

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

**NUMBER: 619**  
**VERSION: 1**

**SUBJECT/TITLE:** COOKSON DOORS

**POLICY:** Service quarterly.

**PURPOSE:**

**DEPARTMENTS:** FACILITIES

**DEFINITIONS:**

- PROCEDURE:**
1. Clean unit as needed. Wear gloves, masks, goggles and gown whenever repair warrants such protection.
  2. Visually inspect unit for lose fasteners, missing parts, or sharp burred edges.
  3. Perform operational check for full up and down movement.
  4. Remove inspection cover. Inspect all moving surfaces, chains, gears, etc.
  5. Lube door guide and main gear assembly.
  6. Visually inspect integrity of fire-fly assembly.
  7. Alert other shops of deficiencies upon discovery.

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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