



POLICY AND PROCEDURE

SUBJECT: EQUIPMENT REPAIRS	Policy No.: 505 Revised: October 2016 Supersedes: May 2013 Page: 1 of 2
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PURPOSE:

To ensure prompt repair of defective equipment.

POLICY:

The staff who first discovers defective equipment is responsible for taking the item out of service and for reporting it to the designated person.

PROCEDURE:

A. General Procedure:

1. The individual who first discovers defective equipment is responsible for placing red DEFECTIVE EQUIPMENT tag (R611) on the item, taking it out of service and notifying the appropriate personnel to initiate a repair request.
2. The DEFECTIVE EQUIPMENT tag should be completed with
 - a) the name and original location of the equipment
 - b) the problem with the equipment
 - c) the name and extension of the person reporting it
 - d) the date reported
3. The designated individual is responsible for immediately calling in the repair request.

B. Electrical Equipment:

1. After the equipment is tagged and taken out of service, the designated employee is responsible for the following:
 - a. Calling the Facilities Management Bio Med Department.
 - b. Initiating an Equipment Location Change Notice form RD206 if the equipment needs to be removed from the treatment area for repair or for salvage in the event that Bio Med deems it not repairable.

- c. If Bio Med determines that an outside vendor needs to make the repair, the Clinical Manager or designate completes the GHX Requisition to initiate the repair. If it is not a vendor that is frequently used by the department, address, telephone number and contact person needs to be provided in order to generate a GHX request.

2. Computers

a. Computers used by Management and staff:

The staff member enters an online requisition through the DHS Help Desk.

b. Treatment computers used by patients:

- 1) IS will service computers used in patient treatment if they are IBM or IBM compatible.

4. Dynamometer and Pinch Meters

- a. The staff member sends the defective instrument to the Occupational and Recreation Therapy Department main office stating the nature of the problem, the justification, and the treatment area.
- b. A GHX request will be generated by the clerical staff for repair by an outside vendor.

6. Suction Machine

Take immediately to Central Service for replacement.

Director, Occupational Therapy and Recreation Therapy Department

Signature(s) On File