

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

NUMBER: 582
VERSION: 1

SUBJECT/TITLE: DOORS

POLICY: The Carpenter Shop performs monthly checks of all fire rated cross-corridor and stairwell doors in the hospital. Other corridor doors are serviced quarterly in the hospital and health centers. Non-rated doors are serviced on an as needed basis

PURPOSE:

PROCEDURE:

1. Test door for automatic closing and latching.
2. Check closures to insure they are operating properly.
 - A. Remove cover of door closure by loosening cover screw on the top cover.
 - B. On the right hand side of closure, locate nut adjuster for force of closure. Open door 90° and adjust door force.
 - C. Locate latch speed adjustment located on top of closure. Using allen wrench adjust latch speed.
 - D. Locate door speed adjustment located on top of the closure. Adjust door speed using allen wrench.
 - E. Check all adjustments and log in preventive maintenance documents.
3. Check latch speed, swing speed for proper pressure.
4. Lubricate latches and hinges.
5. Examine door and hardware for damage.
6. Check magnetic door holders.
7. Test the electric locks on doors in psychiatric wards.
8. Patient rooms – When fully open must be held open by the closer.
9. Repairs that cannot be performed within 48 hours of identification are to be reported to the Carpenter Supervisor for inclusion into the Statement of Conditions.

DEPARTMENTS: FACILITIES

DEFINITIONS:

SUBJECT/TITLE: DOORS

Policy Number: 582

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References:	
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