

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

NUMBER: 677
VERSION: 1

SUBJECT/TITLE: COMPRESSED GAS TANKS

POLICY: The Facilities Division is responsible for ordering and maintaining an inventory of compressed gas tanks.

PURPOSE: To ensure that all users of compressed gas tanks, at Olive View-UCLA Medical Center, are supplied with an adequate stock.

PROCEDURE:

GUIDELINES: The General Maintenance Shop shall:

1. Send a worker to all locations using compressed gas tanks, listed on attachment A, three (3) times per week (Monday, Wednesday, and Friday).
 - a. Change any tanks that read $\frac{1}{2}$ of less.
 - b. Replace any empty tanks.
 - c. Secure any free-standing tanks by chaining them to a wall or placing them in a stand or cart.
 - d. Tag all empty tanks.
 - e. Log a count of used tanks on the calendar in the loading dock storage area.
 - f. Upon completion of Monday's route, an inventory count of gases used must be given to Respiratory Therapy.
2. Inventory and order compressed gas tanks:
 - a. Fill out an order form (attachment B "General Maintenance").
 - b. Submit the form to Materials Management on Mondays.
3. Receive compressed gas tanks at the loading dock:
 - a. The count of tanks, leaving and coming in, is to be verified on the delivery slip by the person receiving the order.
 - b. All new tanks are to be tagged and dated.
 - c. Gases should be rotated, using older stock first.
 - d. Forward delivery slips to Materials Management.

The Plumbing Shop shall:

1. Shall inventory and order compressed gas tanks:
 - a. Fill out an order form (attachment b "Plumbing").
 - b. Shall submit the form to Materials Management on Mondays.

Facilities Warehouse shall:

1. Shall inventory and order compressed gas tanks:

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- a. Keep a current inventory of tanks in use and in stock.
- b. Order replacement tanks on an as-needed basis by submitting an HS-2 form to Materials Management.
- c. Receive and send tanks verifying the tank count on the delivery slip.
- d. Forward delivery slips to Materials Management.

RESPONSIBILITY: *Director of Facilities
*General Maintenance Shop Supervisor
*Plumbing Shop Supervisor

DEPARTMENTS: FACILITIES

DEFINITIONS:

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