



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 282
VERSION: 1

SUBJECT: MEDICAL EQUIPMENT-OUTSIDE VENDOR REPAIRS

POLICY:

Facilities will notify the appropriate personal when an outside vendor is called to repair medical equipment.

PURPOSE:

To inform the appropriate department heads, when an outside vendor has been called for a repair.

PROCEDURE:

1. When it is determined, that an outside vendor is needed to perform a repair on a piece of medical equipment, the Facilities manager will be notified.
2. Obtain a quote from the vendor for the repairs needed, and submit a requisition with the purchasing dept. through the GHX program.
3. When a P.O. # has been issued through the purchasing dept. GHX program, call the vendor and schedule the service work.
4. The Facilities office will notify the Supply Chain Operations upon satisfactory completion of work.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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Supersedes:	