
Policy:

The Physical Plant Department is a service organization responsible for facility planning, construction coordination, renovation, operation, maintenance and repair of buildings, grounds and utilities systems for all components of LSUHSC. The department ensures that all work meets or exceeds applicable codes and regulations and conforms to Medical Center standards.

I. ORGANIZATION

- A. See attached Organization Chart
- B. Locations
 - 1. **Administrative Offices, Engineering and Maintenance Control**.....2nd Floor Physical Plant Building, corner of Woodrow and Linwood
 - 2. **Maintenance Shops**.....1st Floor Physical Plant Building, corner of Woodrow and Linwood
 - 3. **Power Plants**.....D Bldg., S Wing and Ambulatory Care/Women's & Children's Clinic

II. SERVICES PROVIDED

- A. Utility Systems: Utilities provided are: steam, chilled water, emergency power, instrument and control air, domestic cold and hot water, kitchen hot water, distilled water, drinking water, medical compressed air, HVAC and energy management, medical vacuum, anesthesia gas evacuation, fire alarm, oxygen, firewater, nitrogen, nitrous oxide, central clock system, natural gas and electricity.
- B. Emergency Response: Physical Plant employees respond to emergency maintenance problems 24 hours a day, seven days per week. If a Physical Plant employee cannot resolve the problem, a contractor is contacted.
- C. Key Control: The facility has a proprietary key system and the issue of keys is restricted to LSUHSC employees and graduate students subject to administrative approval on an individual basis.
- D. Preventive Maintenance: A preventive maintenance program for all fixed and selected movable equipment is administered as part of the total maintenance program.

- E. Engineering: The Physical Plant and Facility Planning Department will provide technical advice, engineering and design services for renovation projects both conceptual and those approved.
- F. Facility Planning: Staff engineers and designers manage the facility planning process on campus by collecting information from various departments, making recommendations to administration, and coordinating planning issues with local and state agencies.
- G. Routine Maintenance: Physical Plant employees respond to routine requests for maintenance work from all departments in the Medical Center. Work is scheduled and performed according to priority levels determined by Maintenance Control personnel.
- H. Facility Record Keeping: The department maintains records on construction and renovation projects, including floor plans, specifications, cost, square footage, and other facility information.
- I. Project Management: Engineering staff provides management for construction and renovation projects. Projects may be designed in-house or by contract architects or engineers. Project may be constructed by in-house forces or outside contractors.
- J. In-House Renovation: The Physical Plant and Facility Planning Department, depending on available resources, will provide services for accomplishing renovation projects if approved and funded, and will coordinate the project to completion.
- K. Grounds Keeping: The department has a crew of Horticultural Attendants who are dedicated to performing maintenance and landscaping activities for upkeep and beautification of the grounds.
- L. Non-Maintenance Convenience: At the request of Medical Center departments, the Physical Plant and Facility Planning Department will provide miscellaneous services such as hanging pictures, moving furniture, installing mini blinds, installing carpet, etc.