



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 545  
VERSION: 1

## SUBJECT: EC 6.20.8 LAB EQUIPMENT TESTING and INSPECTION RECORDS

---

### POLICY: EC 6.20.8

The Facilities Department will retain and store all inspection, testing and repair records of all applicable laboratory equipment as per The Joint Commission Standards.

### PURPOSE:

To ensure the retention and storage of all applicable laboratory equipment maintenance and repair records.

### PROCEDURE:

All maintenance and repair records performed by the Facilities Department are to be retained and stored as per, The Joint Commission standards.

1. All information regarding testing, inspections and repairs will be recorded on the service call work order and/or preventive maintenance sheet, and turned in to the Facilities office.
2. All work orders and preventative maintenance sheets will be stored at the Facilities Office.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/28/2014	Original Date: 01/04/1994
Reviewed: 03/29/2016	Next Review Date: 03/29/2017
Supersedes:	