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

NUMBER: 741
VERSION: 1

SUBJECT/TITLE: **EQUIPMENT MANAGEMENT PROGRAM**

POLICY:

PURPOSE: To state Facilities Division policies and procedures in maintaining an equipment management program to facilitate safe and effective use of equipment.

INFORMATION: Facilities Division is Responsible for all equipment installed at Olive View – UCLA Medical Center. A current, accurate, and unique inventory is kept on all equipment. The inventory includes maintenance requirements and equipment incident history.

PROCEDURE: As part of the equipment management program:

1.   Each piece of equipment is electrically safety checked before installation. This includes hospital owned and leased or rented equipment.

2.   For equipment that is under service contract, the vendor's own electrical safety inspection is acceptable.

3.   The equipment is then assigned a preventive maintenance schedule in accordance with manufacturer's recommendations, hospital experience, and outside agency requirements.

4.   The service contract equipment will be monitored by the appropriate shop.

5.   All equipment is listed in the Facilities Division inventory and assigned an equipment testing procedure (TASK).

6.   If the item is a type and model number being currently controlled by the Facilities Preventive Maintenance program, then an existing task is assigned to it.

7.   An ongoing equipment history file is kept containing repairs, breakdowns, and routing service. This file is periodically reviewed and evaluated.

8.   The manufacturer's manual shall be used as the written criteria for information concerning a piece of equipment.

DEPARTMENTS: **FACILITIES**

DEFINITIONS:

References:		
Approved by: Robert Ross (Director, Facilities)		Date: 08/12/2009
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