

### Equipment Inventory Maintenance

In order to promote a safe, controlled, comfortable environment, an inventory of all UCSF Health building and utility system equipment is maintained under the direction of the Operations Manager(s) and Chief Engineer(s). The Operations Manager(s) and Chief Engineer(s) maintain current single line drawings on the various infrastructure as well as isometric drawings on critical medical gas, water, and HVAC, etc. systems. All equipment is assigned a priority based on area served, failure risk, maintenance requirements and replacement cost. Patient care equipment receives the highest priority.

### Safety Rounds

Multi-disciplinary teams including Facilities staff attend regular Safety rounds. Facilities-related items that need corrective action are submitted for assignment work orders and addressed accordingly.

### Preventive Maintenance Program

Preventive maintenance work orders are generated at defined intervals for all equipment managed by the Facilities Department. Appropriate managers produce work order completion reports monthly for review utilizing the CMMS system.

### 24-Hour Response

Emergency as well as non-emergency problems requiring prompt attention are handled by designated staff dispatched 24 hours a day.

### Emergency Response

Medical Center Facilities staff responds to emergencies including, but not limited to, earthquake, fire, power failures, floods, loss of water, failure of nurse call systems, medical gas failures, and HVAC system failures. In the event of an electrical outage, emergency power serves all areas prescribed in TJC, OSHPD, and UCSF Health standards. Emergency generators are tested according to schedule. Generators failing to meet the 30/50 rule are subjected to an annual load bank test. In the event of an emergency, the department maintains an emergency call list of employee home phone numbers and emergency contract vendors and responds as described in the Emergency Operations Plan.

### Scheduled and Emergency Utility Shutdowns

Scheduled and emergency shutdowns for maintenance of the electric, HVAC, water, medical gas, and pneumatic tube systems are communicated to affected areas, department managers and appropriate administrative staff in a timely manner. Notification of such planned events is communicated through the Facilities Utility Shutdown Notification system.

### Routine Maintenance Work Orders and Departmental Requests

Work requests/work orders may be initiated through the MCSS Service Now web portal

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or service desk 24 hours a day.

#### Contractors

All contractors working within UCSF Health buildings are provided information regarding Medical Center Facilities infection control policies and procedures. It is the responsibility of the contractor to familiarize their employees with these policies and ensure compliance. Testing and documentation of the education component are maintained by the respective Project Managers.

#### Infection Control

UCSF Health Facilities Management and Design and Construction coordinate closely with Infection Control regarding maintenance projects, construction projects, new Medical Center Facilities policies and procedures as to its impact on Infection Control in clinical areas. Medical Center Facilities and Design and Construction implements an infection control risk assessment for any large scale maintenance or construction activity measures and systems as a risk minimization program for nosocomial disease in the UCSF Health.

#### Fire/Life Safety

UCSF Health Facilities is responsible for specific responses and components of the Fire/Life Safety System. UCSF Health Facilities is responsible for ensuring building integrity and is safe from penetrations or openings.

- *Parnassus UCSF Health Engineers* respond to all Code Red alarms 24/7. The MEDICAL CENTER FACILITIES department at Parnassus is also responsible for maintaining the fire alarm damper system and the sprinkler system.
- *Mount Zion UCSF Health Facilities* is responsible for maintaining the fire alarm system either directly or through a vendor contract. Engineers respond to all Code Red alarms 24/7.
- *Mission Bay UCSF Health Engineers* respond to all Code Red alarms 24/7. The MEDICAL CENTER FACILITIES department at Mission Bay is also responsible for maintaining the fire alarm damper system and the sprinkler system.

#### Utilizing non-medical equipment in the UCSF Health patient care buildings

Refer to the matrix below, specifying guidelines for utilizing non-medical equipment in UCSF Health buildings. For other equipment policy questions, contact the Safety Office.

**BUILDING UTILITIES**  
**Appendix 1**  
**Program Implementation**

<b>Utilizing Non-Medical Equipment in UCSF Health Patient-Care Buildings</b>			
<b>Non-Medical Equipment for use in patient rooms or other UCSF Health locations</b>	<b>Permitted in UCSF Health</b>	<b>Criteria</b>	<b>Other</b>
Microwave ovens	Yes	Must be safety-checked by Facilities. Electrical check, grounding. Used for warming food ONLY. The oven <u>MUST</u> be monitored during the warming process. The microwave <u>MUST</u> be plugged directly to the wall outlet. It cannot be plugged into a surge protector or an extension cord.	Submit work order through Service Now: <a href="https://ucsf.service-now.com/fss/fss.do">https://ucsf.service-now.com/fss/fss.do</a>
Space Heaters	Yes	Must be purchased through Facilities Management. Electrical check, grounding. No open heating elements. Use in patient rooms on an emergency basis only. Tracked through the Facilities data base.	Submit work order through Service Now: <a href="https://ucsf.service-now.com/fss/fss.do">https://ucsf.service-now.com/fss/fss.do</a>
Radios	Yes	Battery only	
Toasters/Toaster ovens	NO	N/A	N/A
Coffee pots	Must be checked by Facilities before operating	Electrical check, grounding	Submit work order through Service Now: <a href="https://ucsf.service-now.com/fss/fss.do">https://ucsf.service-now.com/fss/fss.do</a>
Home appliances (rice cookers, hot plates, etc.)	Generally, NO	Contact Safety Office for consultation	
Hair Dryers	NO		
Hair Curlers	NO		
Fans	OK	Must be purchased through Facilities, safety-checked only	Submit work order through Service Now: <a href="https://ucsf.service-now.com/fss/fss.do">https://ucsf.service-now.com/fss/fss.do</a>
Portable Air Conditioners	OK	Must be purchased through Facilities, checked annually	
Electric Razors	OK		

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Popcorn Air Poppers	OK	Must be safety checked by Facilities. Electrical check, grounding.	
Refrigerators	OK	Must be approved and safety checked by Facilities. Electrical check, grounding.	The refrigerator <u>MUST</u> be plugged directly into the wall outlet. It cannot be plugged into a surge protector or an extension cord.