



- Requisition of needed items shall be approved by the Chief Dietitian

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| <b>ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX</b>   |  | Page No. <b>1 of 1</b>  |
| <b>Policy Title:</b><br><b>NUTRITION AND DIETETICS SERVICE</b><br><b>POLICY ON FACILITIES, EQUIPMENTS AND MAINTENANCE</b>   |  | Section / Department:<br><b>NUTRITION AND DIETETICS SERVICE</b>   |
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#### OBJECTIVES:

This policy shall ensure dietary premises and equipment used in food preparation is in good condition, thus guarantees safe, nutritious and palatable meals for patient.

#### COVERAGE:

This policy covers this section and maintenance section.

#### POLICY:

1. All requested equipment/materials shall be listed on property section.
2. Maintenance of aircon, electric fan and other equipment used in dietary shall be cleaned and maintain by the maintenance section.
3. Job order form from Maintenance section shall be fill-out with the approval of Chief dietitian and maintenance section head.
4. Condemn items shall have a written report before submitting it to Property section.
5. Chief Dietitian or RND on duty shall process the written/Incident report.
6. Any malfunction of equipment and materials in Nutrition and Dietetics Service shall be reported immediately to Maintenance section.

**SCHEDULE FOR POLICY REVIEW:** This policy shall be reviewed when deemed necessary.