

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER			
Facilities Management			
POLICY AND PROCEDURES			
SUBJECT:	ELECTRICAL SHOP POLICY		Policy No.: 305
Reviewed:	March 2018	Supersedes: April 2010	Page 1 of: 1

POLICY:

Establish guidelines for the Electric Shop responsibilities and to ensure all staff use plans, specifications, instruction manuals, and parts lists furnished by the contractors and/or manufactures, that are now in the shops and/or in the Facilities Directors office.

Responsibilities

The Electric Shop Supervisor reports to the Assistant Director of the Facilities Management Department.

The Electric Shop is responsible for:

- The 12,000 and 4,160 volt primary electrical distribution system
- The 480 volt, 240 volt, and 208 volt power systems and equipment, including kitchen electrical equipment
- Non-medical electrical hospital equipment.
- Lighting, convenience outlets, fire alarm and special appliance and machinery power, circuits for remodeling projects, automatic doors and WON doors..
- Weekly testing and documenting of emergency generators. Testing shall require 30 minutes, not including cool down, in compliance with Joint Commission requirements.
- Quarterly testing and documenting of all fire alarms.
- Testing and documenting all electrical power distribution systems when newly installed and at least annually thereafter in all patient areas.

Note: No portable electric heating devices are to be issued or maintained.

The Electric Shop also conducts:

- Monthly Safety meetings.
- Inspections