

SECTION I

ORGANIZATION

Policy title	Policy number
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**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: MISSION STATEMENT	POLICY#: 1-001
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To express the basic mission of the Environmental Services Department

MISSION:

The Environmental Services Department's mission is to support Rancho Los Amigos National Rehabilitation center in providing high quality intensive rehabilitation services within Los Angeles County. In pursuit of this goal, the environmental Services Department provides the essential high quality custodial services to all inpatient and outpatient service areas, facility offices, exterior sidewalks and parking structure in a cost efficient manner.

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**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ORGANIZATIONAL ETHICS	POLICY#: 1-002
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008 Supersedes: April 2011	Reviewed: March 2018

PURPOSE:

To communicate to all employees and others the mission, vision and values of the Environmental Services Department and Rancho Los Amigos National Rehabilitation Center.

POLICY:

The mission of the Environmental Services Department is to provide high quality custodial services to all inpatient and outpatient unit areas, surgery, clinic, laboratories, shop, offices, sidewalks, and patios in a cost effective manner.

The Environmental Services will set up for meetings, classes, seminars and displays as requested by other departments in the Medical Center.

The Department operates within Policies and Procedures, laws and regulations established by the Los Angeles county Board of Supervisors, department of Health Services, and the State and Federal Governments.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: ORGANIZATIONAL CHART	POLICY#: 1-003
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008	Supersedes: April 2011
	Revised: March 2018

PURPOSE:

To specify the lines of authority and responsibility.

POLICY:

In accordance with the organizational framework as approved by the Department of Health Services, a functional organizational chart shall be developed to illustrate the major lines of authority and responsibility, ensuring that all important work related to the mission of the hospital is performed.

The Organizational chart must at least:

- Identify each major position and/or department its relationship to the Director of Facilities Management.

- Be approved by the Director of Environmental Services and dated.

Please note, that in the absence of the director of Environmental Services, a designated Senior Custodian supervisor will assume the role of Director. In the absence of both, the Director of Facility Management Department will designate the responsibility to another staff member.

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**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

SUBJECT: CHAIN OF COMMAND	POLICY#: 1-004
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 of 1
EFFECTIVE: August 2008	Supersedes: April 2011
	Revised: March 2018

PURPOSE:

To establish the administrative chain of command in the absence of the Director of Environmental Services.

POLICY:

During the absence of the Director of Environmental Services, a Senior Custodian Supervisor will be designated as the individual to act on behalf of the Director of Environmental Services. If the Senior Supervisor is also unavailable, the Director of Facilities Management will designate an individual to act on behalf of the Director of Environmental Services.

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