

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

NUMBER: 581
VERSION: 1

SUBJECT/TITLE: STATEMENT OF POLICY – CARPENTER SECTION

POLICY: The Carpenter Shop shall provide appropriate carpentry service to *ValleyCare*, following the prescribed chain of command and observing all rules and regulations.

PURPOSE:

PROCEDURE: The Carpenter Shop is responsible for, but not limited to, the following duties:

1. Erection and repair of structures contained in *ValleyCare*.
2. Building and installation of cabinets.
3. All concrete and cement work including: slabs, brick or concrete block work, ceramic tile installation and repairs, plastering and stucco.
4. Installation and repairs of all floor coverings including tile.
5. Installation of new roofs and repairs to roofing.
6. Installation of all hardware except soap dispensers, towel dispensers, toilet partitions and other plumbing related fixtures.
7. Assisting other trades with scaffolding and shoring.
8. Work with other trades to layout structural members to assist in new construction.
9. Install and repair suspended ceilings and other ceiling tile.
10. Install cubicle track and curtain rods, shower curtain rods, enclosures or shower doors.
11. Supervise work of Lock Shop which is responsible for installation, repair and maintenance of:
 - a. Locks
 - b. Door closures
12. The on-going maintenance of all doors with the exception of roll-down metal doors.
13. The installation and maintenance of windows with the exception of glass replacement.

DEPARTMENTS: FACILITIES

DEFINITIONS:

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References:	
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