



OSPITAL NG PARAÑAQUE



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ANCILLARY DIVISION APPROVAL MATRIX

Policy Title:
**POLICY AND PROGRAM FOR PROPER MAINTENANCE
AND MONITORING OF PHYSICAL PLANT AND
FACILITIES**

Section / Department
LABORATORY SECTION

Page 1 of 3

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Hospital Director

PHYSICAL PLANT, FACILITIES AND WORK ENVIRONMENT

OBJECTIVE: This policy will serve as a guide regarding the proper maintenance of the laboratory area and its facilities. This is based on the Maintenance Policy and Guidelines of the hospital.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Maintenance Section Head to schedule a periodic inspection in all areas of the hospital and make requests for the necessary materials needed for repairs.
- II. It shall be the responsibility of the Property Section to purchase all material requested.
- III. The maintenance section is operating on 24 hours shifting schedule.
- IV. It is the responsibility of the Chief Medical Technologist to report to the maintenance section concerns on the laboratory physical plant and facilities.
- V. All laboratory personnel shall maintain and observe the proper use of the laboratory facilities.

PROCEDURE:

A. MAINTENANCE / CLEAN UP:

1. ELECTRICAL

- a. Daily rounds in all areas of light bulbs, electrical sockets switches and sources of ventilation (fan, exhaust, ACU) must be made and recorded.
- b. Replacement must automatically be done, recorded and confirmed by Area staff through a logbook
- c. Any untoward observation by the laboratory staff regarding dysfunction on any electrical equipment must be reported immediately to the Area Supervisor.
- d. Label the unit immediately to prevent its further use and prevent the risk of a more serious electrical problem.



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2. CLEAN-UP

a. AIR CONDITIONING UNITS

- i. For window type ACU, requests for routine filter cleaning shall be done every 2 weeks. The Maintenance section shall inform the Laboratory of the schedule of cleaning to advance prepares the area for cleaning.
- ii. Split type conditioning units shall require at least twice (2x) a year check up and clean-up by the accredited service provider. Requests for clean-up shall be sent to the maintenance section of the hospital.

3. ELECTRIC FANS AND EXHAUST FANS

- a. Routine clean up of electric fans and ventilation fans must be done. Alternating pull out schedule of these fans shall be observed so as not to compromise ventilation.
 - i. Electric Fan – every 5 days
 - ii. Exhaust fans - every 2 weeks

4. PLUMBING

- a. The laboratory shall ensure adequate water supply within the laboratory facility.
- b. Leaking faucets and water pipes shall immediately be reported to the maintenance section to avoid unnecessary consumption of water
- c. Specific Laboratory Equipment's

1. Due to the technicalities of the different laboratory equipment, proper handling and its immediate maintenance is in the hands of the laboratory personnel.
2. Preventive maintenance for each equipment shall be followed based on the recommended schedule on the equipment brochure and accredited service provider.
3. In case of failure in the trouble shooting of the equipment, a job order request shall be coursed to the Accredited Service Provider/Supplier of the equipment.



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4.A record of the completed repair and prevented maintenance shall be made and filed.

C. CLEANLINESS

1. All laboratory staff shall maintain the highest level of cleanliness within the confines of the laboratory and the hospital as a whole.
2. Cleaning of the working area is the responsibility of the medical technologist area of assignment.
3. The housekeeping section is responsible for the general cleaning of the floors and collection of properly segregated waste materials. The cleaning schedule of the Housekeeping Section are as follows:

Shift	Time of Collection and Cleaning
6-2AM	1-2 PM
2-10 PM	7-9 PM
11-6 PM	4-6AM

D. ENERGY AND WATER CONSERVATION

1. All laboratory personnel shall maintain and observe the efficient use of water and electricity in the hospital setting to reduce the unnecessary water and energy usage
2. Turning off faucets and light when not in use should always be observed.

E. REPAIR

- A. In case of repair, the section head should fill out a Job Order form for the approval of the Hospital Director/ Administrative Officer
- B. Repairs done within the laboratory must always be physically supervised by the laboratory staff.



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- C. All technicians from accredited outside service providers must be registered at the CSU for proper ID tagging.
- D. Registration of the accredited service shall include the following details: Name of service provider, name of technician, date and time frame of repair process. The chief Medical Technologist shall be informed in writing on the disposition and result of the process.



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