

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

**NUMBER: 566
VERSION: 1**

SUBJECT/TITLE: ACCESSING THE ELECTRICAL ROOM FOR REPAIRING THE NURSE CALL SYSTEM

PURPOSE: To establish guidelines for General Maintenance Worker to access the key to the electrical rooms. Service and repair of Bio-Medical equipment (Nurse Call System) shall be performed under the direct instructions of the Bio-Med Supervisor.

- POLICY**
1. The BEAS Room Operator will notify the Bio-Med Supervisor when the General Maintenance Worker has verified that a repair to the Nurse Call System is warranted. The General Maintenance Worker shall be present in the BEAS Room upon notification.
 2. The Bio-Med Supervisor shall determine if the General Maintenance Worker can make the repair by accessing the electrical room.
 3. The BEAS Room Operator shall issue the electrical room key to the General Maintenance Worker with the Bio-Med Supervisor approval. The electrical room key is not to be issued out for any electrical repair, which includes resetting electrical breakers. Failure to comply may result in disciplinary action.

PROCEDURE:

DEPARTMENTS: FACILITIES

DEFINITIONS:

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