

## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** GUIDELINES FOR PLANNED SERVICE SHUTDOWNS/DISRUPTIONS **Policy No.:** A420

Supersedes: February 1, 2016

Review Date: March 24, 2023

Origin Date: October 1, 1998

Revision Date:

### PURPOSE:

To ensure that work conducted by Facilities Management, including planned or emergency repairs, results in minimal disruption to the normal operation of the facilities.

### PROCEDURE:

In order to accomplish this objective, it is necessary that involved staff follow a clearly defined protocol as follows:

1. The Facilities Management Department will submit to Administration a written description of work to be done. In emergency situations, notification may be verbal with follow-up in writing. This shall include:
  - Date(s) of the expected disruption.
  - A description of how the necessary work will affect the particular work area and/or adjacent areas.
  - Schematics, if/as necessary.
  - A preliminary estimate of the time frame for completion of the project.
  - A description of the temporary changes in the normal operations of the affected area(s).
2. The Chief Operations Officer will convene a meeting with affected hospital managers to discuss the project or work to be done for major projects, shutdowns, or disruptions. Such meetings will generally include some or all of the following, as dictated by the scope of work.
  - Representative(s) from Nursing (Administration and Area).
  - Representative(s) from Medical Staff.
  - Representative(s) from Facilities Management.
  - The Area Administrator(s).
  - If necessary, the AOD will be kept informed.
  - Other person(s) determined to be necessary to the planning phase of the project.
3. For projects that do not cross area boundaries (Outpatient Care, Surgery), the Area Administrator will be responsible for convening meeting(s) per two (2) above.
4. Meetings (Hospital-wide or Area-specific) will result in understanding and acceptance of the work plan by all impacted disciplines.

**NOTE:** In emergency situations, “meetings” may be defined as one-on-one notification to impacted parties. The “understanding and acceptance” standard holds in all instances.)

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Revised: 7/06, 9/09, 6/13, 2/16

Reviewed: 7/06, 9/09, 6/13, 2/16, 3/23

Approved By:

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5. A jointly developed timetable will identify the estimated starting and ending dates for the work to be done. The timetable should include adequate lead time for proper notification to the affected staff and allow for necessary adjustments in the normal operation of the area during the work phase of the project (Attachment B "Plant Maintenance Shutdowns/Service Disruptions").
6. Representatives of the affected areas will provide accurate and timely information to all employees to be impacted.
7. A summary of the work plan and evaluation of outcome will be provided to the Chief Executive Officer by the Chief Operations Officer/Area Administrator within ten (10) working days of completion of the project (Attachment A - "Construction Site Check-Off List").

**ATTACHMENT:**

Attachment I - Construction Site Check-off List

Rancho Los Amigos National Rehabilitation Center  
CONSTRUCTION SITE CHECK-OFF LIST

Project Name/Location \_\_\_\_\_

Project Inspector \_\_\_\_\_

Month: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

**Please circle Y for yes and N for no.**

If the answer of the questions is Yes, then report in the comments section, who you talked to about it, and the agreed upon resolution to the problem.

CHECK ON A DAILY BASIS	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
Exits blocked?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Exits blocked for the Emergency Department?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Fire Alarm disabled?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Integrity is compromised on smoke stop partitions?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Sufficient Fire Extinguishers on job site?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Were there any signs of smoking in or adjacent to all construction areas?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Was there lack of hazard surveillance of buildings, grounds, and equipment at construction site?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Was there lack of training of personnel when structural or compartmentation features of fire safety are compromised? (Verify with Safety Officer)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Were there less than two fire drills per shift per quarter? (Verify with Safety Officer)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Excess Trash?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Problem with construction - WARNING SIGNS displayed?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N

**COMMENTS:**

FINDINGS	CONCLUSIONS/RECOMMENDATIONS	ACTION/FOLLOW-UP

<b>CHECK ON A DAILY BASIS</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
Exits blocked?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Exits blocked for the Emergency Department?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Fire Alarm disabled?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Integrity is compromised on smoke stop partitions?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Sufficient Fire Extinguishers on job site?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Were there any signs of smoking in or adjacent to all construction areas?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Was there lack of hazard surveillance of buildings, grounds, and equipment at construction site?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Was there lack of training of personnel when structural or compartmentation features of fire safety are compromised? (Verify with Safety Officer)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Were there less than two fire drills per shift per quarter? (Verify with Safety Officer)	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Excess Trash?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Problem with construction - WARNING SIGNS displayed?	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N

**COMMENTS:**

<b>FINDINGS</b>	<b>CONCLUSIONS/RECOMMENDATIONS</b>	<b>ACTION/FOLLOW-UP</b>