

TITLE: EQUIPMENT MAINTENANCE	SECTION: LAND AMBULANCE
DATE: October 2, 2008	POLICY NO.: KDSB-LAS-V-18
APPROVED BY: Resolution No. 2008-150	REVISED:

POLICY STATEMENT

Northwest EMS will ensure that all equipment used in the assessment and administration of patient care or movement will be maintained to industry standards through regular inspection and preventative maintenance.

PROCEDURE

1. Each cot, stretcher, and stair chair owned or utilized by Northwest EMS will be cleaned, lubricated, adjusted and inspected every three months.
2. During inspection of each device covered by this policy, the individual performing the inspection shall:
 - Record the device serial number and other pertinent information on the Cot Maintenance Form (Appendix A).
 - Clean the device thoroughly according to the manufacturer's recommendations.
 - Lubricate the device according to the manufacturer's recommendations. Sliding parts are to be lubricated with white lithium grease, while all other moving parts require the use of 30-weight oil.
 - Inspect the device for damage, defects, and loose or missing roll pins, screws, bolts or nuts. Tighten or reinsert as necessary. Only original equipment manufacturer's parts or approved alternatives are to be used for replacement purposes.
3. Where a device is cleaned, lubricated and inspected, and determined to be functioning in accordance with the manufacturer's specifications:
 - Affix a seal to the device listing the date (year/month) the device was inspected.
 - Record the inspection findings on the appropriate equipment maintenance form and place in equipment maintenance file.
4. A device which fails inspection, or does not function in accordance with the manufacturer's specifications, will be withdrawn from service and replaced with a device which meets industry standards. The equipment maintenance form must be completed, detailing the item(s) that require repair or replacement and forwarded to the Service Manager or Base Coordinator for corrective action.