

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICIES
WORK ORDERS**

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Policy No: FA19
Origin: Plant Operations
Authority: Chief Operating Officer
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SCOPE

The identification and reporting of non-clinical equipment in need of repair and infrastructure of the facility in need of repair.

PURPOSE

To notify the Plant Operations for repairs to non-clinical equipment and facility repairs that needs attention.

POLICY

- I. In order to keep equipment and the physical plant in constant state of good condition, a tracking mechanism has been established to request the services of the Plant Operations.

PROCEDURE

- I. All work orders are to be initiated through sending an email message stating the problem to HRMCmaintwo@hch.org, with is available 24/7.
- II. During the evening, night, weekend and holiday shifts, call **7942** for all patient related requests or requests requiring immediate attention. Follow up the phone call with an e-mail to HRMCmaintwo@hch.org.
- III. Emergency requests, call 6940 during normal business hours, after hours and weekends call 7942. If there is no answer do not leave a message. Please hang up and call the operator. Follow this call with a work order sent to HRMCmaintwo@hch.org

NOTE: Verbal requests are not considered work order requests and will not be assigned.