

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 687
VERSION: 1

SUBJECT/TITLE: **PREVENTIVE MAINTENANCE – RESPONSIBILITIES OF EACH SHOP SECTION**

POLICY: Correctly planned, scheduled, performed, and documented preventive maintenance of equipment and systems is one of the primary responsibilities of each Facilities shop. A successful preventive maintenance program supports the patient care mission of the medical center by keeping equipment and systems functional and safe. Each shop supervisor is responsible for the following:

1. Keeping up to date concerning the standards applying to equipment and systems maintained by the shop.
2. Identifying equipment and systems to be included in the preventive maintenance program for the shop.
3. Writing and maintaining a shop preventive maintenance schedule.
4. Writing and maintaining tasks to perform on items.
5. Completing work orders on schedule.
6. Forwarding copies of completed work orders to the Service Center.
7. Conducting follow-up inspections of work performed to verify proper completion.
8. Informing the Facilities Division office of changes in inventory, schedule, and tasks.

PURPOSE: To state the responsibilities towards preventive maintenance of the Facilities Division shop sections.

DEPARTMENTS: **FACILITIES**

DEFINITIONS:

PROCEDURE:

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References:	
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