

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

NUMBER: 583
VERSION: 1

SUBJECT/TITLE: WINDOWS

POLICY: The Carpenter Shop will conduct annual checks of windows in wards A, C, and D of the 4th, 5th, and 6th floors to ensure that they are locked.

PURPOSE:

- PROCEDURE:**
1. Keep both feet flat on the floor for stability.
 2. Place one hand on the stationary portion of the window frame for safety.
 3. Then carefully press against the operable portion of the window to ensure that it is locked.

NOTE: In Psychiatric wards 6A and 6C, the windows must also be checked for the security plate over the latching mechanism between the window frame and plexi glass to ensure that patients cannot tamper with the windows.

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	