

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

NUMBER: 669
VERSION: 1

SUBJECT/TITLE: OPERATIONAL POLICY

POLICY: The Facilities Division shall provide the following types of services: routine repairs, emergency repairs, preventive maintenance, installation or replacement of major fixed equipment, and alteration or remodel work. The division shall also assist in the planning and construction inspection of the major architectural and construction projects done by contract.

PURPOSE: To define the scope of mechanical and craft services provided by the Facilities Division at Olive View-UCLA Medical Center.

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE: Routine Repairs: Requests for routine repair work should be submitted to the Facilities Division by calling the Service Center at 364-4900. Work orders may be initiated by any hospital employee. The requests are assigned by Facilities to the appropriate craft supervisor who then schedules the job.

Emergency Repairs: If emergency mechanical repair work is required during normal Facilities working hours (7:00 a.m. to 3:30 p.m.) Monday through Friday), the Facilities Division should be contacted by telephone at 364-4900. The caller will be asked to provide name, telephone number, and location and nature of the emergency problem. The appropriate Facilities Division craftsman will be sent to respond to the emergency.

Emergency Repairs (after hours): If the emergency occurs during weekends or other off-duty hours employees are to notify the B.E.A.S. room at 364-4100. The B.E.A.S. operator dispatches a general maintenance worker to assess the problem. If the general maintenance worker cannot resolve the problem, the B.E.A.S. operator calls the Facilities S.O.D., who then is responsible for contacting the proper craftsman to resolve the emergency.

Preventive Maintenance: Preventive maintenance is maintenance done on a regular basis according to the Preventive Maintenance Manual. This work is initiated by the shop supervisor and must be properly logged.

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Installation or Replacement of Major Fixed Equipment: Installation of equipment is done when a new purchase is made or an old piece of equipment is replaced. These jobs are planned well in advance and the schedule is coordinated with other hospital departments.

Alteration or Remodel Work: Alteration or remodel work usually involves several trades and is also scheduled in advance. Materials must be on hand before the work is started. Plans must be drawn and approved; and infection control, noise, dust, and vibration are to be evaluated and monitored. Emergency procedures are also to be planned.

Planning and Construction Projects Done By Contract: The Director of Facilities or his designee does the following: works with Hospital Administration and with architects and engineers throughout the program planning, drawing, and bidding stages; represents the hospital during the construction stage, attending all job conferences; regularly inspects the project and reports deficiencies to the county engineer; and is present at final inspections by all appropriate agencies.

References:	
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