


**UNIVERSITY OF TOLEDO**  
**FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-01</b>
<b>Subject:</b>	<b>Monitoring &amp; Evaluation of Utilities Utilities Management Program</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

The Facilities & Construction Department shall have a Utility Systems Management Plan. A continuing review and assessment will be made on each utility servicing the institution, including their performance as a whole and in terms of each utility's identifiable sub-components, on a regular basis.

**Purpose**

To meet the mandates of the Joint Commission's Environment of Standard (EOC) and to identify and ensure that the general objectives are achieved for the physical environment; to prescribe a means for attaining those objectives in the event that such a review indicates a deficiency in a utility's performance.

**Procedure**

**1. ASSIGNED RESPONSIBILITY**

Specific supervisory personnel are responsible for the monitoring and evaluation of utilities servicing the following buildings at the University of Toledo Health Science Campus.

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|---|--|
| A. Academic Conference Center               | U. Records Retention Center                    |
| B. Campus Utility Tunnel                    | V. Ruppert Health Center                       |
| C. Center for Creative Education            | W. Ruppert Radison Tunnel                      |
| D. Collier Building, Howard L.              | X. University Medical Center (Hosp Orig Build) |
| E. Communications Building                  | Y. Comprehensive Care Center                   |
| F. Dana Cancer Center, Eleanor N.           |  |
| G. Dowling Hall, Ida Marie                  |  |
| H. Educare Center                           |  |
| I. Facilities Support Building              |  |
| J. Gas Meter Building East                  |  |
| K. Gas Meter Building West                  |  |
| L. Generator Building                       |  |
| M. Glendale Medical Center                  |  |
| N. Health Education Building                |  |
| O. Hospital Mulford Tunnel                  |  |
| P. Kobacker Center                          |  |
| Q. Laboratory Incubator Center              |  |
| R. Mulford Library Building                 |  |
| S. Northwest Ohio Medical Technology Center |  |
| T. Pedestrian Tunnel                        |  |

The following supervisory personnel positions are assigned to monitor and evaluate the respective utilities servicing the institution:

- ELECTRICAL**      Manager, Electrical Maintenance
1.      Normal Power Distribution Network
    - A.      Emergency Generators
    - B.      Vertical and Horizontal Transport
    - C.      Communication

- WATER**              Manager, Mechanical Maintenance
1.      Domestic Water (Hot and Cold) Distribution
    - A.      Fire Protection
    - B.      Reverse Osmosis

- STEAM**                Manager, Mechanical Maintenance
1.      Boiler Plant Steam Generation
    - A.      Steam Distribution System Network

- AIR HANDLING/  
COOLING**      Manager, Mechanical Maintenance
1.      Air Handling Equipment, Chilled Water Generation Equipment and Distribution Network

- MEDICAL GASES**      Manager, Mechanical Maintenance
1.      Medical Gas Distribution Networks
    - A.      Bulk Oxygen
    - B.      Clinical Air
    - C.      Clinical Vacuum
    - D.      Compressed Air
    - E.      Helium
    - F.      Nitrogen
    - G.      Nitrous Oxide

**NATURAL GASES**      Manager, Mechanical Maintenance

The intent of the utilities management program is to ensure that the following objectives are met as they relate to each utility servicing the institution.

## 2. OBJECTIVES

- A. Maintain a reliable utility system for the health and safety of patients, visitors, students and staff.
- B. Provide a current accurate inventory of systems and/or components of the utility systems that support the physical environment and that require regular observation and/or maintenance.
- C. Provide a preventive maintenance program in order to assure the ongoing performance and reliability of utility systems.
- D. Provide a record keeping system in order to evaluate and monitor the utilities systems for prompt, effective resolution of concerns or issues.
- E. Provide failure contingency plans for prompt repair or replacement and for providing substitute support so that little or no increase in risk to patients, visitors, students, or staff occurs during failure.
- F. Provide for either the Institutional and/or Hospital Safety Committee a summary of issues and problems.

## 3. GENERAL SCOPE OF SERVICE

The scope of the Utilities Management Program includes monitoring and evaluation activities for the major utilities and their components described below. To ensure compliance with Joint Commission Environment of Care Standards, each major utility will have policies and procedures which collectively outline a written safety program that includes a Utility Preventive Maintenance program, an ongoing monitoring program and a Failure Contingency Plan. In addition, an inventory will be kept on all key sub-components of all utilities. **Reference Standard Operating Procedure US-08-000.**