

## Facility and Equipment Maintenance

Created 06/17/2013  
Revised 10/31/2023

### Purpose

To identify the need for regular maintenance of the coroner facility, and scientific equipment that is essential to the functions of the office.

### Policy

It is the policy of the [REDACTED] to regularly maintain the needs of the facility and scientific equipment in order to ensure proper performance and accuracy to ensure proper investigations into the deaths that fall within the coroner's jurisdiction.

## Procedures

### Facility Maintenance

The [REDACTED] works closely with the [REDACTED] Maintenance Department to ensure that regular preventative work along with needed repairs are handled in an appropriate, efficient manner.

#### Unscheduled Repairs

If there is a facility-related issue the office must report the issue to the county facilities Service Request Center so that a work order can be electronically generated. Each issue is prioritized on a scale of 1 to 5, with a 1 being given to issues that involve life safety and protection of property. The coroner's office shares a day porter and maintenance worker on the property with the sheriff's office during normal business hours. After hours, the same staff line should be utilized and the on-call maintenance worker will respond.

#### Scheduled Maintenance

The [REDACTED] has pre-scheduled, annual inspection and preventative maintenance for many of the facility's systems. These include but are not limited to the HVAC systems, plumbing, body cooler and freezer systems, specimen cooler and freezer, and electrical including the outlets and ground fault circuit interrupters. These pre-scheduled, annual inspection and preventative maintenance issues are documented and alerts are auto-generated from the same electronic work order system at the maintenance department as the unscheduled repairs.

### Scientific and Medical Equipment

In order to ensure proper performance and accurate measurements, routine care shall be performed on all scientific and medical equipment. The manufacturer recommendations will be followed for all scientific and medical equipment, and records for such will be retained by the office administrator. These items include, but are not limited to, the microscopes, histology equipment, x-ray equipment and scales. The scales shall be tested in-house on a quarterly basis with the use of a standard weight set and recorded by the autopsy technicians. The autopsy technicians shall also retain the temperature graphs for the body cooler and freezer.



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## **Policy/Procedure Violations**

Violations of this policy are grounds for disciplinary action, up to and including termination.

**Revised Effective:** 10/10/2015

**Revised Effective:** 09/26/2017

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**Revised Effective:** 10/12/2021

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**Approved by:**

