

Operations and Maintenance Document for Paladin Healthcare LLC Evolution Equipment Management Rail and Revolution Headwall System

1. **Introduction:** The purpose of this document is to provide comprehensive guidelines for the operations and maintenance of the Paladin Healthcare Evolution and Revolution Equipment Management Rail System and Headwalls. Following these procedures will ensure the effective functioning of the system, minimize downtime, and enhance patient care and safety.
  
2. **System Overview:** The Equipment Management Rail System is a low-tech system installed in healthcare facilities to optimize equipment management and enhance workflow efficiency. It consists of a network of rails installed in corridors or patient rooms, equipped with various accessories such as hooks, holders, and baskets to securely hold medical equipment.
  
3. **System Components:** The main components of the Equipment Management Rail System include:
  - **Rails:** Installed along the corridors or patient rooms, providing a track for the accessories to slide along.
  - **Accessories:** Hooks, holders, baskets, and other attachments designed to hold and secure medical equipment.
  - **Mobile Carts:** Mobile units integrated with equipment rail, allowing for the transport of equipment within the facility.
  - **Headwalls:** Pre-manufactured, UL listed medical gas and electrical supply chase.
  
4. **Operations Procedures:**
  - 4.1. Daily Operations:
    - Ensure that the rail system is clear of any obstacles or obstructions.
    - Inspect the rails, accessories, and carts for any signs of damage, wear, or misalignment.
    - Remove any unused equipment from the system to maintain cleanliness and organization.

- Verify that all necessary equipment is properly secured and accessible.

#### 4.2. Weekly Operations:

- Perform a more thorough inspection of the rails, accessories, and carts, looking for signs of wear or damage that may require maintenance.
- Clean the rails and accessories using a hospital approved mild disinfectant solution to maintain cleanliness.

#### 4.3. Monthly Operations:

- Conduct a comprehensive inspection of the entire system, including rails, accessories, carts, checking for any loose connections, mounting screws or malfunctioning components.
- Inspect the headwall medical gas and electrical services per hospital maintenance protocol for those items and ensure they are secure.
- Review the equipment inventory and adjust as needed.

### 5. Maintenance Procedures:

#### 5.1. Preventive Maintenance:

- Regularly inspect and clean the rails, accessories, and carts to prevent dust accumulation or debris interference.
- Tighten any loose screws or bolts.
- Keep a record of all maintenance activities, including dates and details.

#### 5.2. Corrective Maintenance:

- In case of any malfunction or damage to the rail system and/or headwall, report the issue to the designated maintenance personnel or service provider.
- Only authorized personnel should perform repairs or replacements of components.

## 6. Safety Guidelines

- Only authorized personnel should operate or perform maintenance on the rail system.
- Adhere to all safety protocols and guidelines provided by the manufacturer.
- Use appropriate personal protective equipment (PPE) when performing maintenance tasks

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