

Equipment Repair Call

Purpose:

To provide instructions to employees for calling in and reporting equipment failure or repairs that is needed.

Policy:

1. All equipment failure is to be reported immediately to the supervisor or designee
2. The supervisor will determine if the equipment is serviced by the OEM or by the hospital's asset management contactor. Equipment covered by the asset management contract will be labeled.
3. All called in equipment must be logged into the equipment log book for the appropriate area.
4. Do NOT automatically authorize overtime to repair equipment.
 - a. Special consideration maybe given if the equipment is causing a delay in patient care.
 - b. Special consideration may apply to the Emergency Room Equipment.
 - c. Preventative maintenance can be scheduled during normal working hours.
 - d. Routine repairs can be addressed during normal working hours.

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