



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 461  
VERSION: 1

## SUBJECT: EQUIPMENT MAINTENANCE DEPT. RESPONSIBILITES

**POLICY:**

The senior equipment maintenance man heads this section and supervises the personnel in the section as outlined in the organizational chart.

**PURPOSE:**

To maintain an efficient and safe working environment.

**RESPONSIBILITIES:**

The responsibilities of the equipment maintenance department include, but are not limited to the following:

1. Investigating all calls, and notifying the Director of Facilities or his designee, when the assistance of other trades are needed.
2. Maintaining all metal cabinets, carts and equipment not within the scope of other sections.
3. Maintaining and repairing medical and clinical equipment (e.g., wheelchairs, exam tables, etc.).
4. Lubricating/repairing beds, casters, and other equipment not under the jurisdiction of other sections.
5. Assembling new equipment, except that equipment assigned to other sections.
6. Servicing luminaires (light fixtures and lamps).
7. Performing minor electrical, HVAC, carpentry, and plumbing repairs as assigned by the Facilities manager or his designee.
8. Assisting the other crafts when directed by the Facilities Manager his designee.

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