



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Requesting Maintenance

(Clare)

Procedure No. 108

	Print Name	Title	Date
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Corporate Authorisation	Joe Hoare	Estates Manager	12/06/09

Scope

The procedure describes the system in place for requesting Maintenance in the Clare area.

Responsibility

Estates – Clare

PROCEDURE

The purpose of this procedure is to outline the system used for requesting maintenance and to ensure that a system is in place for logging and updating daily work requests.

Request for Maintenance are received from the following sources;

- By fax using Maintenance Request Form
- By phone to the Estates Department
- By email to the Department
- By email directly to the Foremen
- By phone directly to the Foremen

Maintenance Request Form - the following information is required

- Problem Location
- Department
- Urgency of Request
- Maintenance Work required
- Requested by
- Date work requested
- Title and Phone Number of requestor

Urgent requests for Maintenance;

The relevant Forman is informed immediately through his mobile phone

All other request form are placed on the "Mail Tray" of the appropriate Foreman in the office at Estates..

These forms are collected each day by the Foreman

The Foreman allocates work to his staff based on this report

As jobs are completed, the Foreman signed that the work is completed and the date. The forms are then returned to the Clerical Officer periodically and these details are entered into the computer system out, cost, approval updated on computerised system