

POLICY AND PROCEDURE

FACILITY MAINTENANCE PLAN

7005

Environmental control:

This facility will at all times be maintained to ensure that rats, mice, insects, flies or other vermin are not present. Food items will be kept in appropriate storage areas to prevent contamination.

Personnel specifically employed for that task will clean the clinic on a daily basis. Patient and staff areas will be cleaned in accordance with the Infection Control Plan. Carpets will be vacuumed on a daily basis. Trash and other litter will be removed from Bullhook Community Health Center, Inc. on a daily basis. Housekeeping equipment will be so maintained as to provide maximum cleaning capability.

Soap or detergent will be made available in each lavatory within the facility. Individual disposable paper towels will be provided at each sink and in each lavatory. Reusable or roll-type towels will not be used at any sink or in the lavatories. Appropriate waste receptacles will be located in each lavatory. Hand washing signs will be posted at all lavatories. Nursing personnel will maintain a log of hot water temperature at the nursing station lavatory.

Appropriate cleaning materials, cleaning fungicides and/or germicides with current EPA registration for the specific purpose will be supplied for cleaning bathtubs, lavatories, showers, urinals, toilet bowls, toilet seats and floors. These areas will be cleaned on a daily basis and/or as needed to maintain safety to staff and patients. Cleaning utensils used for lavatories, toilet bowls, showers or bathtubs will not be used for any other purpose. Utensils used to clean toilets or urinals WILL NOT be used with nor stored near other cleaning devices.

Dry dust mops and dry dust cloths will not be used in this facility. All dust mops and/or cloths used for dusting will be moistened with appropriate disinfecting solutions so as to prevent the spread of soil from one place to another. These will be stored separately from cleaning devices used for toilets and/or urinals.

All linens will be changed as needed and placed in a receptacle used only for laundry. Laundry will be picked up and handled by an OSHA and EPA approved laundry facility and returned by the same.

Physical plant & equipment maintenance:

The maintenance of a safe workplace and a safe area for patient evaluation will be a matter of highest priority.

Physical Plant

The Safety Officer will be responsible for the physical plant being inspected on a periodic basis for structural and/or maintenance problems by the local Fire Marshall in accordance with State and local building, fire and safety codes. As deficiencies are noted, they will be corrected in a timely manner and maintained in accordance with State and local building, fire and safety codes.

The air conditioning/heating system will be checked quarterly by an appropriate heating/cooling contractor. If deficiencies are noted, they will be corrected immediately along with normal servicing in accordance with manufacturer's instructions.

An Environmental Hazard inspection will be conducted by the Safety Officer on a quarterly basis to identify any facility maintenance concerns. The inspection will include fire exits and exit lights, exterior lights, sidewalks and parking lot, furniture, electrical appliances and extension cords, maintenance logs maintained by departments, smoke detectors, and fire extinguishers.

Equipment

Fire extinguishers are to be checked and recharged on an annual basis. Smoke detectors will be tested quarterly and batteries changed annually.

Nursing personnel will maintain a log of refrigerator temperatures for medication storage refrigerators.

Nursing personnel will maintain a log of emergency equipment checks.

All electrical or mechanical patient care equipment, i.e. EKG monitor, shall be inspected quarterly by the staff for deficiencies or normal wear and tear. Manufacturer's instructions are to be followed for normal servicing and repair.

An Equipment Inspection Log will be maintained in the administration office with notations as to date of inspections, findings, and resolutions if needed, along with the signature of person performing inspections/corrections.

Lab

The Supervising Lab Technician will be responsible for ensuring that lab equipment is inspected regularly for efficiency and normal wear and tear. The Supervising Lab Technician shall arrange annual inspections of equipment and normal servicing per manufacturer's instructions/guidelines by a qualified contractor.

An Equipment Inspection Log will be maintained in the Lab with notations as to date of inspections, findings, resolutions if needed, along with the signature of person performing inspections/corrections.

Andy Smit
CHIEF EXECUTIVE OFFICER

Date: 12-21-16

Carol A. Raphael
CHAIR, BOARD OF DIRECTORS

Date: 12-12-16

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