

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

NUMBER: 568
VERSION: 1

SUBJECT/TITLE: **ACCESSING THE ELECTRICAL ROOM FOR REPAIRING THE NURSE CALL SYSTEM OR MINOR ELECTRICAL REPAIRS**

- POLICY:**
1. The B.E.A.S. Room Operator will notify the Bio-Med Shop or Electric Shop Supervisor or his designee when the General Maintenance Worker has verified that a repair to the Nurse Call System or a circuit breaker reset is warranted. The General Maintenance Worker shall be present in the B.E.A.S. Room upon notification.
 2. The Bio-Med Shop or Electric Shop Supervisor or his designee shall determine if the General Maintenance Worker can make the repair by accessing the electrical room.
 3. The B.E.A.S. Room Operator shall issue the electrical room key to the General Maintenance Worker with the Bio-Med Shop Supervisor or his designee's approval. The electrical room key may also be issued out, with the approval of the Electric Shop Supervisor or his designee for minor electrical repairs including resetting electrical breakers. Failure to comply may result in disciplinary action.

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) and electrical equipment (resetting circuit breakers) shall be performed under the direct instructions of the Bio-Med Supervisor or Electrical Shop Supervisor or his designee.

DEPARTMENTS: **FACILITIES**

DEFINITIONS:

PROCEDURE:

**SUBJECT/TITLE: ACCESSING THE ELECTRICAL ROOM FOR REPAIRING THE NURSE
 CALL SYSTEM OR MINOR ELECTRICAL REPAIRS**

Policy Number: 568

Page Number: 2

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	