

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

NUMBER: 1138
VERSION: 1

SUBJECT/TITLE: **ADMITTANCE TO SECURED AREAS**

POLICY:

PURPOSE: To state the procedures to be followed when a hospital service technician, under the direction of a supervisor or manager, must enter a locked area.

PROCEDURE:

1. Keys to some locked areas may be obtained at the BEAS Room by the BEAS Room operator. When receiving the keys, the BEAS Room operator must sign the log book, entering the following information:
 - a. Name,
 - b. Date,
 - c. Time.

2. All Facilities managers have a set of “alphabet keys” for the purpose of unlocking areas of the hospital that the BEAS Room does not have keys to.

DEPARTMENTS: **FACILITIES**

DEFINITIONS:

SUBJECT/TITLE: ADMITTANCE TO SECURED AREAS

Policy Number: 1138

Page Number: 2

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	