

# DEFECTIVE EQUIPMENT LABEL PROCESS

- **Obtain label** from our label holder (currently in the soiled utility in Zone A, Soiled Utility Room In Acute 2, and the wall behind the specimen desk)
- **Label** defective equipment with **brief description** of issue
- **Bring** to defective equipment alcove (by my office), and **most importantly**
- **Notify** someone from the Ops team for expedited service

Email works best: **#MSH ED OPS**

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