

LAC+USC MEDICAL CENTER POLICY

| | | | |
|--|---|--|-----------------------------|
| Subject: PREVENTIVE MAINTENANCE: BUILDING AND EQUIPMENT | | Original Issue Date: 4/16/79 | Policy # 604 |
| | | 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 all equipment, grounds, and building systems in the LAC+USC Medical Center operate as designed.

POLICY

A preventive maintenance program is established to ensure that building systems, grounds, and equipment are properly maintained.

PROCEDURE

- A computerized maintenance management system shall be used to generate work orders for preventive maintenance.
- Preventive maintenance schedules shall be available upon request.
- Equipment and building systems found to require different service schedules shall have their preventive maintenance schedule adjusted accordingly.
- Monthly reports shall be generated to indicate the percentage of preventive maintenance work orders completed. The reports shall be submitted to the Director of Facilities Management for review.

If scheduled maintenance cannot be performed due to non-availability of replacement parts, then service users shall be notified, and pertinent information shall be documented and monitored.

RESPONSIBILITY

Facilities Management
Nursing Services
Clinical Support Services
Medical Center Administration

Subject: **PREVENTIVE MAINTENANCE:
BUILDING AND EQUIPMENT**

Effective Date:
10/21/22

Policy #:
604

PROCEDURE DOCUMENTATION

Facilities Management Policy and Procedure Manual

REFERENCES

Title 22, California Code of Regulations, Section 70837
Joint Commission Standards - Environment of Care

REVISION DATES

December 16, 1994; October 20, 1998; April 9, 2002; October 14, 2003, September 23, 2008;
May 8, 2012; November 10, 2015; July 19, 2019, October 21, 2022