

Pick It Up

This document is a reference tool so all staff can handle various clutter issues and keep our organization neat and orderly.

Art Work

Matters such as damaged picture frames or art work being knocked off a wall are to be directed to the Gifts of Art Program at 6-2787. For art pick up contact Anne Parker at 3-6552.

Broken furniture

Label with summary of problem and call Facilities at 6-5054 who will remove, repair and return the item or dispose if it is un-repairable.

Broken Patient Bed

Call Biomed at 6-5056. First attempt is to repair the bed on unit; otherwise it will be removed by Biomed personnel, repaired and returned

Empty boxes, trash, etc.

Place in trash receptacle or contact Environmental Services at 6-5167. Boxes should be broken down.

Food carts and Cafeteria trays

Patient food trays and carts are picked up throughout the day; if an issue arises, page 1883. Cafeteria trays are to be returned to the cafeteria "tray return" or contact Aramark Services at 6-5991. Catering carts and small wares (coffee pots, etc.) are to be returned to the Catering Office or contact Aramark Services at 6-991

IV Poles, commodes, Hoyer lift scales

These are unit based, non-patient chargeable equipment cleaned by Environmental Services and stored in unit equipment rooms.

Oxygen cylinders

Excess cylinders are picked up by Respiratory Care. Contact UH Adult Respiratory Care at pager 1550 or Mott Respiratory Care at pager 2569.

Pallets

Empty pallets can be discarded with trash or call Receiving for a pick-up at 6-6082 or pager 32226.

Patient Equipment Items

Included in this category are the various pieces of patient chargeable patient equipment such as infusion pumps, syringe pumps, syringe pumps, feeding pumps, pain pumps, pacemakers, hypothermia machines, etc. Upon discontinuing this equipment, it should be placed in a soiled equipment room. Patient Equipment conducts rounds of the soiled equipment rooms throughout the day. If excess develops, contact Patient Equipment at 6-6158.

Soiled linen

Place in soiled linen hampers. Contact Environmental Services at 6-5167 for matters concerning soiled linen carts.

Soiled upholstered furniture

Contact Environmental Services at 6-5167 to request cleaning.

Stretchers

Stretchers are labeled and placed on both the east and west end window areas. Equipment Facilitator is to call or take other owning department stretchers to their areas: UH OR/PACU 6-4281, Pediatric ICU 6-8981 or 3-2402, Mott 3-2430 and E.R. 6-6660.

Strollers

Strollers are labeled with their unit location. Lost strollers can be returned to their rightful location by contacting Patient Transportation at 6-4610.

Trash Carts

Trash carts are exchanged through Environmental Services at 6-5167.

Unwanted furniture and equipment

Dispose through Property Disposition by notifying Maintenance Dispatch at 6-5054.

Various department-owned carts and equipment

Generally, these items are labeled with the owning department name. Contact the respective department to retrieve.

Wheelchairs

Non-motorized wheelchairs are owned by Patient Transportation and are located in UH on the A section of each unit. Inventories of wheelchairs are stocked at key entrances and on various units. Excess quantities or broken wheelchairs can be removed by calling Patient Transportation at 6-4610. In addition, Physical Therapy maintains some very specific wheelchairs which can escape into the hospitals, call 6-7070 should any of these chairs be found. Also, wheelchairs are for patient movement and should not be used to move personal belongings. Material Services has carts which can be borrowed for short periods of time by contacting 6-6166.

Direct comments or questions regarding a specific area or service to:

Environmental Services: - Ron Rutherford –3-9048 or rrutherford@umich.edu

Facilities: Joe Stchur – 7-1141 or stchur@umich.edu

Gifts of Art – Elaine Sims – 6-7634 or esims@med.umich.edu

Material Services: Frank Krupansky – 6-6166 or frkup@umich.edu

Patient Food and Nutrition Services – Joyce Kerestes – 6-5197 or joyceks@umich.edu

Laundry Services – Rolando Croocks – 4-9320 or rcroocks@umich.edu

Security Services – Marilyn Hollier – 3-5511 or mhollier@umich.edu

Safety Management – Bruce Cadwallender – 4-4427 or bcadwall@umich.edu