

MECHANICAL MAINTENANCE
JURISDICTION

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Review date :

Policy:

Ensure that mechanical maintenance personnel know and understand the requirements, responsibilities and jurisdiction limits of the shop.

Procedure:

- I. Install, inspect and maintain fixed equipment including:
 - A. Air Handlers
 1. Maintain preventive maintenance inspection schedule.
 - a. Lubricate components.
 - b. Inspect motors for excessive vibration and overheating.
 - c. Perform motor, sheave and belt alignment.
 - d. Air filters: Replace filters according to the PM schedule.
 - e. Clean the air handler coils.
 - f. Clean heating and cooling strainers.
 - g. Clean drain pans annually.
 1. Remove algae and slime accumulations.
 2. Rinse drain pans with a 1:10 ratio of bleach solution.
 3. Place algacide tablets in each drain pan.
 2. Perform weekly Fire Pump Tests.
 3. Install and replace equipment bearings, belts, couplings etc.
 4. Responsible to clean and unclog equipment drains up to but not including the floor drain.
 - B. Air Compressors - Maintain PM inspection schedules.
 - C. Medical Air Compressors
 1. Replace compressor, motor and components.
 2. Perform scheduled visual/operational inspections each shift.
 - D. Control Air Compressors
 1. Replace belts, sheaves and pulleys.
 2. Drain air receiver tanks.
 3. Replace defective compressor and motors.
 - E. Vacuum Pumps
 1. Repair, maintain and replace components of the medical vacuum and evacuation pump systems.
 2. Maintain quarterly and semiannual PM inspection schedules.
 3. Perform scheduled visual/operational inspections each shift.
 - F. Medical Gas
 1. Service & repair medical gas outlets.
 2. Inspect, service & repair cylinder gas source manifolds.
 3. Inspect, service & repair zone valves & other medical gas components.

- G. Fans
 - 1.Repair and replace fan motor assemblies.
 - 2.Maintain PM inspection schedules.
 - 3.Perform scheduled visual/operational inspections weekly.
 - 4.Replace, repair and adjust belts and sheaves.
- H. Pumps
 - 1.Install and maintain pumps.
 - 2.Maintain PM inspection schedules.
 - 3.Perform scheduled visual/operational inspections weekly.
- I. Distilled water generating system
 - 1.Inspect and document water levels daily.
 - 2.Maintain quarterly and semiannual PM inspection schedules.
 - 3.Perform production tests daily.
 - 4.Perform visual/operational inspection daily:
 - a.Pump
 - b.Evaporator
 - c.Condenser
 - d.Central cyclone
 - e.Cooling tower
 - f.Receiving tank
 - g.Ultraviolet sterilizer

II. Inspections

- A. Perform initial inspection and operational check on all shop assigned equipment.
- B. Perform an annual electrical safety inspection on shop equipment according to Plant Policy.
- C. Schedule and perform Preventive Maintenance inspections as required.
- D. Schedule and coordinate scheduled inspections of fire sprinkler systems and maintain PM records on sprinkler system.
- E. Schedule cleaning of kitchen exhaust hoods and maintain records of scheduled PM's and cleaning.

III. 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.
- G. Coordinate & schedule fire sprinkler suppression system inspection & repairs.
- H. Coordinate & supervise Kitchen, Computer Services & Telecommunication fire suppression systems inspection & repairs.

- I. Coordinate & schedule medical gas system inspection & repairs.
 - J. Coordinate medical oxygen refill & service with medical gas contractor.
- IV. 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.