

	Department Operating Manual – Facility Management				
	Version 5.0	Effective Date 01 st July.2018	Revised Date	Next Review Date 30 th June 2019	Page 1 of 1
	Prepared by In Charge Signature/Name:	Reviewed by Manager Facility Signature/Name:Mr.Sunil Kulkarni		Approved by CEO Signature/Name:	

SCOPE OF SERVICE

Engineering department is devoted to take part in rendering quality health care to the patients by ensuring the functional standards of Infrastructural safety ,Engineering Safety and Management of Medical Equipments used in the hospitals.

- **PREVENTIVE MAINTENANCE:**

Preventive maintenance is being carried out according to the PM schedule. A complete work instructions for the PM is prepared based on this PM is carried out; a report is generated and is signed by biomedical staff and the equipment user.

Preventive Maintenance is performed by Technical staff (In house) and vendors (AMC) as per the schedule.

- **FAULT ATTENDING:**

Defects and malfunctions in the equipment are reported to Facility Department either through phone calls or written request. The Facility staff inspects the equipment and solves the problem in the following manner.

DPU	Department Operating Manual – Facility Management				
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WORK FLOW / FUNCTIONAL FLOW CHART FOR MAINTENANCE:



