

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

**NUMBER: 680**  
**VERSION: 1**

**SUBJECT/TITLE:** **MONITORING OF CONTRACTS FOR CONSTRUCTION,  
ALTERATION AND REPAIR WORK**

**POLICY:** All contracts for construction, alteration and repair work shall be approved and monitored by the appropriate divisions.

**PURPOSE:** To establish Olive View-UCLA Medical Center's policy for monitoring the work of contract vendors.

**PROCEDURE:** All requests for construction, alteration and repair work to the hospital building, grounds, or health centers to be contracted to private businesses rather than performed by Facilities Division crafts personnel shall be submitted on a "Request for Procurement of Supplies or Services" form (HS2) in accordance with the regular purchase order process.

Before approving the request, Hospital Administration shall submit the proposed contract to the Director of Facilities for evaluation. The Director of Facilities shall evaluate the proposed contract to ensure that it is cost effective, that Facilities' expertise and/or manpower are not available, and that it meets the requirements of all applicable building codes, fire prevention codes, County, State, and Federal laws and regulations.

All outside contract workers shall be required to: check in and out at the Facilities Office each day (or with the Administrator or designee if the job is at a health center); wear identification badges; wear appropriate personal protective equipment; follow safe work practices; follow Infection Control guidelines (including noise, dust, fumes, smoke, vapors and vibration); and immediately report all significant problems to the Facilities Office.

Monitoring is the responsibility of both Hospital Administration (Contract Manager) and Facilities Division. The Director of Facilities shall assign appropriate Facilities personnel to monitor the approved construction, alteration and repair work, perform regular inspections, and report any deficiencies.

**DEPARTMENTS:** **FACILITIES**

**DEFINITIONS:**

**SUBJECT/TITLE: MONITORING OF CONTRACTS FOR CONSTRUCTION,  
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References:	
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