

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

NUMBER: 754
VERSION: 1

SUBJECT/TITLE: **POLICY FOR THE IDENTIFICATION OF THE UTILITY SYSTEMS CONTROLS**

POLICY: It is the policy of the *ValleyCare* to maintain drawings and documents mapping the distribution of utility systems that indicate the location of controls for the partial or complete shutdown of each utility system. These drawings will be maintained to further ensure, through training of Facilities personnel, that proper procedures are followed in the shutdown of any utility system component.

The drawings for *ValleyCare* are located in the Facilities Office (Planning and Design). Emergency shutoff plans for piped utilities are also available in the BEAS Room.

PURPOSE:

PROCEDURE: Procedures specific to the following utility systems are located in the Policy and Procedure Manual.

1. Utility Systems include, but are not limited to:

- Steam
- Hot Water
- Water Distribution/Plumbing System
- HVAC System
- Communication System
- Electrical Distribution System
- Elevators
- Fire Alarm System
- Medical Gas Delivery System
- Medical Air System
- Vacuum System

2. When a utility system must be shutdown, notify Facilities Management, Administration, Director of Nursing and the department directors of each affected department.

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DEFINITIONS:

References:	
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