



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### PREVENTATIVE MAINTENANCE PROGRAM

**Effective Date:** August 24, 2017

**Policy:** SPS-01

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**I. PURPOSE:** To provide for early detection of potential maintenance problems as well as proper care and routine maintenance of all equipment in possession of Montana State Hospital (MSH).

**II. POLICY:**

A. MSH will implement a preventative maintenance program designed to:

1. Increase useful life of buildings and equipment;
2. Ensure safety of personnel and patients using facilities;
3. Prevent costly emergency repairs;
4. Prevent inconvenience and expense due to unscheduled down time of facilities.

**III. DEFINITIONS:**

A. *Preventative maintenance* – the establishment and implementation of various diagnostic procedures and measures to predict and deter breakdowns before they occur.

**IV. RESPONSIBILITIES:**

A. *Facility Maintenance Supervisor* will be responsible for the development and implementation of the preventative maintenance program.

B. *All employees* are responsible for notifying their maintenance department when maintenance is required on equipment.

**V. PROCEDURE:**

A. A program will be maintained in the Maintenance Office to provide a schedule for servicing equipment needing scheduled maintenance work. The list will include a description of the equipment, location, type of service due, date of last service, designation of craftsman required, and a place to sign off indicating the date work was completed. This list will be used to generate maintenance work orders. The completed work orders will be filed within the system to record work completed and cost.

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- B. All Medical Equipment will be either under a maintenance contract or under contract to be inspected and maintained by certified professionals.
- C. All tags showing inspection and maintenance dates will be on the machines and checked by the warehouse worker during annual physical inventory.

- VI. REFERENCES:** Hospital Licensure Standards.
- VII. COLLABORATED WITH:** Facility Maintenance Supervisor. Warehouse Worker, and Safety Officer.
- VIII. RESCISSIONS:** SPS-01, *Preventive Maintenance* dated July 26, 2017; SPS-01, *Preventive Maintenance Program* dated May 21, 2013; SPS-01, *Preventive Maintenance Program* dated June 1, 2010; SPS-01, *Preventative Maintenance Program* dated March 9, 2007; SPS-01, *Preventative Maintenance Program* dated June 6, 2003; SPS-01, *Preventative Maintenance Program* dated February 14, 2000; HOPP SS-01-96-R, *Preventative Maintenance*, dated November 15, 1996.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Facility Maintenance Supervisor.
- XII. ATTACHMENTS:** None.

Signatures:

Jay Pottenger  
Hospital Superintendent

Tracey Thun  
CFO/Support Services Manager