

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 99
VERSION: 1**

SUBJECT/TITLE: MANAGEMENT OF OLIVE VIEW MEDICAL CENTER FACILITIES

POLICY: The ValleyCare Executive Committee shall be responsible for allocation of all space within ValleyCare facilities and the Facilities Division shall be responsible for the management and upkeep of ValleyCare facilities and property.

PURPOSE: To assign responsibility and state ValleyCare’s policy regarding planning, construction, maintenance, alterations, and use of its facilities.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: All requests for space use within ValleyCare buildings, including such use by non-County groups for meeting or fundraising events, must be submitted to Hospital Administration for approval, using the “Program Planning Request” form.

For one-time space use requests, Hospital Administration shall review and make a determination as to whether to approve the request. For allocation of permanent space, the ValleyCare Executive Committee will review program needs and shall develop programs and make space allocation decisions to best meet those needs.

Minor alterations and remodeling plans that can be funded within ValleyCare’s existing operating budget shall be submitted to Hospital Administration for review and approval by the Chief Executive Officer or his/her designee. Any projects that require the establishment of a capital project or funding outside the existing operating budget must be approved by the ValleyCare Executive Committee and submitted through the Department of Health Services’ (DHS) capital projects and planning process for necessary approvals by the DHS, the County Chief Executive Officer, and/or the Board of Supervisors.

The Facilities Division is responsible for coordinating remodeling, renovation, and construction requests to develop a cost estimate for the project and to ensure all construction, alterations, and/or renovations comply with federal, state and local laws and regulations related to licensing, planning, safety and related requirements.

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References: DHS Policy 140, "Management of Department Facilities" DHS Policy 143, "Alteration and Remodeling"	
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