County of Los Angeles   **Department of Health Services**

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

NUMBER: 556
VERSION: 1

SUBJECT/TITLE: **H.I.S. HIGH TEMPERATURE ALARM**

POLICY: The BEAS room operator shall take prompt action to resolve high
                     temperature problems in the Hospital Information Systems room.

PURPOSE:

PROCEDURE: Upon notification, via telephone or BEAS system, of a high temperature problem
                     in the HIS, the BEAS room operator shall:

                     During normal working hours (M-F 1st Shift)
                     1. Call ext. 4900 for dispatching an A/C mechanic to HIS, Room lD132.
                     2. Call ext. 4522 to report the problem to the HIS Computer Operator
                        ("Help Desk").

                     During off hours and holidays
                     1. Call ext. 4522 to report the problem to the HIS computer operator on duty.
                     2. Send the general maintenance worker to HIS to verify the room temperature.
                     3. Call the Nurse Administrator to report the problem and obtain authorization to
                        call-out an A/C mechanic.
                     4. Call the Facilities AOD in order to get an A/C mechanic called back.
                     5. Log the problem and follow-up activities in the BEAS main logbook.

                     INFORMATION
                     1. HIS room temperature shall not exceed 75°
                     2. For emergency help/information or Computer Operations
                        Manager, call the Help Desk at ext. 4522

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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Distribution: Facilities	
Original Date: 08/12/2009	