
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-Engineering & Maintenance-003
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ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department Engineering and Maintenance
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Policy Title: POLICY ON ELECTRICAL MONITORING AND REPAIRS		
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1. Electrical

- a. Daily rounds in all areas of light bulbs, electrical sockets/switches and sources of ventilation (Fans, exhaust, ACUs) MUST be made and recorded.
- b. Replacement MUST be automatically done, recorded and confirmed by area staff through a separate logbook. Documentation of half-life of any replaced part/bulb shall be part of routine monthly reports to the Property Section who will make the quarterly requests of supplies to be approved by the COH.
- c. Any untoward observations regarding dysfunctions in equipments MUST be reported immediately to Area Supervisor. If necessary, label the unit as such to prevent its further use and ask the area supervisors to accomplish a job order form to effect repair or pull-out of equipment from the area.