

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EQUIPMENT REPAIR TAGS

POLICY NO. 473

PURPOSE:

To establish a system to identify and repair defective equipment at Harbor-UCLA Medical Center.

POLICY:

At Harbor-UCLA Medical Center, in order to provide required equipment repairs, equipment maintainers must know the problem(s) with the equipment. Color-coded Equipment Repair Tags shall be used to identify broken/defective equipment, and so that repaired equipment can be safely placed back in service.

PROCEDURE:

The Facilities Management Department has implemented a three-tag system for the repair of equipment. Each one of the tags is a different color: Orange, Green and Yellow. The use of the various tags is outlined below:

A. Orange Tag (HH-234) (Attachment I)

The individual identifying broken/defective equipment shall attach an orange tag to the equipment and report the broken/defective equipment to Facilities Management at ext. 3301 (day shift, Monday-Friday), or 3326 (after hours, weekends and holidays). The tag must be filled out front and back as completely as possible. Units/departments may obtain a supply of these tags through the Just-In-Time ordering process.

B. Green Tag (M-10927) (Attachment II)

Facilities Management personnel attach this after the equipment has been repaired. The orange repair tag will be removed and a green tag left in its place. This change in color will indicate that the equipment has been repaired and is safe to use. End user must remove the tag prior to use.

C. Yellow Tag (M-10928) (Attachment III)

Facilities Management personnel shall attach this tag if the equipment cannot be immediately repaired (e.g., parts required, equipment manufacturers' service technician notified, etc.). Facilities Management

EFFECTIVE DATE: 02/05

SUPERSEDES:

REVISED: 04/10, 07/13, 04/17

REVIEWED: 04/10, 07/13, 04/17

REVIEWED COMMITTEE:

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Chief Nursing Officer

Signature(s) on File.

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personnel will complete this tag and attach it with the orange repair tag. The yellow tag will provide any required information in the event that there is an inquiry as to the disposition of the equipment.

ATTACHMENT I

HARBOR-UCLA MEDICAL CENTER

**OUT OF SERVICE
NEEDS REPAIR**

For Service Call the Mechanical Dept.
at x3301 Monday - Friday, 0730-1600.
(On County Observed Holidays and at
all Other Times, Call x3326.)

Mechanical called _____

Date _____

By _____ Ext. _____

Work Order Number Issued _____

OVER
for Equipment Problem Checklist
OR
Write a brief description of problem below

HH234 (Rev. 12/03)

HARBOR-UCLA MEDICAL CENTER

CHECK ALL THAT APPLY

- 1. Power Cord
- 2. Patient Cable/Attachment
- 3. B.P. Cuff/Hose
- 4. Transducer
- 5. Microphone
- 6. Lamps
- 7. TV Antenna
- 8. Battery Pack
- 9. Out of Calibration
- 10. Fuse or Circuit Breaker
- 11. Installation
- 12. Secure Device
- 13. Safety Check/Equipment Check-In
- 14. Filter/Cleaning
- 15. Incident Report

(FRONT)

(BACK)

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ATTACHMENT II



HARBOR-UCLA MEDICAL CENTER

**UNIT
REPAIRED
SAFE TO USE**

For Service Call the Mechanical Dept.
at x3301 Monday - Friday, 0730-1600.
(On County Observed Holidays and at
all Other Times, Call x3326.)

USE RED OUT OF SERVICE TAG

UNIT RETURNED TO SERVICE

Date: _____

By: _____

Craft: _____

Work Order #: _____

COMMENTS

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ATTACHMENT III

HARBOR-UCLA MEDICAL CENTER

FOR REPAIR

Work Order #

UNIT PICKED UP FOR REPAIR

Date: _____

By: _____

Craft: _____

UNIT RETURNED TO SERVICE

Date: _____

By: _____

Craft: _____

COMMENTS

M10928 (Rev. 12/03)