POLICY ON THE COVERAGE OF RELAMPING CALLS AFTER HOURS ON WEEKDAYS AND WEEKENDS

Purpose: To establish a uniform policy for the proper response to relamping calls during the hours when the relamping crews are not on site.

Policy: **Weekdays:** During the hours of 4:00 p.m. through 7:30 a.m. the following day, (Monday through Friday), it shall be the responsibility of the SER Shop on-call mechanic to respond to all relamping calls that are either a stat call* or a call in which the lamp in question is the only one in the room**. All other calls can be held until the relamping crews arrive the next morning depending on work load justification, i.e., take care of it if you can.***

**Weekends:** During the hours of 7:30 a.m. until 4:00 p.m., Saturday and Sunday, it shall be the responsibility of the Electric Shop on-call mechanic to respond to all relamping calls that are either a stat call* or a call in which the lamp in question is the only one in the room**. All other calls can be held until the relamping crews arrive the next business day depending on justification, i.e., take care of it if you can.***

During the hours of 4:00 p.m. through 7:30 a.m. the following day, (Saturdays and Sundays), it shall be the responsibility of the SER Shop on-call mechanic to respond to all relamping calls that are either a stat call* or a call in which the lamp in question is the only one in the room** if he is on the clock. If the SER Shop on-call mechanic is not on, it shall be the responsibility of the HAR Shop mechanic on duty to respond to these calls. All other calls can be held until the relamping crews arrive the next business day depending on justification, i.e., take care of it if you can.***

* A stat call is one that is critical to patient care, safety, or is located within a patient room and shall be so identified by the person reporting the relamping need.
** This condition shall be determined by the staff of the Delta Operations Center who shall be required to ask the person reporting the relamping need about the nature of the call. They shall then pass that information on to the appropriate mechanic.
*** NOTE: Those areas of the Medical Center that are maintained by the Maintenance Painters shall be relamped by those individuals during normal business hours.
Responsibility: It is the responsibility of the Foremen and staff of the SER and HAR Shops to insure that this policy is adhered to. Additionally, it is the responsibility of every member of Medical Center Plant Services to insure that the safety of patients and staff is not compromised by lack of lighting. Consequently, proper, rapid relamping is imperative. It is the responsibility of the Electric Shop Foreman to insure adequate resources are in place to keep routine relamping backlogs to a minimum.

References: None