POLICY ON MAINTENANCE AND REPAIR OF HVAC EQUIPMENT
SUPPORTING MYELOSUPPRESSION AREAS WITHIN
VANDERBILT UNIVERSITY MEDICAL CENTER

Purpose: To establish a uniform policy for the proper method of disabling HVAC equipment affecting myelosuppression areas of Vanderbilt University Medical Center.

Policy: Whenever working on any piece of equipment or system affecting ventilation or the existing pressure relationships within any myelosuppression unit is planned, precautions shall be taken to insure patient safety and the maintenance of a "clean" environment.

Procedure: Whenever any individual is performing maintenance or repair operations on the Vanderbilt Medical Center myelosuppression HVAC units, that individual shall be responsible for the following procedure as outlined below:

1. An assessment shall be made of all equipment and systems affected by the shut down and the areas on the myelosuppression unit affected by the shutdown.
2. Except in emergency situations, a shut down notice shall be placed throughout the area affected 48 hours before commencement of the shutdown.
3. The Patient Care Manager of the area shall be contacted 48 hours prior to the commencement of the shutdown to insure that the management of the unit is aware of the planned outage.
4. All Plant Services personnel shall strictly adhere to all recommendations, requirements, etc., from the Patient Care Manager relating to the maintenance of patient safety.
5. Immediately before the actual shutdown is to occur, the Plant Services staff member coordinating the outage shall notify the Patient Care Manager or their appointed representative that the outage is about to start and shall not proceed unless the Patient Care Manager for their appointed representative gives final approval.
6. If the duration of the outage is scheduled to last more than one hour, the Patient Care Manager of their appointed representative shall be notified of the progress of the outage and of any problems that may cause the outage to last longer than expected.

7. Upon completion of the maintenance or repair activity, the equipment/system shall be brought back into service and the Patient Care Manager or their designated representative shall be notified immediately when proper operation of the equipment/system has been achieved.

Responsibility: It is the responsibility of all staff (Vanderbilt or Contractor) to insure these practices are strictly adhered to. Qualified Vanderbilt University Medical Center Plant Services staff are the only persons authorized to disable/enable any equipment/system affecting myelosuppression areas.

References: None