POLICY FOR OPERATING AND MAINTENANCE MANUALS

Purpose: To identify locations of all operations and maintenance manuals.

Policy: Operations and maintenance manuals for all Medical Center equipment will be maintained in the central Plant Services blue print room. Each manual will be identified by project. An additional copy of each manual will be maintained in the respective shop responsible for maintenance.

Responsibility: It is the responsibility of each manager to insure copies of existing equipment and new equipment O & M manuals are sent to the Inventory Control Manager. The Inventory Control Manager is responsible for maintaining the manuals in the blue print room and for maintaining an accurate inventory. The Inventory Control Manager is responsible for obtaining any manuals not in inventory. Documentation of annual inventory will be maintained by the Inventory Control Manager.

References: None