

**WHEELCHAIRS, STRETCHERS AND BEDS
MAINTENANCE**

Effective date: 05/89
Revision date : 04/10
Review date : 08/12

Policy:

To ensure that wheelchairs, stretchers and beds are in safe and functional working order.

Prevailing Codes and Standards:

TJC EC 02.06.01

Procedure:

I. Hospital departments responsibility:

- A. Remove from service any equipment that is in need of repair and attach a work order.
- B. Notify Physical Plant 5-6319 of equipment location.

II. Physical Plant responsibility:

- A. Pick up faulty equipment.
- B. Advise the contact person of the time frame for repairs, make repairs, return equipment to the department, and obtain a signature to complete the work order.
- C. Return non-repairable items to the Nursing Supply Coordinator who will fill out "Notice of Change in Movable Equipment" to notify Equipment Control that item is broken beyond repair.