



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **Processing Maintenance Tasks**

**(Tipperary)**

### **Procedure No. 110**

	<b>Print Name</b>	<b>Title</b>	<b>Date</b>
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## **INTRODUCTION**

This procedure details the system in place for processing of maintenance tasks. (Tipperary).

### **Scope**

The processing of Maintenance Tasks. (Tipperary).

### **Responsibility**

Estates – Tipperary

Maintenance Task Requests from Nenagh Hospital and from PCCC in Tipperary North come into the Department on a daily basis via telephone, email, in person and via the recording of requests in a special Maintenance Request Day Book held at Hospital Reception.

The Computer Maintenance Task System is available on the computers of Mechanical/Electrical Services Officer, Administration Staff and Foreman and is shared by all.

All Requests, including those written into the special Maintenance Request Day Book, are input onto the special Computer Maintenance Task System by the Administration Staff or Foreman who receives the call.

Once the Request is input onto the Computer Maintenance Task System, it is clearly visible to the Forman, who prioritises the Requests as appropriate.

When a Request is completed there is a facility on the Computer Maintenance Task System which allows us to mark the Request as completed and it can then be transferred by the Mechanical/Electrical Services Officer onto a special Completed Task List which is retained on the Computer for record purposes.

Any tasks not progressed on the day remain on the Computer Maintenance Task System, clearly visible, until completed at a later stage.