

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

**NUMBER: 681**  
**VERSION: 1**

**SUBJECT/TITLE:** SHUT-OFF OF UTILITY SYSTEMS/MEDICAL GASES, AND NOTIFICATIONS

**POLICY:**

**PURPOSE:** To locate and shut-off of the utility systems and procedures for notification of shutdown of utility systems due to emergency or other causes.

**DEPARTMENTS:** FACILITIES

**DEFINITIONS:**

**INFORMATION:** All employees are to use “Caution” to make sure that you have approval to shut-off the system before shutting it off. If a life support system is shut-off in error it could cause death to the patients connected to the system. All employees are responsible for their own actions when shutting off or placing a utility system back into service.

**PROCEDURE:**

1. Notify the Manager On Duty (M.O.D.), Director of Facilities, Assistant Director(s), or shop supervisor who will obtain permission from Nursing Administration or Hospital Administration before any system is shut-off.
2. Respiratory Therapy is to approve the shut-off of all medical gases.
3. Proceed to the area that you want to shut-off a utility system.
4. Locate a brass circle approximately  $\frac{3}{4}$  inch in diameter with a “**RED**” rectangle on the tag on the ceiling tile. (Use the system diagram sheet to locate.)
5. Remove the ceiling tile or open the ceiling access panel.
6. Locate the system valve by checking the valve tag number with the valve number on the system diagram sheet.
7. Close the valve off.
8. Use the system diagram sheet to locate the shut-off valve location on the other

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end of the hospital wing and after identifying the valve location, shut-off the valve.

9. Notify the Facilities Manager On Duty or supervisor.
10. Perform the required repairs on the system.
11. A Facilities supervisor or manager is required to be present when the system that was shut-off for repairs is placed back in service.
12. Perform the above stated procedure in reverse to place the system back into service.
13. Open the valves up “**SLOWLY**” when placing the system back into service. Open the valve up all the way when the system is back to pressure or the system is full.
14. Check the repair to ensure that the system is not leaking.

**POLICY:**

When, due to emergency or other causes, it is necessary to shut down any utility system such as electricity, water, steam, A/C, exhaust, gases, vacuum, or waste, the department head of the area affected (and Nursing Administration if the shutdown is significant) must be notified and permission must be granted before the shutdown is initiated.

**PROCEDURE:**

1. When any utility system needs to be shutdown, the department head of the area affected must be notified, the reason for the shutdown must be explained, and permission must be granted.
2. If the shutdown is significant, notify and obtain permission from Nursing Administration as well.
3. The department head (and Nursing Administration, if notified of the shutdown) must be notified when the system is to be returned to service or if a new system is to be put into service.

**PURPOSE:**

To locate and shut-off of the medical gas systems.

**PROCEDURE:**

The medical gas shut-off valves are located outside the area that the medical gas is used. Each area has a “zone” shut-off valve. Located in the zone shut-off box is a card with a list of all areas serviced by that zone.

Do not shut-off any medical gas valve without the approval from Respiratory Therapy.

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References:	
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