

SECTION	Approval date:	
Clinical Services	Approved by:	
POLICY AND PROCEDURE	Effective date:	
Medical and Lab Equipment Maintenance	Revision date:	

POLICY:

Medical and Laboratory equipment used for patient care shall be properly maintained.

PROCEDURE:

II. MAINTENANCE OF MEDICAL EQUIPMENT

- A. Operating manuals for medical and lab equipment shall be maintained on site.
- B. Operating manuals will be the reference for planning routine maintenance schedules for equipment.
- C. If operating manuals are not available, an annual cycle for safety/calibration service shall be adopted.
- D. Documented proof of servicing shall be maintained on site and may be in the following form:
 - 1. A receipt listing all equipment serviced and date of service
 - 2. Stickers applied to equipment noting the date of service
 - 3. Work orders/receipts for repair of equipment
 - 4. A handwritten log with dates and results of calibration (such as for a Hemocue)

II. MALFUNCTIONING EQUIPMENT

- A. Staff shall inform provider/designee of any equipment found to be malfunctioning or out of service.
 - 1. Provider/designee will arrange for repair or replacement of malfunctioning equipment.
 - 2. Documented proof of repair will be maintained on site.

III. QUALIFIED PERSONNEL

- A. Qualified staff assigned to operate equipment shall be trained on appropriate use and maintenance



* This is a resource list only. You are not required by SCAN to utilize these vendors

FACILITY RESOURCE LIST		
CALIBRATION COMPANIES		
INSTRUMENT REPAIR NETWORK 6920 Knott Ave Ste E Buena Park CA 90621 (562)229-9778	SODEXHO HEALTH CARE SERVICES 3002 Dow Avenue # 110 Tustin, Ca 92780 (800) 559-4467	
QUEST DIAGNOSTICS, INC 8401 Fallbrook Avenue, West Hills, CA 91304 (800) 877-2515	STEVE MCMANUS MEDICAL SURGICAL, INC. 5061 Duncan Westminster, CA 92683 (877) 395-9567	REDMED 9330 Jersey Blvd. Rancho Cucamonga, CA 91730 (800) 733-6334
MEDICAL EQUIPMENT CALIBRATION (310) 666-4922	MEDI CALL MEDICAL EQUIPMENT REPAIR 1470 Pomona Road, #F Corona, CA 92882 (951) 279-7731	DAYLIGHT MEDICAL (800) 956-5576
BIOHAZARD WASTE HANDLERS		
TCI BURNING SERVICE OF SO. CALIF. 241 W. laurel Street Colton, CA 92324	ENSERV WEST, LLC 2462 Santa Fe Avenue Vista, CA 92084 (760) 727-6120	STERICYCLE Multiple Dispatch Centers throughout California (866) 783-7422
MEDWASTE MANAGEMENT 11420 Alameda St. Ste 3 90262 Lynwood, CA 90262 (866)254-5105	MEDI-WASTE DISPOSAL 235 Deininger Circle Corona, CA 92880 (855) 449-6334	
MEDICAL SUPPLY COMPANIES		
MTS HEALTH SUPPLIES, INC 15870 El Prado Rd Ste B, Chino, CA 91708 (951) 279-2289	MCKESSON www.mckesson.com/our-products (866) 625-2679	
MEDICAL PRODUCTS -HEALTHLINK 3611 Saint john Bluff Road South #1 Jacksonville, FLA 32224 (800) 638-2625	ADLIFE MEDICAL SUPPLY & EQUIP 11436 Artesia Blvd. #C Artesia, CA 90701 (562) 809-0281	
		AIRGAS www.airgas.com (866) 935-3370