



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Nursing Service Division		POLICY NUMBER: DPOTMH-MPP-SURGCOM-ASC-P017-(01)	
TITLE/DESCRIPTION: BUILDING MAINTENANCE PROGRAM POLICY			
EFFECTIVE DATE: February 10, 2025	REVISION DUE: February 9, 2028	REPLACES NUMBER: N/A	NO. OF PAGES: 1 of 10
APPLIES TO: All employees of DPOTMH, Ambulatory Surgical Unit		POLICY TYPE: Multi Disciplinary	

PURPOSE:

To establish a structured Preventive Maintenance Program for the various areas within the facility and infrastructures. This program is designed to ensure that all facility components, including structural elements and essential utilities, remain in optimal condition to support safe and efficient healthcare delivery.

DEFINITIONS: N/A

RESPONSIBILITY:

Facility Maintenance Personnel, Maintenance Personnel and Contractors

POLICY:

PREVENTIVE MAINTENANCE PROGRAM

The **Preventive Maintenance Program** in a healthcare setting is structured into different levels to ensure a systematic approach to facility upkeep, minimizing risks and maintaining operational efficiency. These levels categorize maintenance activities based on urgency, complexity, and impact on patient care.

Levels of Preventive Maintenance

1. Routine Maintenance (*Daily/Weekly*)

- Basic upkeep tasks performed regularly to ensure cleanliness, safety, and minor repairs.
- Includes inspections of floors, walls, ceilings, doors, and lighting.

2. Minor Preventive Maintenance (*Condition Based*)

- Planned inspections and servicing of essential building systems, including HVAC, electrical, plumbing, fire protection, and medical gas systems.
- Minor repairs or replacements of facility components before deterioration impacts functionality.

3. Major Preventive Maintenance (*Annual/Semi-Annual*)

- Comprehensive inspections and servicing of major facility systems, including deep cleaning, painting and structural repairs.





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- Replacement of aging infrastructure components based on life cycle assessments.

4. **Emergency and Contingency Maintenance (As Needed)**

- Rapid response maintenance for urgent facility issues that could impact patient care or safety.
- Includes repairs after natural disasters, power failures, or equipment malfunctions.

The **Preventive Maintenance Program (PMP)** in a healthcare facility includes a comprehensive set of tasks designed to ensure that all aspects of the building and its systems remain in optimal working condition, preventing unscheduled downtime and supporting the continuous provision of healthcare services. The scope encompasses routine inspections, repairs and maintenance, and necessary upgrades to key building systems, infrastructure, and equipment.

1. **Building Structure & Exterior Maintenance**

- **Building Envelope:** Inspect and maintain exterior walls, windows, doors, roofs, and foundation to ensure structural integrity and prevent water intrusion or safety hazards.
- **Painting & Finishes:** Regular inspections and touch-ups of painted surfaces on walls, ceilings, and exterior components.
- **Paving & Walkways:** Maintain and repair flooring, sidewalks, parking lots, and external access points to prevent slips, trips, and falls.

2. **Interior Maintenance**

- **Ceilings & Walls:** Inspect for cracks, leaks, or damage; conduct necessary repairs and periodic painting or resurfacing to maintain a clean, safe environment.
- **Flooring:** Inspect all floor surfaces (carpet, tile, vinyl, wood, etc.) for wear, damage, or hazards. Replace or repair flooring as needed.
- **Lighting & Electrical Systems:** Regular inspection of lighting fixtures, electrical outlets, and wiring to ensure safe, efficient operation.
- **HVAC (Heating, Ventilation, and Air Conditioning):** Scheduled cleaning, filter replacement, and system inspections to maintain optimal air quality, temperature control, and energy efficiency.





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- **Plumbing Systems:** Inspect pipes, faucets, water heaters, and toilets for leaks, corrosion, and proper function; maintain drains and sewage systems to prevent blockages.
- **Fire Protection Systems:** Regular testing of fire alarms, sprinklers, extinguishers, and emergency exit signage. Ensure fire doors and emergency lighting is functional.
- **Medical Gas Systems:** Ensure proper operation and safety of oxygen, vacuum, and other critical medical gas systems.

3. Specialty Areas Maintenance

- **Surgical & Critical Care Units:** Routine checks of specialized equipment, including operating room ventilation systems, sterilization systems, and safety equipment, to ensure compliance with infection control standards.
- **Patient Rooms & Treatment Areas:** Ensure that patient rooms are equipped with working medical equipment, proper lighting, and HVAC systems that maintain infection control standards.





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SCHEDULE

MAIN HOSPITAL BUILDING														
FLOOR	AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
BASEMENT	LOBBY													
	HALLWAY													
	STAIRCASE													
	OFFICES													
	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE												
	PUBLIC CR													
GROUND	FIRE EXITS													
	LOBBY													
	HALLWAY													
	STAIRCASE													
	OFFICES													
	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE												
SECOND	PUBLIC CR													
	FIRE EXITS													
	LOBBY													
	HALLWAY													
	STAIRCASE													
	OFFICES													
THIRD	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE												
	PATIENT ROOMS PREVENTIVE MAINTENANCE	MAXIMUM OF 72 VISITATIONS PER MONTH												
	PATIENT ROOMS CORRECTIVE MAINTENANCE	8 ROOMS PER MONTH												
	PUBLIC CR													
	FIRE EXITS													
	LOBBY													
FOURTH	HALLWAY													
	STAIRCASE													
	OFFICES													
	PATIENT ROOMS PREVENTIVE MAINTENANCE	MAXIMUM OF 72 VISITATIONS PER MONTH												
	PATIENT ROOMS CORRECTIVE MAINTENANCE	8 ROOMS PER MONTH												
	FIRE EXITS													
FIFTH	LOBBY													
	HALLWAY													
	STAIRCASE													
	PATIENT ROOMS PREVENTIVE MAINTENANCE	MAXIMUM OF 72 VISITATIONS PER MONTH												
	PATIENT ROOMS CORRECTIVE MAINTENANCE	8 ROOMS PER MONTH												
	FIRE EXITS													

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CENTERS OF EXCELLENCE BUILDING

FLOOR	AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
GROUND	LOBBY												
	HALLWAY												
	STAIRCASE												
	OFFICES												
	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE											
	PUBLIC CR												
	FIRE EXITS												
MEZZANINE	LOBBY												
	HALLWAY												
	STAIRCASE												
	OFFICES												
	FOODCOURT												
	PUBLIC CR												
	FIRE EXITS												
SECOND	LOBBY												
	HALLWAY												
	STAIRCASE												
	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE											
	PUBLIC CR												
	FIRE EXITS												
	FIRE EXITS												
THIRD	LOBBY												
	HALLWAY												
	STAIRCASE												
	PATIENT ROOMS PREVENTIVE MAINTENANCE	MAXIMUM OF 72 VISITATIONS PER MONTH											
	PATIENT ROOMS CORRECTIVE MAINTENANCE	8 ROOMS PER MONTH											
	PUBLIC CR												
	FIRE EXITS												
SEVENTH	LOBBY												
	HALLWAY												
	OFFICES												
	PUBLIC CR												
	FIRE EXITS												





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MEDICAL ARTS BUILDING

FLOOR	AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
BASEMENT	PARKING AREA												
	DRIVEWAY												
GROUND	LOBBY												
	HALLWAY												
	STAIRCASE												
	PUBLIC CR												
SECOND	LOBBY												
	HALLWAY												
	STAIRCASE												
	PUBLIC CR												
THIRD	LOBBY												
	HALLWAY												
	STAIRCASE												
	PUBLIC CR												
FOURTH	LOBBY												
	HALLWAY												
	STAIRCASE												
	PUBLIC CR												
FIFTH	LOBBY												
	HALLWAY												
	STAIRCASE												
	PUBLIC CR												
SIXTH	LOBBY												
	HALLWAY												
	STAIRCASE												
	PUBLIC CR												
	CONFERENCE												





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CANCER CARE CENTER

FLOOR	AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
GROUND	LOBBY												
	HALLWAY												
	OFFICES												
	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE											
	PUBLIC CR												
	FIRE EXITS												
SECOND	LOBBY												
	HALLWAY												
	BRIDGE												
	FIRE EXITS												

PHARMACY

FLOOR	AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
GROUND	LOBBY												
	STAIRCASE												
SECOND	LOBBY												
	STAIRCASE												
THIRD	LOBBY												
	STAIRCASE												
	OFFICES												
FOURTH	PUBLIC CR												
	LOBBY												
	STAIRCASE												
	PHARMACY WAREHOUSE OUTPATIENT												
FIFTH	PUBLIC CR												
	LOBBY												
	STAIRCASE												
	PHARMACY WAREHOUSE INPATIENT												
SIXTH	PUBLIC CR												
	LOBBY												
	STAIRCASE												
	CONFERENCE												
SIXTH	PUBLIC CR												
	PUBLIC CR												





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WOUNDCARE & AMBULATORY SURGICAL CLINIC

FLOOR	AREA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
GROUND	LOBBY												
	HALLWAY												
	STAIRCASE												
	OFFICES												
	PATIENT CARE AREAS	NOT LESS THAN TWICE A YEAR PREVENTIVE MAINTENANCE											
	PUBLIC CR												
	FIRE EXITS												





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PROCEDURE (SOP): N/A
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FORMS: N/A
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