


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-05</b>
<b>Subject:</b>	<b>Failure of Clinical Vacuum Pumps or Medical Air/Gas</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>October 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Both the clinical air compressors and the clinical vacuum pumps and distribution system providing service to the institution are designed to maintain full service capability up to 50% loss of the main pumps or compressors. Should a clinical vacuum pump, medical air compressor, or house oxygen fail, immediate steps shall be taken to notify personnel and to minimize the time needed to restore the failed equipment back to normal service.

**Purpose**

To provide guidelines for action in the event of an interruption of the normal operation of a clinical vacuum pump, medical air compressor or house oxygen and to ensure that the safety of patients utilizing these systems is not compromised.

**Procedure**

1. Any person experiencing either a loss or reduction in clinical air pressure, vacuum or oxygen, or a loss of Mechanical/Electrical equipment regardless of back-up redundancy should notify the Central Control Operator at extension 383-5353 or 383-4298. If no response from Central Control contact campus police at 383-2600 and ask for Radio #230, which is the Central Control handheld radio number.
2. The Central Control Operator on duty shall immediately verify, through the building automation system, the status of the clinical air compressor, the clinical vacuum pumps or house oxygen.
3. The Central Control Operator on duty shall then implement the following notification protocol:
  - A. Notify the Respiratory Care Supervisor, 419-218-4573 (pager).
  - B. During the regular working hours; 7:00 a.m. to 3:30 p.m., Monday through Friday, notify the Manager, Mechanical Maintenance immediately and notify the Director, Facilities Maintenance.
  - C. Should the failure or malfunction occur before or after regular working hours, notify the appropriate maintenance personnel on duty and inform them of the problem as it was received through the centralized building automation system.
  - D. The Central Control Operator on duty will have to periodically relate the status of the clinical air compressor or clinical vacuum pump failure to the Respiratory Care Supervisor, Nursing Supervisor, and or Hospital Director on-call.

4. The Manager, Mechanical Maintenance or designee, or the maintenance personnel on duty shall investigate the malfunctioning or failed equipment report by making an immediate visual inspection of the equipment.
- A. The responding maintenance personnel on-duty shall report back to Central Control office any unusual conditions found and the status of the malfunctioned or failed equipment.
- B. The Central Control Operator on-duty shall notify the Manager, Mechanical Maintenance and report any unusual conditions, if the malfunction has occurred after hours or if the supervisory staff cannot respond to the alarm. The Central Control Operator on duty will notify the following chain of command.

	PHONE	CELL PHONE
Mike Nowicki Manager , Mechanical Maintenance & Joint Commission Compliance	419-383-4913	419-367-1602
Todd Marti Director, Facilities Maintenance & Joint Commission Compliance	419-383-4357	419-265-3281

5. The Director, Facilities Maintenance will notify the AVP, Facilities & Construction of the location of the clinical vacuum or air outage, and the plan of action and estimated time required to restore normal service.

	PHONE	CELL PHONE
Jason Toth AVP, Facilities	419-530-1418	419-297-3338

6. The Hospital Administrator on duty (following consultation with the Lead Administrator, if possible, the Director, Facilities Maintenance and the AVP, Facilities & Construction, Supervisor of Respiratory Care, Nursing Supervisor on duty, and the Senior Police Officer on duty), shall make the decision whether the appropriate emergency procedure shall be implemented within the Hospital.
- A. Notify Operator at X2600 to activate Code Copper. If an outage is going to affect patient care or impact the operation of the institution significantly, the calling of a Code Copper will put into motion the Incident Command System to assist with any issues that might arise.