LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER  
- SHREVEPORT

MAINTENANCE AND REPAIR  
Single Vendor Contract Equipment

Purpose:  
To provide a mechanism to appropriately access the single vendor service contract for maintenance and repair for specified equipment items.

Policy:  
A. Access for Covered Items

1. Equipment items included in this contract shall have an assigned identification number. All service calls shall be governed by the specifications for each item referenced in the contract.

2. User departments shall identify a primary contact for reporting service calls. All calls will reference the identification number and a description of the nature of the problem.

3. Placing calls to the Site Coordinator:
   a. Repair and Service: Twenty-four hours a day, seven-days a week (24 x 7), please contact the Crothall Biomedical Service hotline at 56335.
   b. If there is no response from the site Coordinator, page the on-call Biomedical Engineering technician.

4. The Site Coordinator will arrange for repair or service of equipment by appropriate service personnel who will contact the department to arrange a specific time.

5. Site Coordinator shall log and maintain all records for service and maintenance calls. Reports shall be generated on a scheduled basis concerning preventative maintenance inspections and service events.

B. Additions to Single Vendor Contract

1. Departments complete the Single Vendor Service Contract Authorization Form: identifies equipment item, manufacturer’s service contract retail price, and specifications for repair and service; forwards Authorization Form to Biomedical Engineering.

2. Biomedical Engineering forwards Authorization Form to the Site Manager for coverage cost and signature; the Site Manager returns the form to Biomedical Engineering; the Authorization Form is then forwarded to Hospital Administration and then to the Budget Office for adjustments to department budget.

4. Purchasing forwards a copy of the completed Authorization Form to the requesting department and Site Coordinator.

C. Deletions to Single Vendor Contract

1. Deletions are handled in the same manner as additions.

2. A service contract quote is not required for a deletion; however the site number from the equipment is required.

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Administrator

_______________________
Date

Approved by Clinical Board: 2/24/97, 11/12/98, 1/21/00, 3/20/03, 4/18/06, 6/16/09, 8/21/12
Written: 2/97
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