



DR. PABLO O. TORRE  
MEMORIAL HOSPITAL

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

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Revision Number:	01
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Page Number:	1
Department/Section:	Maintenance and Engineering
Document Title:	<b>OPERATION AND MONITORING OF CENTRAL OXYGEN MANIFOLD</b>

### **PURPOSES:**

To set a systematic guideline on all personnel on-duty for proper use and monitoring of centralized medical oxygen manifold.

### **LEVEL:**

Biomed Technician  
Orderly Personnel

### **DEFINITION OF TERMS:**

**Central Oxygen Panel** – A mechanical control that switches the left or right bank to supply oxygen gas to the hospital.


**Central Oxygen Manifold** – Physical location of central oxygen panel, where oxygen tanks are connected to the central oxygen panel for distribution to the main oxygen gas lines going to the hospital premises.

**Oxygen Bank** – A set of oxygen tanks, either left or right that is connected to the central oxygen panel through the pigtail hose. Both left and right has 16 tanks each, totaling 32 tanks on the current system setup of the manifold.

**Full Oxygen Bank** – The bank that has full oxygen tank capacity, normally 1800 (one thousand eight hundred) psi on the gauge reading.

**Empty Oxygen Bank** – The bank that has empty oxygen tanks, with gauge reading of 0 (zero) psi.



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**Active Oxygen Bank** – The bank that currently supplies the centralized oxygen manifold. Decreases as oxygen is consumed.


**Standby Oxygen Bank** – The bank that is currently not supplying the centralized oxygen manifold. Normally should have a gauge reading of 1800 psi (full tank capacity) and should not decrease at any given time.

**Left Bank** – The set of oxygen tanks connected to the central oxygen panel at the left side. It has 16 oxygen tanks.

**Right Bank** – The set of oxygen tanks connected to the central oxygen panel at the right side. It has 16 oxygen tanks.

#### **POLICY:**

1. The central oxygen panel shall be monitored every 2 hours on normal operation and every 1 hour if the central oxygen manifold is in critical state (e.g. leakage, faulty gauge, compromised manifold). The data must be properly logged with Central Oxygen Manifold log sheet (See Appendix A.)
2. The logging/monitoring shall be done by the Orderly personnel assigned on the central oxygen manifold.
3. The Orderly personnel shall replace the oxygen tank one by one on the side of the empty oxygen bank whenever the central oxygen panel switches to the other bank.
4. Whenever any problems or irregularities that may occur in the operation of the central oxygen manifold, the Orderly personnel on duty will inform the following:
  - 4.1 Biomed Engineer or any biomed technician on-duty
  - 4.2 Nurse supervisor on-duty.

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- 4.3 The orderly personnel will make an IR stating exact event/incident.
5. The Orderly personnel is not authorized to modify/change/adjust/switch any valve or regulator on the central oxygen panel.





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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>ENGR. MICHAEL J. ERALDO</b> Biomed Engineer		10/22/20
Verified:	<b>HANNAH KHAY TREYES, RN</b> OIC Chief Nurse		10/26/2020
Reviewed:	<b>BERNIE B. SIASON</b> Quality Analyst for Non-Patient Care		10/27/2020
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		10/28/2020
Recommending approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer		10/27/2020
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	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		11/3/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		12/23/2020



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### PROCEDURE:

1. Orderly personnel on duty will record the pressure every 2 hours on normal operation and every 1 hour if the central oxygen manifold is in critical state (e.g. leakage, faulty gauge, compromised manifold). The data must be properly logged with Central Oxygen Manifold log sheet (See Appendix A.)
  - (a) Maximum and minimum values are as follows:
    - i. Left/Right Bank Pressure is 1800 psi – Full tank bank
    - ii. Left/Right Bank Pressure is 0 psi – Empty tank bank.
    - iii. Orderly must immediately replace the 16 tanks on this side of the bank.
    - iv. Delivery Pressure range: 55-60 psi. Anything above or below, is a critical value and must be reported immediately to the Biomed.
  - (b) The remarks column must indicate:
    - i. Normal – For normal reading.
    - ii. Replaced left bank – If left oxygen bank has been changed.
    - iii. Replaced right bank – If right oxygen bank has been changed.
    - iv. High Delivery Pressure – If delivery pressure is above 60 psi.
    - v. Low Delivery Pressure – If delivery pressure is below 55 psi.
    - Not switching – If one side of the bank has 0 psi and does not switch to the other bank.
  - (c) The record (Central Oxygen Manifold log sheet) must be kept in a folder and fastened neatly.
2. Whenever a bank pressure gauge is 0 (zero) and the central oxygen panel has switched to the other bank (Standby to active), the Orderly on duty must change all tanks on the standby bank. There will be a loud click sound once the central oxygen panel has switched to the other bank.

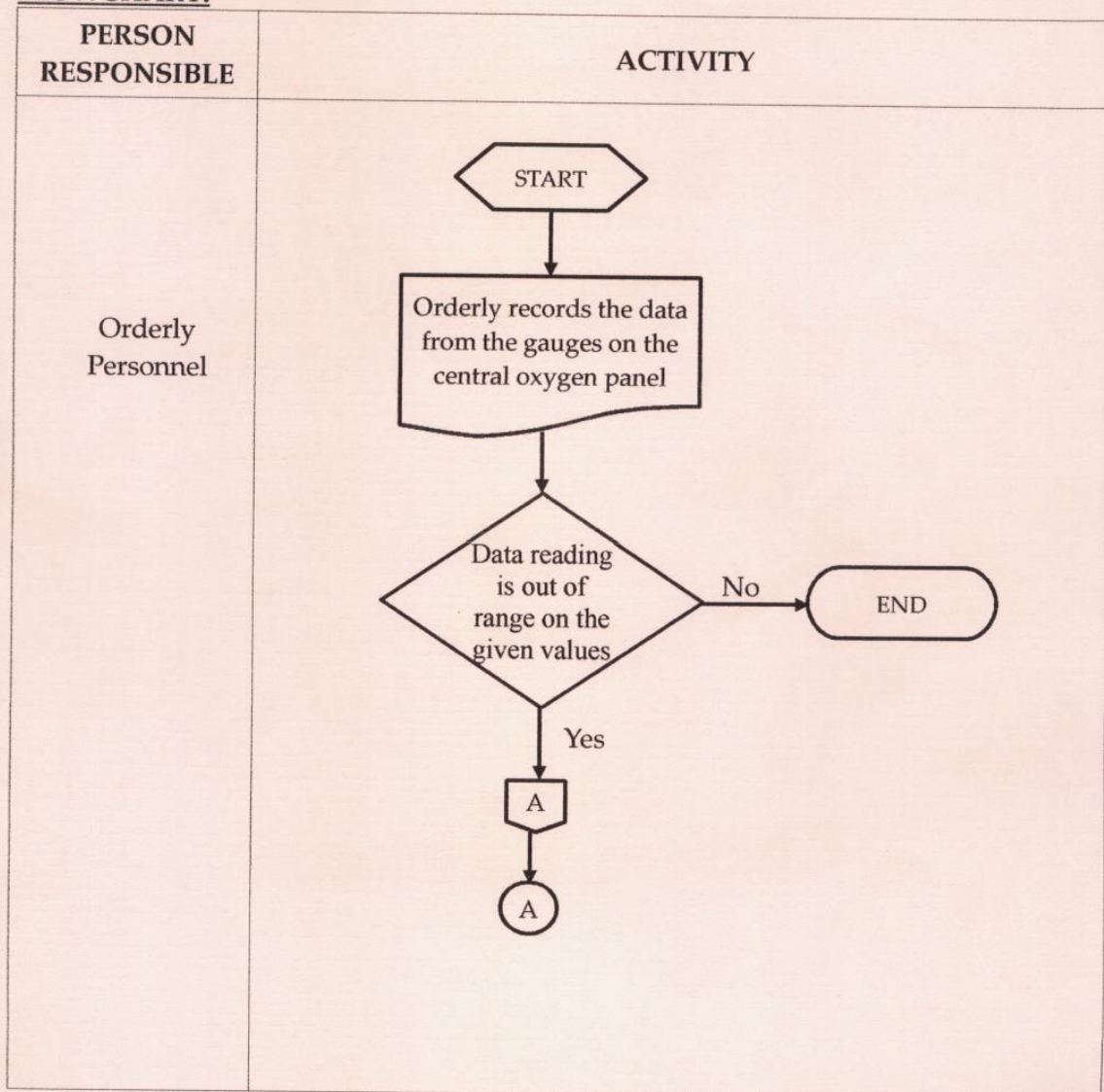
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**FLOWCHART:**



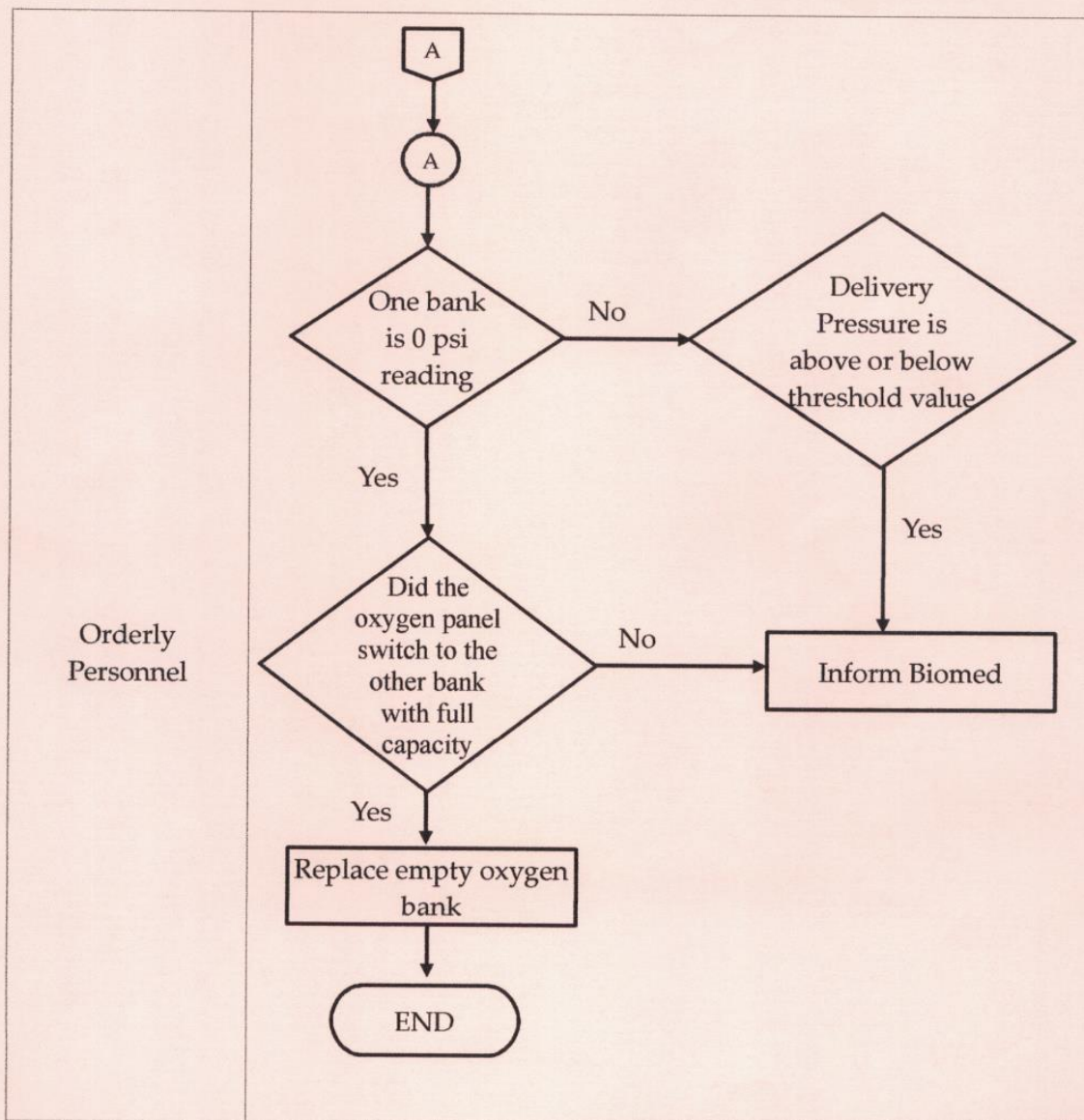




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### WORK INSTRUCTIONS:

#### Orderly Personnel

##### A) Replacing the empty tank on the manifold.

1. Close all the tank valves on the empty bank.
2. Use an open wrench size **28mm** (as recommended by supplier) to loosen the nuts on the pigtail hose.
3. Replace the tanks starting from the near central oxygen panel going outward.
4. When connecting the pigtail hose, make sure it is properly bent as not to cause pressure build ups on the hoses.
5. Tighten the nut of the pigtail hose. Use an open wrench size **28mm** (as recommended by supplier).
6. Open the tank valves.
7. Log the values using the given format in Appendix A.



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## APPENDIX A.

### Central Oxygen Manifold Log Sheet

Date	Time	Left Bank Pressure	Right Bank Pressure	Delivery Pressure	Remarks	Checked by: (Name & Signature)

Verified by:

\_\_\_\_\_  
Orderly Supervisor(Name/Signature & Date)

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#### DOCUMENTATION:

1. Incident Report
2. Central Oxygen Manifold log sheet

#### DISSEMINATION:

1. Communicator
2. WMM



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	Document Title:	Policy on New and Renewal of Preventive Maintenance Service Contract and Agreement for Medical and Non-Medical Equipment

### **PURPOSES:**

1. To set systematic guidelines for the simplification of processing of all Preventive Maintenance Contract and Agreement.
2. To establish guidelines as a basis to determine the required document needed for the preventive maintenance service.
3. To reduce cost due to notarial fees and mail services.

### **LEVEL:**


Engineering and Special Projects Department Eng'r.-in-charge, Admin Associate, Corporate Strategic Support Division Officer, End Users, Maintenance Clerk, Outsourced Contractor, Corporate Finance Officer, President and Chief-Executive-Officer, Company Attorney, DPA Officer

### **DEFINITION OF TERMS:**

**PMS (Preventive Maintenance Service)** - This is a type of service that is regularly performed on a piece of equipment to lessen or prevent it from failing.

**Labor-only PMS** - This is a kind of PMS that provide only the Labor fee for a particular work. Parts / Materials to be used are excluded.

**Labor with parts PMS** - This is a kind of PMS that provide Labor and Parts / materials for a particular work.

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**Advanced Complex Medical Equipment (ACME)** - Systems that are composed of electronic and mechanical units and interface that are integrated and function as medical equipment. It has its own independent cooling system and electrical system.

**Quotation-type PMS Agreement** - This is an agreement that shall be used for all Labor-only PMS and shall not require a notary public with an official notary seal.

**Notarized PMS Contract** - This is a contract that shall be used for all Labor with parts PMS and ACME then shall require a notary public with an official notary seal.


**Job Order** - This is a document issued by the Engineering and Special Projects Department to outsourced contractors for a specific Job or Work to be done.



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### **POLICY:**


1. All Labor-only PMS shall no longer require a Notarized PMS Contract. Instead, Quotation-type PMS Agreement will suffice.
2. All Labor with parts PMS shall require a Notarized PMS Contract, regardless of the amount.
3. All equipment that is considered ACME shall also require a Notarized PMS Contract, regardless of the amount and services provided.
  - 3.1. Equipment that are considered ACME:
    - a) Magnetic Resonance Imaging Machine (MRI)
    - b) Computed Tomography Scan (CT-Scan)
4. All new Quotation-type PMS Agreement shall be approved and signed by the President and Chief-Executive-Officer.
5. All new Notarized PMS Contract shall be approved and signed by the President and Chief-Executive-Officer, witnessed by the Corporate Strategic Support Division Officer, counter signed by the Corporate Finance Officer.
6. Renewal of all Quotation-type PMS Agreement shall be approved and signed by the Corporate Strategic Support Division Officer and will no longer be signed by the President and Chief-Executive-Officer.

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	Department/Section:	Dietary
	Document Title:	<b>CLEANING OF FOOD CARTS</b>


### **PROCEDURE:**

1. The Food Service Worker should prepare the boiling water prior to cleaning the food carts.
2. Open the food cart doors and pour the boiling water inside including the crevices.
3. Clean the food cart with soap and water.
4. Rinse the cart thoroughly with water, making sure that there are no soap residues.
5. The Food Service Workers then sprays the food cart with sanitizer and leave to dry.
6. The Food Service Worker-on-duty endorses the washed food cart to the next Food Worker for use.



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7. Renewal of all Notarized PMS Contract shall still be signed by the President and Chief-Executive-Officer, witnessed by the Corporate Strategic Support Division Officer, counter signed by the Corporate Finance Officer.
8. If in any, there are changes and / or revision in the renewal of the Quotation-type PMS Agreement, this will be considered as a new agreement and shall be approved and signed by the President and Chief-Executive-Officer.
9. All original copies of the approved and signed Notarized PMS Contract and Quotation-type PMS Agreement shall be endorsed / forwarded to the Documentation section for centralized file record.
10. All approved and signed Quotation-type PMS and Notarized PMS Contract must be issued with a Job Order, following the Policy on the Approval Process of Job Order (DCN: QP 1.64) of the Engineering and Special Projects Policy and Procedure Manual.
11. All processing of the Agreement and Contract shall be verified by the Admin Associate from the Office of the Corporate Strategic Support Division Officer and noted by the Eng'r.-in-charge.
12. The Admin Associate shall be responsible for the requesting of Quotation-type PMS Agreement proposal and Notarized PMS Contract proposal to the outsourced contractor.
13. All new Quotation-type PMS Agreement and Notarized PMS Contract must have a recommending approval by the Corporate Strategic Support Division Officer.

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14. The DPA Officer shall verify / validate the Agreement and / or Contract prior to signatory of the Corporate Finance Officer and the President and Chief-Executive-Officer.
15. If the propose PMS period coverage is more than 1 year, and is approved, this too, shall require a Notarized PMS Contract, regardless of the service provided.






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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>AURA KRISNA JOY HAGORILES</b> Admin Associate		11-03-2020
Verified:	<b>ENGR. MICHAEL J. ERALDO</b> Biomed Engineer		11/3/20
Reviewed:	<b>BERNIE B. SIASON</b> Quality Analyst for Non-Patient Care		11-04-2020
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		11-04-2020
Recommending approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer		11/7/2020
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		11/9/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		12/23/2020


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### **PROCEDURE:**


#### **FOR QUOTATION-TYPE PMS AGREEMENT (NEW)**

1. The Admin Associate shall request for a proposed agreement from the outsourced contractor.
2. The Admin Associate shall then receive the proposed agreement.
3. The Admin Associate checks the proposed agreement from the outsourced contractor.
4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed agreement.
5. If none, the Admin Associate shall endorse the proposed agreement to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge will thoroughly check the content of the proposed agreement.
7. If for revision, The Eng'r.-in-charge shall return the proposed agreement to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.




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10. The Admin Associate will then forward the proposed agreement to the Corporate Strategic Support Division Officer for the recommending approval.
11. If for revision, the proposed agreement shall be returned to the Admin Associate. The Admin Associate shall then inform the Eng'r.-in-charge and outsourced contractor of the revision/s, and repeat process from procedure #2.
12. If none, the Corporate Strategic Support Division Officer shall affix signature and return the proposed agreement to the Admin Associate.
13. The Admin Associate will endorse the proposed agreement to the DPA Officer.
14. The DPA Officer will then reviews and validate the proposed agreement.
15. If for revision, the proposed agreement shall be returned to the Admin Associate. The Admin Associate shall then inform the Eng'r.-in-charge and outsourced contractor of the revision/s, and repeat process from procedure #2.
16. If none, the DPA Officer shall forward the proposed agreement to the Corporate Finance Officer for signature before the approval of the President and Chief-Executive-Officer.
17. The Corporate Finance Officer shall then affix signature in the proposed agreement and return to the DPA Officer.
18. The DPA Officer will then forward the proposed agreement to the President and Chief-Executive-Officer.

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19. The President and Chief-Executive-Officer shall affix signature in the proposed agreement and return to the DPA Officer. The proposed agreement is now signed and approved.
20. The DPA Officer will then endorse the signed and approved agreement to the Admin Associate.
21. The Admin Associate shall receive the signed and approved agreement and inform the Eng'r.-in-charge.
22. The Admin Associate shall inform the outsourced contractor that the agreement has been signed and approved.
23. The Admin Associate will then send a copy of the signed and approved agreement to the contractor via electronic mail.
24. The Admin Associate will forward the original copy of the signed and approved agreement to the DPA Officer.
25. The Admin Associate will also forward a copy (photocopy) of the signed and approved agreement to the end user.
26. The Admin Associate shall forward a copy (photocopy) of the signed and approved agreement to the Maintenance Clerk for the issuance of Job Order.
27. The Admin Associate shall file a copy of the signed and approved agreement for equipment history.



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#### FOR QUOTATION-TYPE PMS AGREEMENT (RENEW)

1. The Admin Associate shall request for a proposed agreement from the outsourced contractor.
2. The Admin Associate shall then receive the proposed agreement.
3. The Admin Associate checks the proposed agreement from the outsourced contractor.
4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed agreement.
5. If none, the Admin Associate shall endorse the proposed agreement to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge will thoroughly check the content of the proposed agreement.
7. If for revision, the Eng'r.-in-charge shall return the proposed agreement to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.

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10. The Admin Associate will then forward the proposed agreement to the Corporate Strategic Support Division Officer for approval.
11. If for revision, the proposed agreement shall be returned to the Admin Associate. The Admin Associate shall then inform the Eng'r.-in-charge and outsourced contractor of the revision/s, and repeat process from procedure #2.
12. If none, the Corporate Strategic Support Division Officer shall affix signature and return the proposed agreement to the Admin Associate.
13. The Admin Associate shall inform the outsourced contractor that the agreement has been signed and approved.
14. The Admin Associate will then send a copy of the signed and approved agreement to the contractor via electronic mail.
15. The Admin Associate will forward the original copy of the signed and approved agreement to the DPA Officer.
16. The Admin Associate will also forward a copy (photocopy) of the signed and approved agreement to the end user.
17. The Admin Associate shall forward a copy (photocopy) of the signed and approved agreement to the Maintenance Clerk for the issuance of Job Order.
18. The Admin Associate shall file a copy of the signed and approved agreement for equipment history.



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#### FOR NOTARIZED PMS CONTRACT (NEW)

1. The Admin Associate shall request for a proposed contract from the outsourced contractor.
2. The Admin Associate shall then receive the proposed contract.
3. The Admin Associate checks the proposed contract from the outsourced contractor.
4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed contract.
5. If none, the Admin Associate shall endorse the proposed contract to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge thoroughly checks the content of the proposed contract.
7. If for revision, the Eng'r.-in-charge shall return the proposed contract to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.

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10. The Admin Associate will then forward the proposed contract to the DPA Officer for review and validation.
11. The DPA Officer shall review and validate the proposed contract.
12. If for revision, return the proposed contract to the Admin Associate with the correction note/s.
13. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
14. If none, the DPA Officer will forward the proposed contract to the company attorney for review, via electronic mail.
15. The company attorney shall review the proposed contract.
16. If for revision, return the proposed contract to the Admin Associate with the correction note/s. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
17. If none, the company attorney shall forward the proposed contract to the DPA Officer.
18. The DPA Officer will then forward the proposed contract to the Admin Associate, noting that it has already been reviewed by the company attorney.
19. The Admin Associate shall then forward the proposed contract to the Corporate Strategic Support Division Officer for signature.



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20. The Corporate Strategic Support Division Officer shall affix signature as witness, in all pages of the contract, left portion.
21. The Admin Associate will then forward the contract to the DPA Officer.
22. The DPA Officer shall forward the contract to the Corporate Finance Officer for signature.
23. The Corporate Finance Officer shall then affix signature in the contract.
24. The DPA Officer shall then forward the contract to the President and Chief-Executive-Officer.
25. The President and Chief-Executive-Officer shall approve the contract and affix signature.
26. After the signatories, the DPA Officer shall endorse the signed contract to the Admin Associate.
27. The Admin Associate shall then inform the outsourced contractor that the contract is already signed on RMCI's end.
28. The Admin Associate shall send the signed contract to the outsourced contractor, via mail, for signatory and notary public on their part.
29. The Admin Associate shall then wait of the signed and notarized contract from the outsourced contractor.



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### **PURPOSES:**

To set a systematic guideline on all personnel on-duty for proper use and monitoring of centralized medical oxygen manifold.

### **LEVEL:**

Biomed Technician  
Orderly Personnel

### **DEFINITION OF TERMS:**

**Central Oxygen Panel** – A mechanical control that switches the left or right bank to supply oxygen gas to the hospital.


**Central Oxygen Manifold** – Physical location of central oxygen panel, where oxygen tanks are connected to the central oxygen panel for distribution to the main oxygen gas lines going to the hospital premises.

**Oxygen Bank** – A set of oxygen tanks, either left or right that is connected to the central oxygen panel through the pigtail hose. Both left and right has 16 tanks each, totaling 32 tanks on the current system setup of the manifold.

**Full Oxygen Bank** – The bank that has full oxygen tank capacity, normally 1800 (one thousand eight hundred) psi on the gauge reading.

**Empty Oxygen Bank** – The bank that has empty oxygen tanks, with gauge reading of 0 (zero) psi.



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**Active Oxygen Bank** – The bank that currently supplies the centralized oxygen manifold. Decreases as oxygen is consumed.


**Standby Oxygen Bank** – The bank that is currently not supplying the centralized oxygen manifold. Normally should have a gauge reading of 1800 psi (full tank capacity) and should not decrease at any given time.

**Left Bank** – The set of oxygen tanks connected to the central oxygen panel at the left side. It has 16 oxygen tanks.

**Right Bank** – The set of oxygen tanks connected to the central oxygen panel at the right side. It has 16 oxygen tanks.

#### **POLICY:**

1. The central oxygen panel shall be monitored every 2 hours on normal operation and every 1 hour if the central oxygen manifold is in critical state (e.g. leakage, faulty gauge, compromised manifold). The data must be properly logged with Central Oxygen Manifold log sheet (See Appendix A.)
2. The logging/monitoring shall be done by the Orderly personnel assigned on the central oxygen manifold.
3. The Orderly personnel shall replace the oxygen tank one by one on the side of the empty oxygen bank whenever the central oxygen panel switches to the other bank.
4. Whenever any problems or irregularities that may occur in the operation of the central oxygen manifold, the Orderly personnel on duty will inform the following:
  - 4.1 Biomed Engineer or any biomed technician on-duty
  - 4.2 Nurse supervisor on-duty.

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- 4.3 The orderly personnel will make an IR stating exact event/incident.
5. The Orderly personnel is not authorized to modify/change/adjust/switch any valve or regulator on the central oxygen panel.





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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>ENGR. MICHAEL J. ERALDO</b> Biomed Engineer		10/22/20
Verified:	<b>HANNAH KHAY TREYES, RN</b> OIC Chief Nurse		10/26/2020
Reviewed:	<b>BERNIE B. SIASON</b> Quality Analyst for Non-Patient Care		10/27/2020
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		10/28/2020
Recommending approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer		10/27/2020
	<b>MA. ANTONIA S. GENSOLI, M.D.</b> Medical Director	 Margeniel	10-28-2020
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		11/3/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		12/23/2020



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### PROCEDURE:

1. Orderly personnel on duty will record the pressure every 2 hours on normal operation and every 1 hour if the central oxygen manifold is in critical state (e.g. leakage, faulty gauge, compromised manifold). The data must be properly logged with Central Oxygen Manifold log sheet (See Appendix A.)
  - (a) Maximum and minimum values are as follows:
    - i. Left/Right Bank Pressure is 1800 psi – Full tank bank
    - ii. Left/Right Bank Pressure is 0 psi – Empty tank bank.
    - iii. Orderly must immediately replace the 16 tanks on this side of the bank.
    - iv. Delivery Pressure range: 55-60 psi. Anything above or below, is a critical value and must be reported immediately to the Biomed.
  - (b) The remarks column must indicate:
    - i. Normal – For normal reading.
    - ii. Replaced left bank – If left oxygen bank has been changed.
    - iii. Replaced right bank – If right oxygen bank has been changed.
    - iv. High Delivery Pressure – If delivery pressure is above 60 psi.
    - v. Low Delivery Pressure – If delivery pressure is below 55 psi.
    - Not switching – If one side of the bank has 0 psi and does not switch to the other bank.
  - (c) The record (Central Oxygen Manifold log sheet) must be kept in a folder and fastened neatly.
2. Whenever a bank pressure gauge is 0 (zero) and the central oxygen panel has switched to the other bank (Standby to active), the Orderly on duty must change all tanks on the standby bank. There will be a loud click sound once the central oxygen panel has switched to the other bank.

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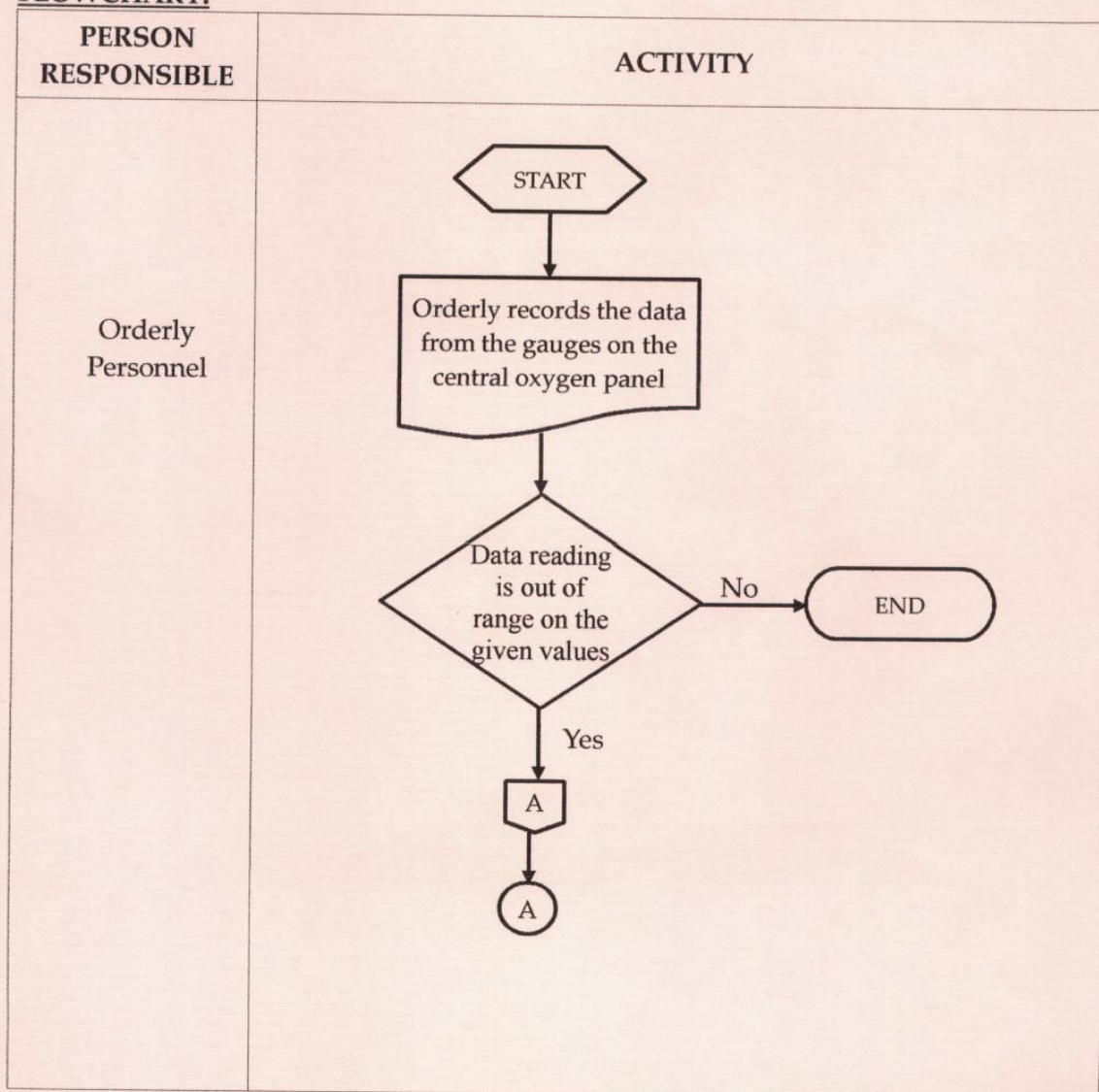


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### FLOWCHART:

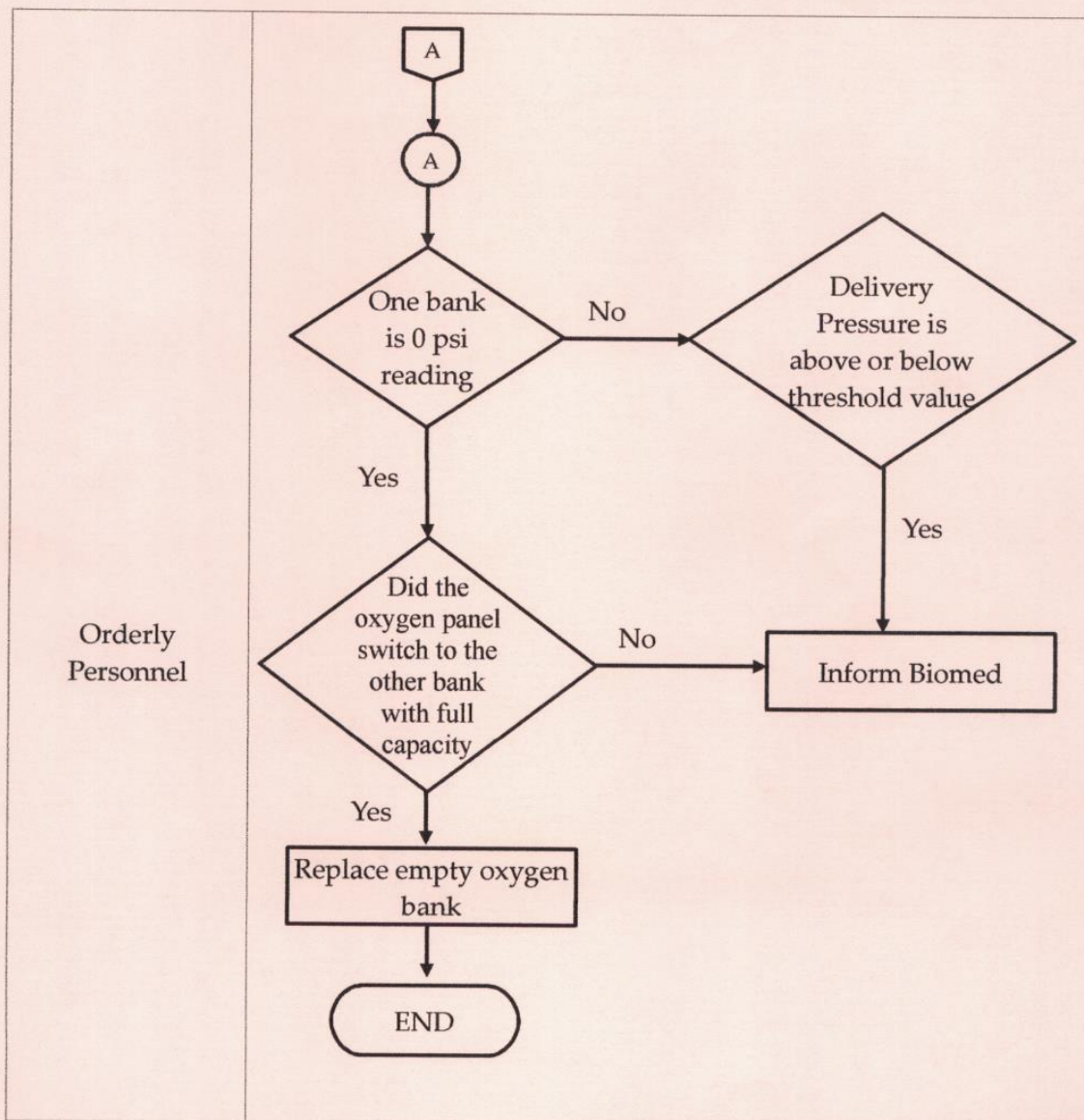




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### WORK INSTRUCTIONS:

#### Orderly Personnel

##### A) Replacing the empty tank on the manifold.

1. Close all the tank valves on the empty bank.
2. Use an open wrench size **28mm** (as recommended by supplier) to loosen the nuts on the pigtail hose.
3. Replace the tanks starting from the near central oxygen panel going outward.
4. When connecting the pigtail hose, make sure it is properly bent as not to cause pressure build ups on the hoses.
5. Tighten the nut of the pigtail hose. Use an open wrench size **28mm** (as recommended by supplier).
6. Open the tank valves.
7. Log the values using the given format in Appendix A.

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## APPENDIX A.


### Central Oxygen Manifold Log Sheet

Date	Time	Left Bank Pressure	Right Bank Pressure	Delivery Pressure	Remarks	Checked by: (Name & Signature)

Verified by:

\_\_\_\_\_  
Orderly Supervisor(Name/Signature & Date)




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#### DOCUMENTATION:

1. Incident Report
2. Central Oxygen Manifold log sheet

#### DISSEMINATION:

1. Communicator
2. WMM

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### **PURPOSES:**

1. To set systematic guidelines for the simplification of processing of all Preventive Maintenance Contract and Agreement.
2. To establish guidelines as a basis to determine the required document needed for the preventive maintenance service.
3. To reduce cost due to notarial fees and mail services.

### **LEVEL:**

Engineering and Special Projects Department Eng'r.-in-charge, Admin Associate, Corporate Strategic Support Division Officer, End Users, Maintenance Clerk, Outsourced Contractor, Corporate Finance Officer, President and Chief-Executive-Officer, Company Attorney, DPA Officer


### **DEFINITION OF TERMS:**

**PMS (Preventive Maintenance Service)** - This is a type of service that is regularly performed on a piece of equipment to lessen or prevent it from failing.

**Labor-only PMS** - This is a kind of PMS that provide only the Labor fee for a particular work. Parts / Materials to be used are excluded.

**Labor with parts PMS** - This is a kind of PMS that provide Labor and Parts / materials for a particular work.




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**Advanced Complex Medical Equipment (ACME)** - Systems that are composed of electronic and mechanical units and interface that are integrated and function as medical equipment. It has its own independent cooling system and electrical system.

**Quotation-type PMS Agreement** - This is an agreement that shall be used for all Labor-only PMS and shall not require a notary public with an official notary seal.

**Notarized PMS Contract** - This is a contract that shall be used for all Labor with parts PMS and ACME then shall require a notary public with an official notary seal.


**Job Order** - This is a document issued by the Engineering and Special Projects Department to outsourced contractors for a specific Job or Work to be done.

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### **POLICY:**


1. All Labor-only PMS shall no longer require a Notarized PMS Contract. Instead, Quotation-type PMS Agreement will suffice.
2. All Labor with parts PMS shall require a Notarized PMS Contract, regardless of the amount.
3. All equipment that is considered ACME shall also require a Notarized PMS Contract, regardless of the amount and services provided.
  - 3.1. Equipment that are considered ACME:
    - a) Magnetic Resonance Imaging Machine (MRI)
    - b) Computed Tomography Scan (CT-Scan)
4. All new Quotation-type PMS Agreement shall be approved and signed by the President and Chief-Executive-Officer.
5. All new Notarized PMS Contract shall be approved and signed by the President and Chief-Executive-Officer, witnessed by the Corporate Strategic Support Division Officer, counter signed by the Corporate Finance Officer.
6. Renewal of all Quotation-type PMS Agreement shall be approved and signed by the Corporate Strategic Support Division Officer and will no longer be signed by the President and Chief-Executive-Officer.



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	Document Title:	<b>CLEANING OF FOOD CARTS</b>


### **PROCEDURE:**

1. The Food Service Worker should prepare the boiling water prior to cleaning the food carts.
2. Open the food cart doors and pour the boiling water inside including the crevices.
3. Clean the food cart with soap and water.
4. Rinse the cart thoroughly with water, making sure that there are no soap residues.
5. The Food Service Workers then sprays the food cart with sanitizer and leave to dry.
6. The Food Service Worker-on-duty endorses the washed food cart to the next Food Worker for use.

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7. Renewal of all Notarized PMS Contract shall still be signed by the President and Chief-Executive-Officer, witnessed by the Corporate Strategic Support Division Officer, counter signed by the Corporate Finance Officer.
8. If in any, there are changes and / or revision in the renewal of the Quotation-type PMS Agreement, this will be considered as a new agreement and shall be approved and signed by the President and Chief-Executive-Officer.
9. All original copies of the approved and signed Notarized PMS Contract and Quotation-type PMS Agreement shall be endorsed / forwarded to the Documentation section for centralized file record.
10. All approved and signed Quotation-type PMS and Notarized PMS Contract must be issued with a Job Order, following the Policy on the Approval Process of Job Order (DCN: QP 1.64) of the Engineering and Special Projects Policy and Procedure Manual.
11. All processing of the Agreement and Contract shall be verified by the Admin Associate from the Office of the Corporate Strategic Support Division Officer and noted by the Eng'r.-in-charge.
12. The Admin Associate shall be responsible for the requesting of Quotation-type PMS Agreement proposal and Notarized PMS Contract proposal to the outsourced contractor.
13. All new Quotation-type PMS Agreement and Notarized PMS Contract must have a recommending approval by the Corporate Strategic Support Division Officer.



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14. The DPA Officer shall verify / validate the Agreement and / or Contract prior to signatory of the Corporate Finance Officer and the President and Chief-Executive-Officer.
15. If the propose PMS period coverage is more than 1 year, and is approved, this too, shall require a Notarized PMS Contract, regardless of the service provided.

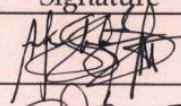

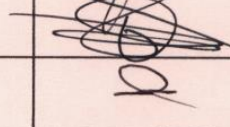

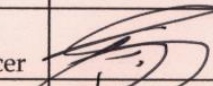
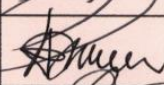
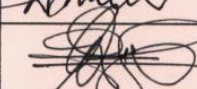


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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>AURA KRISNA JOY HAGORILES</b> Admin Associate		11-03-2020
Verified:	<b>ENGR. MICHAEL J. ERALDO</b> Biomed Engineer		11/3/20
Reviewed:	<b>BERNIE B. SIASON</b> Quality Analyst for Non-Patient Care		11-04-2020
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		11-04-2020
Recommending approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Division Officer		11/7/2020
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		11/9/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		12/23/2020




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### **PROCEDURE:**


#### **FOR QUOTATION-TYPE PMS AGREEMENT (NEW)**

1. The Admin Associate shall request for a proposed agreement from the outsourced contractor.
2. The Admin Associate shall then receive the proposed agreement.
3. The Admin Associate checks the proposed agreement from the outsourced contractor.
4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed agreement.
5. If none, the Admin Associate shall endorse the proposed agreement to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge will thoroughly check the content of the proposed agreement.
7. If for revision, The Eng'r.-in-charge shall return the proposed agreement to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.


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10. The Admin Associate will then forward the proposed agreement to the Corporate Strategic Support Division Officer for the recommending approval.
11. If for revision, the proposed agreement shall be returned to the Admin Associate. The Admin Associate shall then inform the Eng'r.-in-charge and outsourced contractor of the revision/s, and repeat process from procedure #2.
12. If none, the Corporate Strategic Support Division Officer shall affix signature and return the proposed agreement to the Admin Associate.
13. The Admin Associate will endorse the proposed agreement to the DPA Officer.
14. The DPA Officer will then reviews and validate the proposed agreement.
15. If for revision, the proposed agreement shall be returned to the Admin Associate. The Admin Associate shall then inform the Eng'r.-in-charge and outsourced contractor of the revision/s, and repeat process from procedure #2.
16. If none, the DPA Officer shall forward the proposed agreement to the Corporate Finance Officer for signature before the approval of the President and Chief-Executive-Officer.
17. The Corporate Finance Officer shall then affix signature in the proposed agreement and return to the DPA Officer.
18. The DPA Officer will then forward the proposed agreement to the President and Chief-Executive-Officer.



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19. The President and Chief-Executive-Officer shall affix signature in the proposed agreement and return to the DPA Officer. The proposed agreement is now signed and approved.
20. The DPA Officer will then endorse the signed and approved agreement to the Admin Associate.
21. The Admin Associate shall receive the signed and approved agreement and inform the Eng'r.-in-charge.
22. The Admin Associate shall inform the outsourced contractor that the agreement has been signed and approved.
23. The Admin Associate will then send a copy of the signed and approved agreement to the contractor via electronic mail.
24. The Admin Associate will forward the original copy of the signed and approved agreement to the DPA Officer.
25. The Admin Associate will also forward a copy (photocopy) of the signed and approved agreement to the end user.
26. The Admin Associate shall forward a copy (photocopy) of the signed and approved agreement to the Maintenance Clerk for the issuance of Job Order.
27. The Admin Associate shall file a copy of the signed and approved agreement for equipment history.

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#### FOR QUOTATION-TYPE PMS AGREEMENT (RENEW)

1. The Admin Associate shall request for a proposed agreement from the outsourced contractor.
2. The Admin Associate shall then receive the proposed agreement.
3. The Admin Associate checks the proposed agreement from the outsourced contractor.
4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed agreement.
5. If none, the Admin Associate shall endorse the proposed agreement to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge will thoroughly check the content of the proposed agreement.
7. If for revision, the Eng'r.-in-charge shall return the proposed agreement to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.



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10. The Admin Associate will then forward the proposed agreement to the Corporate Strategic Support Division Officer for approval.
11. If for revision, the proposed agreement shall be returned to the Admin Associate. The Admin Associate shall then inform the Eng'r.-in-charge and outsourced contractor of the revision/s, and repeat process from procedure #2.
12. If none, the Corporate Strategic Support Division Officer shall affix signature and return the proposed agreement to the Admin Associate.
13. The Admin Associate shall inform the outsourced contractor that the agreement has been signed and approved.
14. The Admin Associate will then send a copy of the signed and approved agreement to the contractor via electronic mail.
15. The Admin Associate will forward the original copy of the signed and approved agreement to the DPA Officer.
16. The Admin Associate will also forward a copy (photocopy) of the signed and approved agreement to the end user.
17. The Admin Associate shall forward a copy (photocopy) of the signed and approved agreement to the Maintenance Clerk for the issuance of Job Order.
18. The Admin Associate shall file a copy of the signed and approved agreement for equipment history.

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#### FOR NOTARIZED PMS CONTRACT (NEW)

1. The Admin Associate shall request for a proposed contract from the outsourced contractor.
2. The Admin Associate shall then receive the proposed contract.
3. The Admin Associate checks the proposed contract from the outsourced contractor.
4. If for revision, the Admin Associate will inform the outsourced contractor, requesting a new / revised proposed contract.
5. If none, the Admin Associate shall endorse the proposed contract to the Eng'r.-in-charge for verification.
6. The Eng'r.-in-charge thoroughly checks the content of the proposed contract.
7. If for revision, the Eng'r.-in-charge shall return the proposed contract to the Admin Associate with the correction note/s.
8. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
9. If none, the Eng'r.-in-charge shall affix signature and return the proposed agreement to the Admin Associate.



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10. The Admin Associate will then forward the proposed contract to the DPA Officer for review and validation.
11. The DPA Officer shall review and validate the proposed contract.
12. If for revision, return the proposed contract to the Admin Associate with the correction note/s.
13. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
14. If none, the DPA Officer will forward the proposed contract to the company attorney for review, via electronic mail.
15. The company attorney shall review the proposed contract.
16. If for revision, return the proposed contract to the Admin Associate with the correction note/s. The Admin Associate shall then inform the outsourced contractor of the revision/s, and repeat process from procedure #2.
17. If none, the company attorney shall forward the proposed contract to the DPA Officer.
18. The DPA Officer will then forward the proposed contract to the Admin Associate, noting that it has already been reviewed by the company attorney.
19. The Admin Associate shall then forward the proposed contract to the Corporate Strategic Support Division Officer for signature.

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20. The Corporate Strategic Support Division Officer shall affix signature as witness, in all pages of the contract, left portion.
21. The Admin Associate will then forward the contract to the DPA Officer.
22. The DPA Officer shall forward the contract to the Corporate Finance Officer for signature.
23. The Corporate Finance Officer shall then affix signature in the contract.
24. The DPA Officer shall then forward the contract to the President and Chief-Executive-Officer.
25. The President and Chief-Executive-Officer shall approve the contract and affix signature.
26. After the signatories, the DPA Officer shall endorse the signed contract to the Admin Associate.
27. The Admin Associate shall then inform the outsourced contractor that the contract is already signed on RMCI's end.
28. The Admin Associate shall send the signed contract to the outsourced contractor, via mail, for signatory and notary public on their part.
29. The Admin Associate shall then wait of the signed and notarized contract from the outsourced contractor.