



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 514
VERSION: 2

SUBJECT: HUMIDIFIERS

POLICY:

Humidifiers are to be inspected and serviced on a regular basis to ensure that proper humidity levels are maintained, in compliance with the Joint Commission, the Preventative Maintenance Program and ASHRAE standards.

PURPOSE:

To ensure proper humidity levels are maintained at all times in the Lab and ASC.

PROCEDURE:

The humidifiers will be maintained as follows:

1. The Humidifiers and humidity % in the ASC and Lab will be checked on a regular basis for proper operation and levels, as per the preventative maintenance program.
2. The technician will follow all procedures set forth in the manufactures specifications, ASHRAE standards, The Joint Commission and the Preventative Maintenance Program for each piece of equipment.
3. The refrigeration shop will maintain an inventory of replacement parts. This is necessary to expedite any repair to the equipment should it fail.
4. Any malfunctions with the humidifiers will be reported to the affected areas department head and the Facilities Office.
5. A work order shall be created and all repairs will be done immediately.

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