
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-Engineering & Maintenance-001
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department Engineering and Maintenance
Policy Title: POLICY AND GUIDELINES REGARDING MAINTENANCE OF EQUIPMENT		Page No.
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OBJECTIVES: This will serve as guidelines to all areas regarding maintenance of their equipment.

COVERAGE: This covers all areas in the hospital.

RESPONSIBILITIES OF HEAD

- i. It shall be the responsibility of the Head/Supervisor to monitor activities of the Engineering & Maintenance Staff.
- ii. It shall be the responsibility of the Head/Supervisor to inspect cleanliness and orderliness of all hospital areas to conform to the required standards.
- iii. It shall be the responsibility of the Head/Supervisor to prepare schedules, performance rates, and requests for supplies and to perform other related duties that may be assigned.

RESPONSIBILITIES OF STAFF

- i. It shall be the responsibility of the Maintenance Section Head to schedule a periodic inspection in all areas of the hospital and make request for necessary materials required for repair.
- ii. It shall be the responsibility of the Property to purchase all materials requested by this Office.
- iii. The maintenance section is operating on a 3 shifting schedule.