Standard Operating Procedure

Established guidelines will be implemented in the event of a Transitube or Telelift failure.

Purpose

To maintain normal Hospital operations in the event of a system failure.

Procedure

TRANSITUBE PROCEDURES:

7:00 a.m. to 3:30 p.m., Monday through Friday:

1. Determine nature of problem.
2. Locate cause of problem and correct, if possible.
3. Return system to operating status.
4. If steps #1 through #3 are ineffective, notify the Director of Energy Management.
5. Should a prolonged shut down prove likely, the Electrical Systems Director shall notify the Telephone Operator to page this information.
6. If major repairs seem inevitable, notification of this shall be given to the Directors of Nursing, Central Service, Pharmacy, Pathology and Emergency Department.
7. Telephone Operator shall be notified to announce that the Transitube system is "not operating" at the beginning of each shift.
8. Above departments shall be notified when operation is restored.

TELELIFT PROCEDURES:

7:00 a.m. to 3:30 p.m., Monday through Friday:

1. Determine location and nature of problem at display panel in Central Control.
2. Attempt to correct malfunction.
3. If steps #1 and #2 prove ineffective, notify the Electrical Systems Director.

4. Should a prolonged shut down prove likely, the Electrical Systems Manager shall notify the Telephone Operator to page this information.

5. If major repairs seem inevitable, notification of this shall be given to Directors of Nursing, Central Service, Pharmacy, Pathology and Emergency Departments.

6. Telephone Operator shall be notified to announce that the Telelift system is "not operating" at the beginning of each shift.

7. The above departments shall be notified when operation is restored.