

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

NUMBER: 572
VERSION: 1

SUBJECT/TITLE: HOSPITAL CONTROL PAGING SYSTEM

POLICY: A scheduled maintenance to consist of visual and audible test of the paging system will be on a once a month basis.

PURPOSE:

- PROCEDURE:**
1. All paging consoles will be inspected for their operating performance.
 2. A walk through of all major areas of the hospital will be made while listening to the background music from the paging system speakers, thus confirming speaker output.
 3. All findings will be noted in the paging system log. The log book is to be kept at the Electric shop office.

EMERGENCY PROCEDURE: In the event of a failure of the central paging system, the fire emergency annunciation system can be utilized from the control panel in the BEAS Room.

DEPARTMENTS: FACILITIES

DEFINITIONS:

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