

### **OSPITAL NG PARAÑAQUE**



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ADMINISTRATIVE DIVISION APPROVAL MATRIX

Section / Department

**Engineering and Maintenance** 

**Policy Title:** 

POLICY ON CLEANING OF ELECTRIC FANS & EXHAUST FANS

Page No.

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- Electric Fans and Exhaust Fans.
  - a. Routine clean up of electric fans and ventilation fan in ALL clinical areas/wards MUST be done. Alternately schedule pull-out of these fans from the areas so as not to compromise ventilation.
    - 1. Electric Fans every 5 days
    - 2. Exhaust Fans every 2 weeks



## **OSPITAL NG PARAÑAQUE**

Quirino Ave. Brgv. La Huerta, Parañaque City



#### REPORT ON ELECTRIC FANS CLEAN-UP

Area / Room	Date	Personnel Clerk On Duty (Print and Sign)	Maintenance Personnel On Duty (Print and Sign)	Remarks



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Quirino Ave. Brgy. La Huerta, Parañaque City



## REPORT ON EXHAUST FANS CLEAN-UP

Area / Room	Date	Personnel Clerk On Duty (Print and Sign)	Maintenance Personnel On Duty (Print and Sign)	Remarks