

Leamington Mennonite Home  
Long Term Care

**QUALITY & RISK MANAGEMENT  
POLICY AND PROCEDURE**

<b>CATEGORY:</b> Quality & Risk Management - Maintenance	<b>SUBJECT:</b> Equipment Repair Log	<b>SECTION:</b> K <b>POLICY:</b> 2
<b>DATE:</b> July 12, 2022	<b>Administrator's Signature:</b> _____	

**EQUIPMENT REPAIR LOG**

**POLICY:**

The Home shall have an Equipment Repair Log to have pertinent information available when major equipment repairs are required and to monitor repair history.

**PROCEDURE:**

The Maintenance staff will:

- 1) Record all pertinent information on the Equipment Repair Log as required for each major equipment item.
- 2) Keep a binder of all logs in the maintenance office, which shall be updated as equipment is replaced or updated.
- 3) Complete the Equipment Repair log whenever equipment is serviced or repaired.
- 4) Monitor all repair logs for repair patterns and report to the Administrator.