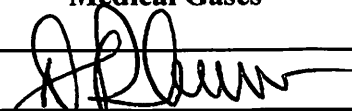


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Central Control	Procedure Number:	CC-10
Subject:	Medical Gases	Effective Date:	January 1980
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

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 Respiratory Care Department (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 during normal business hours at 419-729-3807 or after hours at 734-641-4301, and placing the order. The telephone number is also in the tank room on the wall.
 - Notification of these events shall be given to the Mechanical Manager 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 Care supervisor, at pager 419-218-4573, to inform Respiratory Care of the reorder situation. Have the Respiratory Care supervisor refer to Policy 3364-136-01-09 in the Respiratory Care Policy Manual if there are any questions. Respiratory Care will call Praxair for reorder.
 - Leave a voicemail message for the Respiratory Care Director @ 383-5075, 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).**