

**SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 714
(Replaces A.D. No. 714 dated 11/9/06)**

Effective Date: July 12, 2007

SUBJECT: MAINTENANCE POLICY

I. PURPOSE

To ensure that Coalinga State Hospital's (CSH) Buildings, Grounds, Equipment, and Utility Systems are safe, functional, and conducive to the environment of care.

II. AUTHORITY

Joint Commission on Accreditation of Healthcare Organization's (JCAHO) Environment of Care Standards; California Code of Regulations, Title 22, Sections 73553 (a), 73605, and 73607; and the California State Administrative Manual (SAM).

III. POLICY

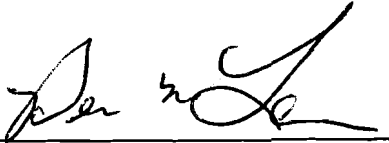
CSH's Plant Operations Department shall oversee, inspect, maintain, operate, and repair the Hospital's Buildings, Grounds, Equipment, and Utility Systems.

IV. METHOD

- A. The Chief of Plant Operations III is responsible to the Assistant Hospital Administrator, for providing effective hospital maintenance. The Chief of Plant Operations III directs and manages the work of various Plant Operations Office Staff, Supervisors, Tradespersons, Contractors, and others engaged in operating and maintaining the Facility. To accomplish this, cooperation of all hospital departments and employees is needed so that normal maintenance work may be pre-planned and scheduled to best utilize staff, supplies, and equipment.
- B. The Plant Operations Department will maintain and follow a Policy/Procedure Manual. This manual, which will be titled Plant Operations Manual, will contain the policies, procedures, and chain of command for the Plant Operations Department. In Addition, Plant Operations will also maintain and follow a Policy/Procedure manual titled Utility Systems Manual. This manual will contain instructions, policies, and procedures, relating to the routine and emergency operations of the Hospital utility and public works system.

V. MINOR CONSTRUCTION AND SPECIAL REPAIRS

- A. Projects requiring alterations or large amounts of labor and material are classified as minor construction or special repair projects, which do not qualify as maintenance work to be completed under the work order system.
- B. All minor construction or special repair projects will require a cost estimate and justification before they can be budgeted and are subject to approval of the Department of Mental Health. Consultation and assistance to justify minor construction and special repair projects will be available to those interested by contacting the Chief of Plant Operations III.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):

A.D. 900 Utilization/Access to Hospital Grounds and Employees