developing appropriate maintenance strategies for all equipment identified and defining intervals for inspection, testing and maintenance based on code requirements, manufacturers recommendations, risk levels and hospital experience.

POLICY

The LAC+USC Healthcare Network Facilities Management Department maintains a comprehensive Preventive Maintenance Program that includes written step by step instructions to address the inspection, testing and preventive maintenance requirements, at scheduled intervals, for all equipment identified in the program. The Department will also maintain an electronic service request system to track initial request and completion of individual service orders related to repair activities on the equipment identified in the utility management plan.

PROCEDURE

- By the beginning of each month, the Facilities Management data center prints and distributes the scheduled Equipment Management System preventive maintenance work order to the supervisors of each area.
- Maintenance is performed in accordance with the instructions specified in the work order. The assigned employee documents the completion of each step (when the step is applicable), corrections to any noted deficiencies and reference service order numbers for any follow up craft assistance that may be needed. Upon completion, the employee shall turn the completed work order into their immediate supervisor for review.
- If scheduled maintenance cannot be performed (i.e.: parts not available), the reason is documented on the work order and it is returned to the supervisor for re-assignment after the needed materials are received.
- If scheduled maintenance activity is to be performed by a contracted vendor, the shop supervisor is responsible for purchase order processing, vendor notification, follow up to ensure all steps of the work order task are completed.
- Completed preventive maintenance work orders are scanned and an electronic copy will be kept for future review. Hard copies are kept on file in designated areas at each facility.
- Equipment considered Life Support is maintained as per manufacturer recommendations.

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RESPONSIBILITY

Facilities Management

PROCEDURE DOCUMENTATION

Facilities Management Procedure Manual

REFERENCES

REVIEW-REVISION DATES

- 11/26/12
- 5/29/13
- 3/30/16
- 3/5/19