
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-Engineering & Maintenance-006
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department Engineering and Maintenance
		Page No.
Policy Title: POLICY ON HANDLING HOSPITAL GENERATOR		
Prepared By: Dickson L. De Guzman, RMEE Head, Engineering & Maintenance	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVE: This Policy shall define the routing steps on the Do's and Don't's on handling of the hospital generator

COVERAGE: This policy covers this Section only.

RESPONSIBILITIES:

It shall be the sole responsibility of the Head of this Section or his authorized OIC to monitor the daily activities with regards to handling of this special equipment; to record in a separate logbook its periodic maintenance periods as given by the manufacturer of the unit and in conformity to the local regulations as set by the Dept. of Health; to inform the Chief of Hospital of any breakdown of the unit, if ever.

POLICY:

- I. This policy shall set the standards in operating this special equipment as per requirement of the Department of Health.
- II. This policy shall ensure that the person to handle this unit has the correct training so as to be able to operate the engine correctly and to minimize if not eliminate periods of breakdown due to inefficiency.

PROCEDURE:

- I. Schedule MUST be strictly followed as to intervals (hours or months) on conformity to the specifications of the unit.
- II. Schedule attached as appendage to this policy MUST be recorded separately in a logbook for documentation and for future reference for hospital licensure.

- III. This logbook shall be maintained under safekeeping by the same section and to be made available at any time if so required.

Schedules

The schedules which follow must be applied at the interval (hours or minutes) which occurs first.

First service at 20/40 hours			
Every day or every 8 hours			
Every 200 hours or six months			
Every 400 hours or 12 months, see note (3)			
Every 2,000 hours			
*	*	*	Check the amount of content
*	*	*	Check the specific gravity of the content (1) (2)
		*	Check the drive bolt (s)
		*	Clean the sediment chamber and the strainer of the fuel lift pump
*	*	*	Check for water in the fuel pre-filter (or earlier if your fuel supply is contaminated (6)
		*	Renew the fuel filter element(s)
*		*	Ensure that the atomizers are checked (2)
		*	Ensure that the idle speed is checked and adjusted, if it is necessary (2)
	*		Check the amount of lubricating oil in the pump
*	*		Check the lubricating oil pressure at the gauge (6)
		*	Renew the engine lubricating oil (3) (4)
		*	Renew the canister(s) of the lubricating oil filter (3)
		*	Clean the closed breather system (6)
		*	Clean the air cleaner or empty the dust bowl of air filter
*	*		-extremely dust condition
		*	-normal condition
		*	Clean or renew the air filter element, if this has not been indicated earlier.
		*	Ensure that the turbocharger impeller and turbocharger compressor casing is cleaned (2)
		*	Clean the compressor air filter (6)
*		*	Ensure that the turbocharger or compressor (6) is checked (2)
*	*	*	Ensure that valve tip clearance are checked and adjusted, if it is necessary (2).
		*	Check all electrical cables and connections (5).
		*	Ensure that the alternator, starter motor, etc. are checked (2).