



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 481  
VERSION: 1

## **SUBJECT: POLICY AMENDMENT PROCEDURE**

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**POLICY:**

The policies and procedures of this Division are only to be amended to comply with on-going programs and to meet the needs of The High Desert Health Systems (HDHS) facility, or the laws and codes which govern its use.

Although changes can come from many directions, all changes must have approval of the Director of Facilities. All employees of this Division are encouraged to bring forth and suggest any changes for the betterment of this Division to their supervisor or to the Director.

All changes in building codes, administrative codes, or governmental laws will be put into effect immediately. Presentation of these changes to the manual shall be implemented swiftly. All documentation from other Divisions of the County, Department of Health Services, or HDHS administrative staff for entry into this manual will require the approval of the Director of Facilities.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 11/23/2013	Original Date: 01/04/1994
Reviewed: 04/12/2016	Next Review Date: 04/12/2017
Supersedes:	