PURPOSE: To describe the process to be followed by facility Health Services personnel when facility repairs or renovations are required.

POLICY: Health Care facilities are maintained to ensure health services are provided at an appropriate level.

PROCEDURE:

I. When facility repairs or renovations are required, it is the responsibility of the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) to follow established facility maintenance procedure (ED 10.06) to request that repairs or renovations be performed.

II. If the facility maintenance department determines that a major work request is required, it is the responsibility of the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) to ensure the major work request is prepared and adequately describes the work that is being requested. The Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) is to sign the major work request and route the request as required by the facility maintenance procedures.

III. A copy of the major work request is to be provided to the appropriate regional Health Services Administrator (TTUHSC) Practice Manager (UTMB) and the TDCJ Health Services Administrator.

IV. If problems are encountered in having the work completed in a timely manner, the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) is to first attempt to resolve the issue by working with the facility maintenance department to achieve resolution. If necessary, the Facility Administrator of Health Services (TTUHSC)/Practice Manager (UTMB) is to contact the Regional Health Administrator (TTUHSC)/Regional Operations Manager (UTMB) to request assistance. If unsuccessful at the facility and regional levels, the TDCJ Health Services Administrator is to be contacted by the regional/cluster staff and asked to provide assistance.