

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	801
		Original Date	01/21/1992
	Department: Maintenance	Revised Date	04/17/2015
	Energy Conservation		

POLICY:

Windows will be secured in order to conserve energy.

PROCEDURE:

1. Multi-purpose Room and G-Wing
 - A. Window cranks are removed from all windows in resident rooms, bathrooms, and lounges.
 - B. A crank handle will be kept in a labeled plastic bag in the Storage Room at the West Side Nurses Station and on each medication cart. The crank handle can be used to open windows in case of an emergency or if requested by the Care Plan Team for an individual resident.

2. A-Wing, and E-Wing
 - A. Storm windows in resident rooms and bathrooms will be secured shut with an aluminum bracket and screw. The inside windows in these areas will still be operable.
 - B. To open a window in these areas in case of an emergency, remove the screw with a screwdriver. Screwdrivers are kept in the Storage Room at the West Side Nurses Station and the medication carts.
 - C. If Care Plan Team requests the window to be open for a resident a work request will be turned into Maintenance.

3. Nurses Stations
 - A. Windows across from the Nurses Stations will be secured shut with an aluminum bracket and screw.

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- B. To open a window in these areas, in case of an emergency, remove the screw with a screwdriver.

- 4. Exceptions to securing the window or storm window:
 - A. The Business Office, Lounges on A and E Wings, Conference Room on A-Wing, Resident Dining Room, basement windows and kitchen windows. Exceptions are made because of the type of window or use of the room. Employees should ensure windows are closed when rooms are not occupied