

PATIENT CARE UNIT/DEPARTMENT CLOSE-OUT CHECKLIST

PROJECT NAME: _____ **LOCATION:** _____

During the pre-construction walk-through, evaluate if the following items have been cleared from the area. If not, notify the appropriate contact and request that the items be removed ASAP.

| Removed from unit? | | SUPPLIES / MATERIALS | Contact | Number | Date Contacted | Date Material Removed |
|--------------------|----|--|---|-------------------------|----------------|-----------------------|
| Yes | No | | | | | |
| | | 1. Respiratory Care Equipment (regulators, gas cylinders, etc) | Craig Rooks (adult) | 322-0697 | | |
| | | | Cheryl Burney-Jones (pediatrics) | 343-3407 | | |
| | | 2. Mercury Blood Pressure Equipment | VEHS (Chris Viglianco) | 322-6484 | | |
| | | 3. Chemicals (other than housekeeping items) | VEHS (Chris Viglianco) | 322-6484 | | |
| | | 4. Stretchers/Wheelchairs | Paul Nichols | 343-6347 | | |
| | | 5. Clean Linens | James Tankersley | 831-4141 pgr | | |
| | | 6. Unused medical supplies | Ryan Blakeman Nell | 322-1187 | | |
| | | 7. Equipment | Ryan Blakeman Nell | 322-1187 | | |
| | | 8. Medications | Central Pharmacy (ask for pharmacist) | 322-0703 | | |
| | | 9. Telephones | ITS | 321-1611 | | |
| | | 10. Soiled linens, trash, medical waste, needle boxes | Env. Services (VUH, MCNRW, MCE North 3 rd & 4 th floors, MCE South 5 th floor) | 818-4199 | | |
| | | | Env. Services (VCH, DOT clinics) | 936-6592 or 936-8240 | | |
| | | | Aramark (TVC, MCE clinics other than those noted above) | 343-9350 | | |
| | | 11. Patient Paperwork, Books | Unit Manager | | | |
| | | 12. Food/Nutrition supplies | Unit Manager | | | |
| | | 13. Televisions | Clinical Engineering | 322-3440 | | |
| | | 14. Addressograph (card making) equipment | LaVerne Burgess (Admitting) | 322-1365 | | |
| | | 15. Ice Machines | Mark Walker (HAR) | 343-6641 | | |
| | | 16. Pneumatic Tube carriers | Tim Simpson (SER) | 343-2355 | | |
| | | 17. Automatic door hardware | Tim Simpson (SER) | 343-2355 | | |
| | | 18. Security systems | Tim Simpson (SER) | 343-2355 | | |
| | | 19. Mechanical combination locks | Anna Rivera | 615-308-3790 | | |
| | | 20. Computers/monitors | Call help desk. Request Pegasus request form for moving computer equipment | 343-4357 | | |

Date: _____

Surveyor Name: _____