

**ARROWHEAD REGIONAL MEDICAL CENTER
FACILITIES MANAGEMENT (FAC) POLICIES AND PROCEDURES**

2025 Summary of Policy Revisions

Policy & V #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Revisions Only)
			X		Table of Contents	
1001 V 5				X	Plant Operations and Maintenance Program	
1002 V 6		X			Rules and Regulations	Verbiage changes for dress and updated employee title changes.
1003 V 6		X			Outside Contractors and Other County Departments Working In the Facility	Updated Vendor procedural changes for Facilities vendors. Update attachment to coincide with updated procedural changes.
1004 V 3				X	Patient Privacy	
1005 V 5		X			Work Request Operations	Updated employee title updates.
1006 V 5		X			New Employee Orientation	Changes to operations of departmental orientation to add competencies.
1007 V 3				X	Training for New Personnel	
1008 V 4		X			Central Plant - Plant Operator Responsibilities	Updated employee title changes and updates to procedures of recording work orders for staff on shift.
1009 V 5		X			Central Plant – Humidity Monitoring	Update to state the Central Plant will document notifications given to staff.
1010 V 3			X		Wireless Remote Temperature Monitoring of Refrigerators and Freezers	
1011 V 3				X	Monthly and Annual Testing of Battery Backup of Emergency Lighting and Exit Signs	
2001 V 6		X			General Safety Policy	Small verbiage changes due to employee title changes.
2002 V 4		X			Lockout/Tagout Procedures	Deleted - Duplicate of Environment of Care (EOC) policy 8001
2003 V 5			X		Equipment and Facility Safety	
2004 V 5			X		Safety Equipment - Extension Cords	

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2005 V 3				X	Electrical Safety - Equipment Condition	
2006 V 4			X		Safe Use of Electrical Equipment	
2007 V 4			X		Personal Electrical Equipment	
2008 V 5		X			Life Safety Rounds	Standard operating procedure (SOP) removed. Verbiage changed to reference EOC Policy 2003
2009 V 4		X			Fire Safety Fire Drill Procedure	Verbiage change to procedure to match actual action.
3001 V 5		X			Fire Safety	Change name of Security Office to Security Command Center.
3002 V 4				X	Types of Fires	
3003 V 5		X			Smoke Detector Inspection Procedures	Change name of Security Office to Security Command Center.
3004 V 6		X			Fire Extinguisher Inspection Sheets	Update title to ARMC Safety Technician. Add verbiage to clarify inspection and due dates labeled on extinguisher tags.
3005 V 6				X	Sprinkler Drop Test	
3006 V 5		X			Fire Alarm Pull Station Test	Verbiage was changed to clarify how to properly activate a fire alarm pull station.
3007 V 4				X	Fire Door Inspections	
3008 V 5				X	Fire Safety Fire Alarm Procedure	
3009 V 5		X			Kitchen Hood Fire Extinguishing System	Add verbiage to ensure proper function of gas and electrical shut offs as part of procedure.
3010 V 5		X			Fire Alarm System Testing and Inspections	Change Security Communication Center to Security Command Center.

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3011 V 3		X			Facilities Management Departmental – Fire Event Response	Remove specifics about Security Departments response per their policy.
3012 V 4		X			Interim Life Safety Measure (ILSM)	Add verbiage for fire door failure per TJC (The Joint Commission) requirements.
4001 V 5		X			Hazardous Materials Handling	Update contact in policy to EOC Hazard Waste chapter lead. Update process on inventory tracking.
4002 V 3		X			Hazardous Materials Storage	Remove parts of procedure referring to the storage area as that is not under the Facilities department's scope. It is covered by EVS (Environmental Services) and EOC.
4003 V 4			X		Chemical Safety, The Material Safety Data Sheet (MSDS)	
4004 V 3				X	List of Chemicals Not to Be Mixed	
4005 V 3		X			Handling of Radioactive Emergencies	Deleted- No longer pertains to Facilities Management (FM) department. Not a responder.
5001 V 6			X		Equipment Management Plan	
5002 V 6		X			Facilities Management Equipment Management Plan	Removal of a process step that is not needed.
5003 V 6		X			Inventory and Inspection of New Equipment	Removal of Verbiage that does not pertain to Facilities Management.
5004 V 6			X		Equipment Management Inventory	
5006 V 6			X		Medical Device Recall Policy	
5007 V 4		X			Equipment Management – Orientation and Education Program	Deleted- No longer needed. FAC Policy 5001 covers this topic.
5008 V 4				X	Use of Electrical Equipment in Oxygen Enriched Environments	

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5009 V 6			X		Equipment Safety – Preventative Maintenance	
5010 V 2				X	Computerized Tube System (CTS) Contamination	
5011 V 3		X			Ice Machines – Care and Maintenance, Safe Storage and Dispensing	Change Procedure to follow manufacture guidelines.
6001 V 5				X	Utilities Management Plan	
6002 V 5				X	Emergency Numbers	
6003 V 4				X	Utilities Management - Emergency Power	
6004 V 6		X			Weekly Tests of Emergency Diesel Generators	Changed offices that are notified before testing
6005 V 4				X	Inventory of Utilities Equipment	
6006 V 5				X	Guidelines for Procedure for Failure of Essential Equipment	
6007 V 6		X			Management of Utility System Failure	Changed point of contact
6008 V 6		X			Outside Vendor Assistance	Added employee’s title
6009 V 4				X	Blood Bank Alarm System	
6010 V 5		X			Communication System Failure	Removed other Dept’s responsibilities during failure
6011 V 5		X			Elevator Failure - Passenger Evacuation	Changed procedure for resetting elevators
6012					No Policy	
6013 V 5				X	Fire Alarm System Failure	
6014 V 5				X	Emergency Generator Failure	
6015 V 5				X	HVAC System Failure	
6016 V 5				X	Medical Air System/Vacuum Failure	
6017 V 5				X	Medical Gas Oxygen System Failure	

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6018 V 5				X	Bulk Oxygen System Failure	
6019 V 6		X			Medical Gas System - Nitrous Oxide Failure	Employee title change
6020 V 5				X	Natural Gas Supply Failure	
6021 V 5				X	Nurse Call System Failure	
6022 V 6		X			Plumbing System Failure and Flooding Procedure	Removed bathroom limits
6023 V 5		X			Vertical Lifts Failure (Including Dumbwaiters, Cart Lifts)	Added verbiage to notify Facilities Manager in the event of a failure.
6024 V 6		X			Water Distribution System Failure	Removed distribute reserve water from policy
6025 V 6		X			Central Plant - Preventative Maintenance	Changes to employee's title and added verbiage that department uses manufacturer guidelines for Preventative Maintenance.
6026 V 6		X			Central Plant - Routine Rounds	Corrected equipment name in policy
6027 V 6		X			Electrical Distribution Annual Check	Changed to correct voltage
6028 V 6				X	Preventative Maintenance of Medical/Surgical Air and Vacuum System	
6029 V 4				X	Preventative Maintenance of Vertical & Horizontal Transport System	
6030 V 6			X		Preventative Maintenance of Water Distribution and Plumbing System	
6031 V 5		X			Utilities Management User Training	Changes to employee title
6032 V 4				X	Training Outline for the Operation and Use of the Hospital Electrical Distribution System	
6033 V 5		X			Safe Use of Electrical Equipment	Removed verifying electrical equipment each time a patient is moved into the area.
6034 V 4		X			Training Outline for the Handling, Storage, and Transport of Compressed Gas Cylinders	Removed department directors responsibility of policy

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6035 V 3				X	Compressed Gas and Oxygen Use	
6036 V 4				X	Arrowhead Regional Medical Center Reservoir Well – Water Propane Gas Systems	
6037 V 4		X			Arrowhead Regional Medical Center –Water Supply and Distribution Systems	Changes to report location
6038 V 3				X	Monthly Domestic Water Temperature Check	
7001 V 5		X			Performance Improvement Plan	Changed annual review reporting from multiple committees to Hospital Administration.
7002 V 4		X			Quality Improvement	Changed PM scheduling from Biomed to Facilities. Removed level 5 from equipment risk assessment. Using only levels 1-4.
8001 V 3		X			Department Evacuation	Updated evacuation location.
9001 V 2				X	Safe Handling of Compressed Gases	