


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-13
Subject:	Alternative Equipment Maintenance	Effective Date:	February 2023
		Revised Date:	February 2023
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

To develop, implement, and maintain a document Alternative Equipment Maintenance (AEM) Program.

Purpose

To provide a safe environment and minimize risks to patients and others in a hospital where equipment is maintained by an Alternative Equipment Maintenance (AEM) Program.

Procedure

Equipment will be placed on an AEM program only if the hospital is unable to acquire the equipment maintenance documentation from the manufacturer. If documentation is not available from the equipment manufacturer the Preventative Maintenance Procedures or the American Society for Hospital Engineering procedures will be used as a guide to assist in creating preventative maintenance procedure that is safe and reliable.

If the ASHE documents do not contain an example of a maintenance procedure, a similar device procedure will be used as a guide to create a proper procedure. Other criteria that will be taken into consideration will be how the equipment is used, likely consequences of failure, the availability of back-up equipment, incident history, and maintenance requirements.

The determination to place equipment in an AEM program shall be made by qualified personnel. A Facilities Technician is considered qualified and can determine if equipment can be placed on an AEM program, but the final determination is made by the Director, or Mechanical Manager. Any reductions in preventative maintenance frequencies will be presented to Safety Committee for final approval.

Evaluating Effectiveness of the AEM Program

- Incidents of equipment malfunction will be identified in the database on a corrective work order.
- Incidents are investigated by reviewing the equipment history and determining if the failure was a result of operator error, equipment malfunction (natural) or lack of proper preventative maintenance. If the malfunction was a result of improper preventative maintenance, it will be investigated further to determine if the procedure needs to be modified.

Equipment not eligible for an AEM program

- New equipment where sufficient maintenance history is not available.

These devices must adhere to manufacturer's recommendations and/or standards.

Any equipment in the AEM program will be labeled as such in the database and have a 100% completion.