



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PREVENTATIVE MAINTENANCE PROGRAM

Effective Date: July 26, 2013

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.
- II. POLICY:**
- A. Montana State Hospital 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

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completed work orders will be filed within the system to record work completed and cost.

- B. All Medical Equipment will be either under a maintenance contract or under the contract to be inspected and maintained by professional inspectors for the hospital.
- 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

VI. COLLABORATED WITH: Facility Maintenance Supervisor. Warehouse Worker, and Safety Officer.

VIII. RESCISSIONS: #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. REVIEW AND REISSUE DATE: July 2016

XI. FOLLOW-UP RESPONSIBILITY: Facility Maintenance Supervisor

XII. ATTACHMENTS: None

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John W. Glueckert Date
Hospital Superintendent

_____/____/____
Alan Glueckert Date
Facility Maintenance Supervisor