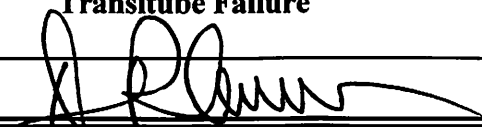


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-20
Subject:	Transitube Failure	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Established guidelines will be implemented in the event of a Transitube 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 Electrical Manager
5. Should a prolonged shut down prove likely, the Electrical Manager 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.