

# LAC+USC MEDICAL CENTER FACILITIES MANAGEMENT PROCEDURE MANUAL

Page 1	Of 2
Policy # <b>402</b>	
Effective Date: <b>8/18/2020</b>	

Subject: <b>Utility Systems Mapping and Control Labels</b>	Original Issue Date: 1/18/08	Approved by:  Director, Facilities Management
	Supersedes: 11/26/12	
Departments Consulted:  Facilities Management	Reviewed & Approved by:  Facilities Management Administration	

**PURPOSE**

To provide accurate mapping and labeling of the utility systems distribution.

**POLICY**

The LAC+USC Healthcare Network Facilities Management Department maintains accurate architectural as-built drawings, plans, and documentation for mapping and indicating locations of controls for the partial or complete shutdown of each utility system.

**PROCEDURE**

The Director of Facilities Management is responsible for maintaining a variety of historical documents that graphically illustrate each of the utility systems. Prints for new utility systems and major updates to existing utility systems will be developed by the architect or certified engineer and provided to the department.

Day-to-day use of historical documents and computerized drawings includes additions, deletions, and other changes to the layout of utility systems are documented in a timely manner. This ongoing process of making changes allows the overall accuracy of the utility system layout to be maintained.

Critical or emergency operating components of utility systems are identified on the historical documents or computerized drawings. A variety of techniques such as legends, symbols, labels, numbers, and color-coding are used on to identify the location and type of critical or emergency controls. The corresponding physical control is identified by a tag or label attached to the device. This process is designed to provide technicians with accurate information of the utility system control before it is activated for scheduled maintenance or during an emergency.

The drawings for the LAC+USC Healthcare Network are located at the Facilities Management Planning Section, at the Medical Center, and copies are provided and maintained in the appropriate Facilities Management shops at each network building location.

**LAC+USC MEDICAL CENTER  
FACILITIES MANAGEMENT PROCEDURE MANUAL**

Page 2	Of 2
Original Issue Date: 1/18/08	Policy # <b>402</b>
Supersedes: 11/26/12	Effective Date: 8/18/2020

Subject: **Utility Systems Mapping and Control Labels**

Departments Consulted:  
  
Facilities Management

Reviewed & Approved by:  
  
Facilities Management Administration

Approved by:  
  
Director,  
Facilities Management

**RESPONSIBILITY**

Facilities Management

**PROCEDURE DOCUMENTATION**

Facilities Management Procedure Manual

**REFERENCES**

OSHPD, NFPA, Joint Commissions

**REVIEW-REVISION DATES**

11/26/12  
5/29/13  
3/30/16  
3/5/19