IDENTIFICATION OF MEDICAL CENTER FACILITY SUPPORT EQUIPMENT

Purpose: To uniquely identify all Medical Center facility equipment for the purpose of maintenance and replacement analysis.

Policy: All Medical Center facility support equipment is to be uniquely identified. Maintenance procedures, purchase cost and purchase date are to be identified for each item.

Responsibility: It is the responsibility of each shop manager to insure identification of equipment under their authority and to provide purchase cost, purchase date and maintenance procedures. Numbers and tags will be furnished by the preventive maintenance technician. Specific attention must be given to replacement of existing equipment with respect to transferring I.D. numbers and updating computer files.

Random sampling of accuracy with respect to equipment inventory is to be accomplished quarterly by the Preventive Maintenance Technician. Documentation of inventory is to be provided to the Director. Specific attention is to be given to equipment identified as “critical” in the Utility Management plan.

References: None