

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>UTILITY MANAGEMENT</b>	Original Issue Date: 11/1/94	Policy # <b>602</b>
	Supersedes: 7/19/19	Effective Date: 10/21/22
Departments Consulted: Facilities Management Environmental Health & Safety	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer

## PURPOSE

To ensure reliability of the Medical Center's utility systems.

## POLICY

LAC+USC Medical Center shall manage utilities to ensure operational reliability, assess special risks, and respond to failures of utility systems that support the environment of care.

**Utility Systems** May include electrical distribution; emergency power; vertical and horizontal transport; heating, ventilation, and air conditioning; plumbing, boiler, and steam; piped gases; vacuum systems; and/or communication systems including data exchange systems.

## PROCEDURE

Facilities Management - staff shall manage the 24-hour facility-wide Utility Management Program consisting of:

- A written plan defining the scope of operation, including detailed descriptions for the monitoring, evaluation, and maintenance of equipment necessary for service.
- An inventory of equipment and/or items that affect performance of the system.
- Training of employees to ensure knowledge of plan requirements.
- Maintenance of documents, drawings, diagrams, and specifications for operation.
- Maintenance of emergency power equipment to ensure readiness.
- Labeling and updating as needed the emergency shut-off controls of all utility systems.
- Documenting required procedures for emergency response.

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**602****RESPONSIBILITY**

Facilities Management  
Administration  
Information Systems

**PROCEDURE DOCUMENTATION**

Utilities System Management Program  
Nursing Services

**REFERENCES**

Title 8, California Code of Regulations, Electrical Safety Order  
Title 22, California Code of Regulations, Sections 70837 to 70841  
Joint Commission Standards - Environment of Care

**REVISION DATES**

December 16, 1994; October 20, 1998; April 9, 2002; October 14, 2003; January 9, 2007;  
September 8, 2008; May 8, 2012; November 10, 2015; July 19, 2019, October 21, 2022