

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: FACILITIES

Number: FA14
Number of Pages: 1 of 2
Issue Date: January 1996
Reviewed/Revised: May 2006

TITLE: MAINTENANCE PROJECTS

PURPOSE:

It may become necessary to use outside contractors to provide a variety of services to the Hospital. Proper procedure to engage these contractors must be followed including completion of a financial proposal and proper detail documentation as to the description of services being provided. All work done at the Hospital will be requested through the Maintenance Department.

PROCEDURE:

A request for Maintenance Services must be submitted to the Maintenance Department Manager via telephone call.

Maintenance will screen the work that is being requested and will assign a priority to the work. If the work cannot be done internally, the Maintenance Department will contact a vendor of choice for an estimate of the costs for performing the service.

The Maintenance Department will review the completed estimate and submit it along with a completed work order to the Administrative Director for review.

As the work is completed, the designated vendor will present a detailed invoice, (hours worked, itemized material costs, etc.) to the Maintenance Manager for site inspection and signature indicating final completion.

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| HACKETTSTOWN REGIONAL MEDICAL CENTER |
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Maintenance Work Order
(For use with outside vendors)

Date:_____

Number:

Department Submitting Request:

Person Submitting Request:

Description of Work to Be Done:

Maintenance Approval:_____ Date:

Administrative Director Approval:_____ Date: