

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER		
Facilities Management		
POLICY AND PROCEDURES		
SUBJECT:	OFFICE POLICIES	Policy No.: 201
Revised:	March 2018	Page 1 of: 2
	Supersedes: April 2017	

POLICY:

The Facilities Management Director and his staff provide management service for the Department. They plan and schedule maintenance and alteration programs, initiate orders for materials and equipment, and issue work orders for all services performed. They maintain a complete file of all plans, specifications, parts and instruction manuals for the buildings, surface improvements, and utilities. They dispatch craftsmen on trouble calls, follow-up on completion, and on material orders.

The Director is also responsible for Capital Projects under construction.

The Facilities Office maintains files on correspondence, expenditures in men and material, and handle personnel and payroll services. They also operate a Lock and Key Shop that maintains key files, installs and repair locks and issues key. Facilities is responsible for the facility mailroom and County vehicles.

The Facilities Management Director’s Safety Officer is responsible for the Fire Manual, in-service training of staff, fire drills, extinguisher and hose testing, all fire alarm testing in compliance with Joint Commission and Fire Department regulations, and liaison with the Downey Fire Department.

The Facilities Management Director’s Office shall be accountable for conducting and documenting monthly in-service training classes for the various crafts in the Facilities Management Department.

Office files are set up subject to the FM Director’s approval.

All requests are approved by the Director or Assistant Director and assigned to the appropriate shop. The shop supervisor receiving the request is responsible for the work schedule and completion.

Supervisors shall maintain a log on Daily Work Orders. The log should contain the following:

1. Date received by crafts
 2. Schedule of completion by crafts
 3. Manpower and material costs
 4. Date completed
- The supervisor is responsible for informing the office of work order status
 - Facilities Management Assistant Director will be responsible for the monthly call back list.
 - All Purchase Orders (through GHX) and requests shall be routed through the Director or Assistant Director.

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PROCEDURE:

Repairs and maintenance requests are:

- Called in by telephone for emergent orders to the Facilities Management Office
- Placed online through the Work Order request system by the requestor
- Channeled to the proper shop by Facilities Management Office

TIME AND MATERIAL COSTS

Time and material costs information is recorded on the Work Order form which is used for computer data entry for cost accounting.

CONSTRUCTION AND ALTERATION

- Construction and alterations are submitted on request forms via Administration.
- Administration approves and prioritizes each one, then sends it to the Facilities Management Office.

The Facilities Management Assistant Director is responsible for:

- Assessing and approving the work requests to be processed.
- Attaching a Work Project Order form to each Work Project Order.
- Assigning it to the proper Craft Supervisor

Duplicate records of each Work Project Order are maintained in the Facilities Management Office.

REPORTS

To ensure proper cost accounting:

- Each work project order will be assigned the proper chart of accounts number for the particular service or department requesting the work.
- Monitor work orders
- Incorporates data from the work project orders and repair and maintenance work order forms to establish the work load for the shops.
- Completed Work Project Orders and Work orders are returned to the Facilities Management Office and entered into the computerized Work Order system for either, project relocation or daily work order.

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