

UNIVERSITY OF TOLEDO FACILITIES & CONSTRUCTION			
<b>Section:</b>	<b>Central Control</b>	<b>Effective Date:</b>	<b>January, 1980</b>
<b>Subject:</b>	<b>Medical Gases</b>	<b>Standard Operating Procedure</b>	<b>CC-10</b>

**Standard Operating Procedure**

A daily supply pressure record will be maintained on all medical gases.

**Purpose**

To provide and maintain proper supply pressure of medical gases throughout the Hospital.

**Procedure**

1. Document the manifold gauge readings (supply pressure), accordingly:
  - ❑ The Hospital and Dowling Hall medical gas systems, on all medical gases connected to the automatic manifolds (both left bank and right bank) in the tank room,
  - ❑ Readings on the bulk oxygen vessels, outside the Dowling Hall loading dock area, will also be documented. All readings will be taken on third shift on the appropriate log sheet,
  - ❑ The most current log sheet is to be kept in the tank room,

The following is very important! :

2. If any tank room manifold pressure is found to be low, or a low pressure alarm signal occurs:
  - ❑ The Department of Respiratory Care (Pager 419-218-4573) must be notified immediately,
  - ❑ The Building Operator will change cylinders if replenishment is needed and is possible.
  - ❑ If additional cylinder gases need to be ordered immediately, the Building Operator shall be responsible to make this phone order by calling the Airgas emergency number 1-734-641-4301, and placing the order. The telephone number is in the tank room on the wall also.
  - ❑ Notification of these events shall be given to the Director of Facilities Maintenance and noted in the Central Control log book,
3. When the bulk oxygen vessels, outside of the loading dock, reach the **reorder** level:
  - ❑ The Building Operator must notify the on duty Respiratory Therapy supervisor, at pager 419-321-0057, to inform Respiratory Care of the reorder situation. Have the Respiratory Therapy supervisor refer to Policy 22-06A in the Department of Respiratory Care Policy Manual if there are any questions. Respiratory Care will call Praxair for reorder.
  - ❑ Leave a message on Lisa Bonamigo's voicemail @ 5075, give the supply pressure amount remaining in the bulk oxygen vessels.
  - ❑ All shifts will monitor the supply pressures until the situation has been corrected.
4. The Facilities person taking readings will at all times be alert to any abnormal pressures, leakage, or other malfunctions of the system. If necessary, a Work Order will be made and the problem noted in the Central Control Operator's Log Book. **Any leakage of medical gas system should be reported immediately to the Safety and Health Department to determine if any hazardous atmospheres may have been generated (i.e., Nitrous Oxide Leak).**

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