

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

**NUMBER: 683
VERSION: 1**

SUBJECT/TITLE: AMENDMENT PROCEDURE

POLICY: The policies and procedures of this Division are only to be amended to comply with on-going programs to meet the needs of the hospital facility or the laws and codes, which govern its use. Although changes can come from many directions, all changes must have approval of Director of Facilities.

All employees of this Division are encouraged to bring forth any changes for the betterment of this Division to their supervisor for the presentation to the Director. All changes in building codes, administrative codes, or governmental laws will be in effect immediately. Presentation of these changes to the manual shall be implemented swiftly.

All documentation from other Divisions of the County, Department of Health Services, or hospital administrative staff for entry into this manual will require the approval of the Director of Facilities.

PURPOSE:

PROCEDURE:

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	