



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 532  
VERSION: 1

## **SUBJECT: LOANER EQUIPMENT**

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**POLICY:**

It is the policy of The High Desert Health System to safety check all loaner equipment.

**PURPOSE:**

To ensure that all loaner equipment from an outside vendor, is safe to use and functioning per manufactures specifications.

**PROCEDURE:**

The “user” department, will call Facilities requesting that a safety check be performed on all loaner equipment. Facilities will respond, perform a safety check, complete an incoming sheet and attach a filled out Electrical Safety Sticker on the piece of equipment.

The “user” department will call when the loaner equipment is ready for removal. Facilities will then remove all safety check stickers.

If the equipment is not safe for intended use, the equipment MUST NOT be used, and must be removed from The High Desert Health System.

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| Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS) |                              |
| Date: 11/25/2013   | Original Date: 01/04/1994    |
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