

ADMIN-GENERAL SERVICES SECTION PREVENTIVE MAINTENANCE OF HOSPITAL EQUIPMENT AND OFFICE EQUIPMENT MAINTENANCE

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – MAINTENANCE SERVICES – 001	
Reviewed by:	Reviewed by:
Quintin A. Opaco Head, Maintenance Section	Anna Katrina Venice L. Rodriguez, RN, MMHoA, C.H.A Administrative Division Head
Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

OBJECTIVE: This will serve as guidelines to all areas regarding maintenance of their equipment.

COVERAGE: This covers all areas in the hospital.

RESPONSIBILITIES:

- 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.

POLICY: This policy will ensure that electrical facilities installed and all equipments assigned in each area are well maintained and in good condition.

PROCEDURE:

A. Repairs

1. In case of repairs, the section head should fill up a job order form for approval of the Chief of Hospital prior to moving to this section.
2. If there are parts /supplies to be replaced, this office shall forward the form to the Property Section for the canvass and purchase of such items.

3. In cases where in this section can't cope with the repair, it shall be referred to the authorized service centers or the city engineering's office of Paranaque.
 4. Routing of this form shall be the responsibility of this section.
 5. A report on the status of request MUST be made to the Hospital Administrator and Chief of Hospital within 48 hours.
 6. Repairs of any equipment when done inside the hospital MUST always be physically supervised by the staff of this section.
 7. All technicians from outside service providers must be registered at the CWU for proper ID tagging.
 8. The Chief of Hospital and the Section Head of area under which the equipment falls MUST be informed 3-5 days prior to entry of outside technicians for preparation of the area. Time frame for repair MUST likewise be relayed to them.
- B. Maintenance/Clean Up
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.
 2. Clean-Up
 - A. ACU
 - a. Filters of all window type ACU's shall be dusted and washed routinely every 2 weeks 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. Split type SCU'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.
 - B. 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
- C. Other Equipments (Hospital Care Equipments, Nebulizers, Sterilizers, Autoclave, Suction Machines)
 - a. Autoclave
 - Before autoclaving, the authorized OR staff shall schedule and inform the Maintenance staff for the later to check and approves the procedure.
 - regular weekly checking of autoclave machine shall be done by Maintenance Staff.
 - in the event malfunctioning, the Nursing Staff shall immediately make a written report to the Maintenance Section.
 - b. Hospital Care Equipments (nebulizers, sterilizers, autoclave, suction machines, laboratory equipments, x-ray machine, ultrasound).
Due to technicalities and lack of capabilities in dealing with the various equipments:
 - Maintenance of all hospital care equipments are being done by the users.
 - Maintenance staff are called by the users in the event of malfunctioning.
 - The same procedures as those on other repairs shall be equipments that can't be assessed and repaired by the Maintenance Staff.

Appendices:

Monthly Report on Aircon (Filter) Clean-up, Monthly Report on Electric Fan Clean-up

Implementation Date

Implemented since 1979

Schedule for Policy Review:

Reviewed periodically as necessary

Last Reviewed:

March 2011

July 2018

**OSPITAL NG PARANAQUE
MONTHLY REPORT ON AIRCON (FILTER) CLEAN-UP**

MONTH	1st TWO WEEKS		2nd TWO WEEKS	
	Sat	Sun	Sat	Sun
(Month)	(Date)	(Date)	(Date)	(Date)
Area: OB Service Ward OB Pay Surgical Pay Pediacare Ward Pedia Pay Medical Pay OR DR NICU Nursipng Office OPD Emergency Room Doctor's Quarter				
Nursing Clerk On Duty				
(Print and Sign)				
Maint. Personnel On Duty				
(Print and Sign)				

OSPITAL NG PARANAQUE

MONTHLY REPORT ON AIRCON (FILTER) CLEAN-UP

MONTH	1st TWO WEEKS		2nd TWO WEEKS	
	Sat	Sun	Sat	Sun
(Month)	(Date)	(Date)	(Date)	(Date)
Area:				
Administrative Office				
Admitting				
Cash				
Consultant's Clinic				
Dietary				
Laboratory				
Linen				
Medical Records				
Pharmacy				
Property				
Social Services				
Tel. Operator				
Director's Office				
Chief of clinics				
X-ray				
Personnel Clerk On Duty				
(Print and Sign)				
Maint. Personnel On Duty				
(Print and Sign)				

OSPITAL NG PARANAQUE MONTHLY REPORT ON AIRCON (FILTER) CLEAN-UP

MONTH	WEEK 1		WEEK 2		WEEK 3		WEEK 4	
	Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun
(Month)	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)
Area: Admitting Accounting Cash Central Supply Room Consultant's Clinic Dietary Linen Medical Records Pharmacy Property Social Services Tel. Operator								
Personnel Clerk On Duty								
(Print and Sign)								
Maint. Personnel On Duty								
(Print and Sign)								
Supervisor's								
Signature								
Approved by:								

MONTHLY REPORT ON AIRCON (FILTER) CLEAN-UP

MONTH	WEEK 1		WEEK 2		WEEK 3		WEEK 4	
	Sat	Sun	Sat	Sun	Sat	Sun	Sat	Sun
(Month)	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)	(Date)
Area: OB Service Ward OB Pay Ward Surgical Service Ward Surgical Pay Ward Medical Service Ward Medical Pay Ward Pedia Service Ward Pedia Pay Ward Gyne Ward Isolation Ward DR/NICU OPD Emergency Room Hydration Ward Nurse's Station Nursing Office								
Personnel Clerk On Duty								
(Print and Sign)								
Maint. Personnel On Duty								
(Print and Sign)								
Supervisor's								
Signature								
Approved by:								

ADMIN-GENERAL SERVICES SECTION MAINTENANCE OF GENERATOR MAINTENANCE

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – MAINTENANCE SERVICES – 002	
Reviewed by:	Reviewed by:

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Approved by:	Approved by:
Jefferson R. Pagsisihan, MD, MHM Hospital Administrator	Ephraim Neal C. Orteza, MD, MHA Hospital Director
Date of Last Review: July 2018	

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.

Appendix:

Schedule of Preventing Generator

Implementation date:

This policy has been implemented since the purchase of a generator in 2000 up to present.

Schedule for Policy Review:

This policy shall be reviewed every year or as deemed necessary.

Last Reviewed:

March 2011

July 2018

APPENDIX: Schedule of Preventing Maintenance of Generator

Preventive maintenance periods

These preventive maintenance periods apply to average conditions of operation. Check the periods given by the manufacturer of the equipment in which the engine is installed. If necessary, use the shorter periods, when the operation of the engine must conform to the local regulations these periods and procedures may need to be adapted to ensure correct operation of the engine. It is good preventive maintenance to check for leakage and loose fasteners at each service.

These maintenance periods apply only to engines that are operated with fuel and lubricating oil which conform to the specifications given in this handbook.

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).