
Policy:

Ensure that personnel of the general maintenance shop know and understand the requirements and jurisdiction limits of the shop and understand job responsibility for quality production.

Procedure:

- I. Assemble and maintain metal furniture and chairs.

- II. Installation and replacement of hardware and fixtures including, but not limited to the following primary duties:
 - A. Hang blackboards and bulletin boards.
 - B. Hang pictures.
 - C. Install coat hooks.
 - D. Install metal hanging shelves.
 - E. Install, repair or replace bumper guards, corner guards and wall protective devices.
 - F. Install and repair privacy curtains.
 - G. Install and repair window shades, curtains and blinds.
 - H. Replace and install commode seats, paper towel, toilet paper and soap dispensers.

- III. Perform weekend, after hours and holiday duties
 - A. Supervisor will instruct employees about shift responsibilities.
 - B. Supervisor will ensure that shift workers are trained to respond to normal and emergency requirements.
 - C. Supervisor will ensure that each shift worker knows and understands who must be notified during emergencies
 - D. Shift personnel will inspect life, critical care and emergency support equipment each shift.
 1. Inspect oxygen level and pressures:
 - a. Main and reserve liquid oxygen system
 - b. Emergency backup bottled oxygen system (HG-09)
 - c. NICU emergency backup bottled oxygen system (K5-39)
 2. Inspect nitrogen level and pressures
 3. Inspect nitrous oxide level and pressures
 4. Inspect medical air compressors and pressures
 - a. 12th Floor Hospital
 - b. 11th Floor K-Wing
 5. Inspect emergency backup medical air pressures and levels
 - a. K10-39
 - b. K5-39

- c. HG-09
- 6. Inspect medical vacuum/evacuation pumps and pressures
 - a. 12th Floor Hospital
 - b. 11th Floor K-Wing
- 7. Inspect medical carbon dioxide cylinders located in K3-17.
- E. Deliver medical gas bottles upon emergency (normal general stores function).
- F. Record any problems, maintenance activities and occurrences in the maintenance log.
- G. Inspect all basement areas, equipment rooms and pipe chases to assure doors are locked and lights are turned off.

IV. Medical Gas Systems

- A. Perform minor repair and replace maintenance on all medical gas outlets:
 - 1. Shift maintenance will respond to calls of defective medical gas outlets and troubleshoot the system to ensure that the outlet is defective.
 - 2. Shift maintenance should not repair medical gas outlets unless the difficulty is extremely minor and parts are available.
 - 3. If repair is not possible, inform the charge nurse that they must use bottled gas until repair can be performed.
 - 4. Record all difficulties and defective equipment in the maintenance log and brief the relieving maintenance man of the situation.

V. Miscellaneous - included but not limited to the following supplemental duties:

- A. Install signs, broken window glass and plexiglas.
- B. Replace ceiling tile.
- C. Perform minor electrical maintenance.
- D. Replace broken parking gate arms.
- E. Replace fluorescent and incandescent bulbs.
- F. Operate closet augur and/or plunger.
- G. Cut locks when directed and under University Police supervision.
- H. Replace air filters.

VI. Inspections

- A. Perform annual electrical safety inspections on shop equipment according to Physical Plant Policy.
- B. Perform initial and operational checks on new shop equipment.

- C. Maintain monthly, quarterly, semiannual, and annual preventive maintenance inspection schedules and submit reports to Assistant Facility Maintenance Manager 2 upon request.
- D. Perform monthly visual and operational inspections on medical gas alarm panels.
 - 1. Check indicator lamps for operation. Change lamps as required.
 - 2. Ensure that alarms operate and are audible.
 - 3. Ensure that the alarm silence button function correctly.
 - 4. Maintain accurate documentation of maintenance and inspections.
 - 5. Submit inspection reports to Quality Control upon request.
- E. Elevators
 - 1. Perform scheduled preventive maintenance of facility elevators. Retain PM records.
 - 2. Coordinate repairs with contractors.

VII. Emergency Calls

- A. Report to the emergency call supervisor as required.
- B. Perform emergency repairs.
- C. Document work performed.

VIII. Supervisor shall plan, schedule and coordinate work.

- A. Supervisor shall assign only work authorized by a work request except during an emergency.
- B. Plan and schedule work on a daily basis.
- C. Prioritize similar level work requests performing oldest request first.
- D. Adhere to work schedule except for valid emergencies.
- E. Order materials to complete work requests.
- F. Follow up on ordered materials on a regular basis.

IX. Perform cleaning functions

- A. Maintain shop and shop equipment in an orderly manner.
- B. Keep shop tools clean and functional.
- C. Clean work area immediately before leaving the work area.
- D. Clean mechanical equipment rooms and pipe chases.