

Maintenance/Repair Operations Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Define “repair vs. replace” strategy	VISN Biomedical Engineers	Provide VISN input to HTM National Program Office to help establish "repair" vs. "replace" guidelines	
	HTM National Program Office	Establish repair vs. guidelines/guidance	
Decide whether to "repair or replace"	PEO	Craft guidelines for how facilities should address end-of-life equipment decisions	
	VISN Biomedical Engineers	Translate national policy mandates into actionable guidance for facility BMEs	
	VAMC Biomedical Engineers	Assess equipment status	
	VAMC Biomedical Engineers	Perform cost/benefit analysis of "repair vs. replace"	
Plan for maintenance and repair	VAMC Clinical Service Chief	Communicate clinical input regarding service/maintenance & warranty needs to the facility biomedical engineer shop to inform establishment of service contracts	
	VAMC Biomedical Engineers	Segment facility equipment into key categories for more efficient management of uptime and maintenance	

	RESPONSIBLE	ACTIVITY	COMPLETE
Plan for maintenance and repair	VAMC Biomedical Engineers	Determine required facility service levels & response time capabilities by equipment categories in accordance with HTM guidance	
Execute for maintenance and repair	VAMC Clinical Service Chief	Escalate critical equipment failure to VAMC Biomedical Engineers	
	VAMC Clinical Service Chief	Coordinate with VAMC Equipment Program Manager, Biomedical Engineers, and Contracting when service/maintenance issues arise	
	VAMC Biomedical Engineers	Coordinate with supplier or third-party provider to execute maintenance or directly execute equipment maintenance when repair needs are identified	