

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

**NUMBER: 548**  
**VERSION: 1**

**SUBJECT/TITLE: BEAS ROOM PERSONNEL - ROLES AND RESPONSIBILITIES**

**POLICY:** The BEAS Room's primary functions are to monitor the hospital's electronic fire/life safety systems and utilities, monitor roof door access and to expedite responses to emergencies and equipment failures.

**PURPOSE:**

**PROCEDURE:** The BEAS Room personnel are responsible for responding appropriately and expeditiously to all alarm conditions and reports of equipment/utility failures.

**ROLES AND RESPONSIBILITIES**

**BEAS ROOM OPERATOR:**

1. Must sign-on and off on computers at the start and end of each shift.
2. Must log, in the proper logbook, any problems or events, which are important to the operation of the hospital. The operator must also verbally communicate such problems to the on-coming shift operator. Such events include, but are not limited to: all work orders, utility failures, medical gas problems, equipment failures, pneumatic tube problems and calls to the Facilities AOD, Nursing Administration or calling out workers.
3. Shall promptly log in the appropriate logbook, all critical system alarms and door alarms. This will be done in compliance with policies and procedures.
4. Shall inventory Facilities' keys at the beginning and ending of their shift. Keys, which are missing, will be logged as such and the BEAS Room supervisor will be notified in writing as to who signed out the missing keys.
5. Shall maintain the volume on the security radio and the overhead paging system shall be placed at levels loud enough to be heard by BEAS Room personnel.

**SUBJECT/TITLE: BEAS ROOM PERSONNEL - ROLES AND RESPONSIBILITIES**

**Policy Number: 548**

**Page Number: 2**

6. Shall notify the A/C Shop if the temperature in the BEAS Room exceeds 73 degrees (This is for equipment protection).
7. Must keep both doors to the BEAS Room locked at all times.
8. Must call the Facilities AOD at least two (2) hours prior to the start of his/her shift when he/she is not able to work the assigned shift.
9. When an oncoming shift BEAS Operator calls in with an emergency or is a no-show, the BEAS Room operator on shift will notify the AQD. It is the responsibility of the operator on shift 'to stay in the BEAS Room until he/she has been relieved. If no relief can be found, the operator on duty is to stay an additional four (4) hours and attempt to contact the next shift operator to arrive four (4) hours early to cover the shift.
10. Shall make log entries that are accurate, complete and in compliance with policies and procedures.
11. Shall keep telephones as clear as possible, using only pertinent conversation. The BEAS Room phones are not to be used for personal calls.
12. Shall not allow visitors or employees to loiter in the BEAS Room. It is the responsibility of the BEAS Room operator to keep unauthorized people out of the BEAS Room (this includes off-shift employees).
13. Is not to copy or release printouts of any BEAS Room activities unless authorized by the BEAS supervisor or manager. The BEAS Room supervisor or manager is to be notified if the operator is approached to do so.
14. Shall keep liquid refreshments away from the BEAS Room equipment.
15. When encountering an urgent issue/problem not covered by existing policies, he/she shall use good judgment to secure the issue/problem and then do the following:

**DURING NORMAL WORKING HOURS (M-F IST SHIFT):**

Notify the BEAS Room Supervisor or Manager.  
If unavailable, contact the Facilities Office.

**SUBJECT/TITLE: BEAS ROOM PERSONNEL - ROLES AND RESPONSIBILITIES**

**Policy Number: 548**

**Page Number: 3**

AFTER HOURS:

Notify the Facilities AOD.

**BEAS ROOM SUPERVISOR:**

1. Ensures that all BEAS Room operators are properly trained in the operation of the BEAS Room and BEAS policies and procedures prior to assignment and annually thereafter.
2. Prepares a monthly BEAS Room operator work schedule.
3. Reviews and verifies all log books for accuracy and resolved problems on a daily basis.
4. Annually evaluates the performance of the BEAS Room operators.
5. Annually review the BEAS Room policies and procedures with recommendations for new policies or changes.
6. Takes necessary disciplinary action with BEAS Room operators.
7. Oversees the immediate activities of outside agencies working on/in the BEAS Room or systems.
8. Is responsible for the day-to-day operation of the BEAS Room and its operators.

**BEAS ROOM MANAGER:**

1. Ensures that BEAS Room personnel follow policies and procedures.
2. Periodically reviews and verifies logbooks.
3. Coordinates BEAS Room activities with other departments and outside agencies.

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

**SUBJECT/TITLE: BEAS ROOM PERSONNEL - ROLES AND RESPONSIBILITIES**

**Policy Number: 548**

**Page Number: 4**

References:	
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