

CONDITIONS FOR SERVICE CONTRACTORS

1. When the service contractor arrives on site, s/he must report to the Estates Department. Due to security and safety measures within the Hospital, s/he must sign in a Contractor's book located in the Estates reception.
2. When the service contractor is finished s/he must report back to the Estates Department to sign out of the Contractor's book and submits a worksheet for the work performed.
3. All worksheets relating to a service visit must contain the signatures of the relevant hospital local supervisor and relevant member of the Estates Department. If the work is carried out after hours and no staff member is available, the required signatures can be obtained the following day.
4. Work Sheets must include the following information;
 - a) Time of arrival
 - b) Time of departure
 - c) Parts fitted
 - d) Signature of service technician
 - e) Location of plant and plant reference
 - f) Description of fault and work carried out
5. The Hospital may require to inspect damaged parts removed from equipment. The contractor should display the parts to Estates Department Personnel prior to disposal of same.
6. Before an engineer reports to a fault call out, a Connolly Hospital Order Number should be obtained from the Estates Department. This is to ensure that all fault call outs come through this office. In the case of an After Hours call, the contractor should contact the Estates Department the next day to ensure a purchase order is created for the afterhours call out.
7. Labour costs for call-outs will be paid based on time of arrival and departure from site. Cost for travel is deemed to be included in the labour rate.
8. Contractors are prohibited from using heat or smoke generating equipment such as soldering irons or oxygen / acetylene torches. A 'Hot Work Permit' system is in operation and a contractor requiring the use of such equipment must notify the Estates Department.