

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

**NUMBER: 689**  
**VERSION: 1**

**SUBJECT/TITLE: EQUIPMENT SERVICE CONTRACTS**

**POLICY:** Servicing of certain equipment, often at the request of the user department or at the request of Facilities division, is performed by outside vendor contract. The following factors are considered in determining if a service contract will be purchased for a piece of equipment:

- Available Facilities Manpower – Facilities division is of limited size and realistically cannot service all pieces of equipment in the hospital and on the grounds.
- Expertise of Facilities Employees – Some equipment is of an extremely technical nature, outside of the expertise of Facilities personnel, and it simply is not practical to train Facilities personnel.
- Lack of Specific Diagnostic Equipment – The cost of the diagnostic equipment may be prohibitively expensive.
- Other Cost Considerations – With expensive exotic equipment, it may be more practical to purchase the service contract; the price of the extended warranty at time of purchase may be an exceptional value; etc.

The decision to purchase a service contract is ultimately made by Hospital Administration and is based on the recommendations of Facilities and Materials Management.

Coordination and documentation of vendor service on medical equipment is performed by either Facilities division or the user department.

**PURPOSE:** ; Division policy on the purchase of outside vendor service contracts on equipment.

**PROCEDURE:**

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

**SUBJECT/TITLE: EQUIPMENT SERVICE CONTRACTS**

**Policy Number: 689**

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| References:                                     |                  |
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