

SECTION - HOSPITAL OPERATIONS
ADMINISTRATIVE DIRECTIVE NO. 754
(Replaces AD 754 dated 12/15/2005)

Effective Date: November 9, 2006

SUBJECT: SPACE ALLOCATION / FURNITURE AND EQUIPMENT

I. PURPOSE

This Administrative Directive establishes the hospital's procedure for allocation and use of space, furniture and equipment.

II. AUTHORITY

California Code of Regulations, Title 22, Sections 73213, 73601, 73603, 73605, 73607. The Hospital Executive Director has final authority on all allocation and use of hospital space.

III. POLICY

Spaces, furniture and equipment are to be used as allocated.

IV. METHOD

A. Intradepartmental Space Allocation: (Same Program)

In general, a program or department may determine the best use of space within an area under its own administrative control (e.g., moving someone from one office to another). Care must be taken not to make changes, which would be inconsistent with licensing requirements (e.g., converting a patient room into a staff office). When in doubt, consult with the Standards Compliance Coordinator. Equipment and Furniture is not to be moved or reassigned to new areas without the approval of the Program Manager, Department Head and Property Controller.

B. Interdepartmental Space Allocation: (Multiple Programs)

Competing requests for space from various departments or programs will be resolved between appropriate Department Heads. Equipment and Furniture is not to be moved or reassigned to new areas without the approval of the Program Manager, Department Head and Property Controller.

C. Utilization Review: Issues involving use of space resources may be referred for review and recommendation to the Utilization Review Committee by the Hospital Administrator or Clinical Administrator.



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