



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 482  
VERSION: 1

## **SUBJECT: PREVENTATIVE MAINTENANCE PROGRAM**

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### **POLICY:**

Facilities Division will maintain a preventive maintenance schedule and documentation program for patient related and non-patient related equipment. Facilities Division is responsible for all equipment installed at The High Desert Health system (HDHS). A current, accurate, and unique inventory is kept on all equipment. The inventory includes maintenance requirements, schedules and equipment incident history.

### **PURPOSE:**

To state Facilities policies and procedures in maintaining an equipment management program to facilitate safe and reliable operation of all equipment.

### **PROCEDURE:**

Facilities Division will follow the recommendations of the Joint Commission Manual on maintenance management for health care facilities, as well as State and Local regulatory compliance, ASHRAE and NFPA regulations and manufactures specifications pertaining to frequency of preventive maintenance for patient and non-patient related equipment.

The time interval for preventive maintenance of patient related equipment shall not exceed twelve months. The frequency of preventive maintenance for mechanical equipment is to be based on: manufacturer's recommendations, outside agency requirements, and equipment history. It can vary from daily to annually. Most non-patient related, miscellaneous equipment (such as computers, typewriters, calculators, and office equipment) shall require annual preventive maintenance.

As part of the equipment management program:

1. Each piece of equipment is electrically safety checked before installation. This includes HDHS owned, leased or loaned equipment.
2. The piece of equipment is assigned an identification number (#). This number will be affixed to the equipment.
3. The equipment is then assigned a preventive maintenance schedule in accordance with manufacturer's recommendations, HDHS experience, and regulatory requirements.
4. All equipment is listed in the Facilities Division inventory and is assigned an equipment testing procedure (TASK).
5. If the item is a type and model number being currently controlled by the Facilities Preventive Maintenance program, then an existing task is assigned to it.
6. The manufacturer's specifications shall be used as the written criteria for assigning the proper TASK to a piece of equipment.
7. The equipment will be monitored and maintained by the appropriate shop.

8. An ongoing equipment history file is kept, containing repairs, breakdowns, and routine service. This file is periodically reviewed and evaluated.

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