

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

NUMBER: 676
VERSION: 1

SUBJECT/TITLE: **FIXED ASSETS**

POLICY: All equipment ordered by any division of Olive View – UCLA Medical Center must be forwarded to the Facilities division for review prior to placing the order with Materials Management.

PURPOSE:

PROCEDURE: Each purchase order must be accompanied by an equipment specification sheet sent to the Facilities Division in Sylmar for approval. This specification sheet should give the following:

- A. Dimensions
- B. Weight
- C. Power Requirements
 - 1. Voltage
 - 2. Amperage
 - 3. Dedicated circuits
- D. Heat Load
- E. Installation requirements (Modifications to room or building).
- F. Additional utilities required (Water, Ducting, Compressed Air, Vacuum, etc.)

INFORMATION: The Facilities Division is responsible for the complete physical plant. All equipment which is to be installed or used in the facility must have the proper codes and manufacture’s requirements met.

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	