
 <b>OSPITAL NG PARAÑAQUE</b> 		Document Code: <b>OSPAR-ADM-Engineering &amp; Maintenance-004</b>
		Issue Date:
<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX</b>		Section / Department <b>Engineering and Maintenance</b>
Policy Title: <b>POLICY ON CLEANING OF AIRCON</b>		Page No.
Prepared By:  <b>Dickson L. De Guzman, RMEE</b> Head, Engineering & Maintenance	Reviewed By:  <b>Arnaldo S. Cortes, RN</b> Supervising Administrative Officer  <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator	Approved by:  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director

- Clean-Up

A. ACU

- a. Filters of all window type ACU's shall be dusted and washed routinely every month following a schedule. This schedule shall be submitted to Area Supervisor who will inform patients in the area.
- b. Window Type ACU's shall be pulled out for unit clean up every three months. Likewise, schedule will be submitted to the Area Supervisor.
- c. Filters of all Split type ACU's shall be dusted and washed routinely every three month following a schedule. Split type ACU's shall require at least twice (2x) a year check up and clean up by accredited service providers. Schedule shall be submitted at the start of each quarter for approval of the COH. This form shall be routed to the Business Unit for budgeting purposes and scheduling of payments.