



COUNTY OF LOS ANGELES DEPARTMENT OF HEALTH SERVICES

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Director

Los Angeles County Department of Health Services

Policy & Procedure Title:	Mechanical Services		
Category:	800-899 Equipment, Services, Supplies	Policy No.:	863
Originally Issued:	11/24/1975	Update (U)/Revised (R):	10/01/2014 (R)
DHS Division/Unit of Origin:	DHS Facilities Management		
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Distribution: DHS-wide <input checked="" type="checkbox"/>	If not DHS-wide, other distribution:		

PURPOSE:

The purpose of this policy is to establish guidelines for requesting maintenance, alterations and improvements and repairs to County occupied building, owned or leased.

DEFINITION:

Craft services as used in this policy means the services of electricians, carpenters, painters, plumbers or other personnel classified by the County Salary Ordinance as craft personnel.

POLICY:

Alterations, maintenance, and repairs to County owned buildings shall be performed under the supervision of the Facilities Management Department of each facility, Internal Services Department or Department of Public Works. In County leased buildings, all alternations, maintenance and repairs shall be performed by the owner of the building, unless otherwise specified on the lease document.

For County owned buildings, all requests for alterations and improvements that fall over the Capital Project threshold, shall be managed by the Department’s Capital Project Unit.

Any alterations and improvements to County owned or leased buildings containing changes to the network system infrastructure or equipment shall be reviewed by the Department’s Chief of Information Systems or designee, to ensure technical compatibility with the Department’s established protocol

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

Revision/Review Dates:

Department Head/Designee Approval: Signature on File

Appropriate services defined by this policy shall be provided in the Department's budget.

REFERENCE/AUTHORITY:

Los Angeles County Code