

LAC+USC MEDICAL CENTER FACILITIES MANAGEMENT PROCEDURE MANUAL

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Original Issue Date: 1/18/08	Policy # 407
Supersedes: 11/26/12	Effective Date: 8/18/2020

Subject: Incoming Equipment Test/Inspection		Original Issue Date: 1/18/08	Policy # 407
		Supersedes: 11/26/12	Effective Date: 8/18/2020
Departments Consulted: Facilities Management	Reviewed & Approved by: Facilities Management Administration	Approved by: Director, Facilities Management	

PURPOSE:

To perform an electrical safety test/inspection, determine preventive maintenance intervals as to manufactures recommendations and add equipment to inventory database before the equipment is put into use.

POLICY:

The LAC+USC Healthcare Network Facilities Management Department ensures that all equipment and components will be evaluated to determine when scheduled inspection, maintenance, or testing is required. Each identified piece of equipment or component is evaluated to determine what inspection, maintenance or testing activities and intervals are appropriate. Equipment considered Life Support will be maintained as per manufacturer recommendations.

PROCEDURE:

The inspecting craftsperson inspects components, performs an electrical safety check, and completes the Equipment Management Systems Incoming Inspection/Plant Equipment form and PM task form. The EMS Incoming Inspection/Plant Equipment form is reviewed by the craftsperson's supervisor and appropriate Managers for input into equipment database.

RESPONSIBILITY:

Craftsperson
Supervisor
Management

PROCEDURE DOCUMENTATION:

Equipment Management Systems Incoming Inspection/Plant Equipment form
Preventive Maintenance Task form

REFERENCES:

Manufactures Owners Manual

REVIEW-REVISION DATES:

5/17/09
11/26/12
5/29/13
3/30/16
3/5/19