

**VALLEYCARE**  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 531**  
**VERSION: 1**

**SUBJECT/TITLE:** EXHAUST FANS

**POLICY:** Monthly lubricate and inspect.

**PROCEDURE:** Lubricate bearings. Turn unit off and clean fan wheels. Check belt and pulleys. Reassemble and start. Complete P.M. record.

**EMERGENCY PROCEDURE:** Due to the type of air conditioning system installed in the hospital, the other exhaust fans installed will automatically increase in output.  
**PURPOSE:**

**DEPARTMENTS:** FACILITIES

**DEFINITIONS:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: <b>07/12/2015</b>	Revision Date:
Distribution: Facilities	
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