

**POLICY REVIEW AND CONTROL
ADMINISTRATION**

Effective date: 07/85
Revision date : 07/12
Review date :

Policy:

To establish an on-going program of revision and review to update departmental policy and utility management plan.

Prevailing Codes and Standards:

PHYSICAL PLANT POLICY, TJC LD.04.01.0; HOSPITAL POLICY 2.1

Procedure:

I. POLICY REVIEW COMMITTEE

- A. The Policy Review Committee will consist of employees incumbent to the following positions:
 - 1. Director
 - 2. Associate Director
 - 3. Assistant Director
 - 4. Facility Assistant Maintenance Manager B
 - 5. Facility Maintenance Manager B
 - 6. Business Manager

- B. The Committee will perform the following:
 - 1. Periodically (not to exceed three years) review policies and revise as required. If there are no revisions, the date of review should appear in the upper right hand corner of the policy.
 - 2. Recommend and review new policy proposals.
 - 3. All members and Director will initial and date updated or new policies.

II. POLICY DISTRIBUTION AND CONTROL

- A. Approved policies will be distributed to the policy manual holder and placed on-line at lsuhsc.edu., click Inside my HSC, P-Physical Plant, and Policies.

- B. The manual holder is responsible to perform the following:
 - 1. Insert new and revised policies into the manual and remove outdated copies.
 - 2. Review the manual periodically and maintain a working knowledge of its contents.
 - 3. Inform employees of changes to policy.
 - 4. Update online version.

- C. All policy manuals will be inspected at least every three years to ensure they reflect current policy.