

OR MOVE

Friday, August 31, 2001

End schedule at 3 pm. Shutdown except for emergencies through Tuesday, September 4, 2001. Starting Wednesday, September 5, thru Friday, September 7, bring number of rooms up gradually to full case load.

Note: Get with A. S. and schedulers to determine process / scheduling aware
6 rooms 9-5 / 8 rooms 9-6 / 10 rooms 9-7

Room #	Room Name	DO	Follow Up
	Cysto Installation	<ul style="list-style-type: none"> L. states ok to install week of 8/20 /Leibel-Flarsheim cannot install until 8/28 Schedule in-service 9/4 – 9/7 – define specific time schedule for staff and physicians 	7/23 B. B. with Leibel-Flarsheim D. B. with Leibel-Flarsheim will install (J. S. coordinating with C., L.) E. B. will call regarding in-services
	OR Lights OR 4 to Cysto	<ul style="list-style-type: none"> Rm 4 to go down 8/27 to move lights Should lights be installed before table??? Checking with J. S. w/ Leibel-Flarsheim as to time frame needed for installation 	7/23 Scheduling Aware 7/23 e-mail to C./E./A. 7/26 e-mail and voice mail to J. S.w/ Leibel-Flarsheim
	Instrument Washer	<ul style="list-style-type: none"> New to install prior to move / Schedule in-service for instrument room staff Detergents ??? Y. HAMO to move week of 9/4 	7/23 e-mail to C. B. w/ Getinge/Castle 7/23 e-mail to E.
	Sonic Washer	<ul style="list-style-type: none"> Have maintenance install week of 8/20 In-service staff / get manual if possible 	7/23 e-mail to E.
	Sterilizer SBH	<ul style="list-style-type: none"> Need to shut down eye rooms 8/29 thru ready to do 	7/23 scheduling aware

Room #	Room Name	DO	Follow Up
	10/12 to S&H 11/12	surgery @ Noshi. Note to A., schedulers, and physicians <ul style="list-style-type: none"> • Call ophthalmologists to inform. Offer Mercy as an alternative • Get F. to set up move 8/29/01. Steris should be contacted for help and upgrade of existing equipment 	Spoke w/ R., L., G. 7/23 e-mail to E.
	Medlink	<ul style="list-style-type: none"> • Need to install prior to 8/31 (hopefully by 8/24) 	7/20 e-mail to T. K. w/Medlink and C. B.
	Zeiss Microscope SBH 11/12 to S&H 2 /3	<ul style="list-style-type: none"> • Call D. for quote on installing tracks in S&H #1 and #6. Confirm working of #2. Can be done beginning 8/6/01 • Need to shut down eye rooms 8/29 thru ready to do surgery @ Noshi. Note to A., schedulers, and physicians 	7/20 Talked with D. to request quotes/ set up dates. Need 3 days to move scopes. Scopes to move 8/29 – 8/31. Get final confirmation.
	Heart Room Monitors	<ul style="list-style-type: none"> • Get Marquette in. Determine how to put monitor on monitor arm. May need to contact Hereaus. Work with D. • Contact Dr. B. for input • D. to get specs from Hereaus to see if monitor arm will support slave monitors • B. L. to send quotes in for new slave monitors • Work with biomed to get slave monitors installed 	7/26 Discussed with B. L., R. A. (biomed), D., B., and D.
	Coherent Argon Laser Plugs	<ul style="list-style-type: none"> • E-mail E. to walk over with electrician and determine needs for changing plugs. Plugs can be changed 8/29 	7/23 e-mail to E.
	Marquette wiring	<ul style="list-style-type: none"> • Waiting for ISD Room . Supplies in OR 10 	
	Furniture	<ul style="list-style-type: none"> • Can start move 8/20 Identify furniture to move early 	7/23 Received furniture list
	Vendors List	<ul style="list-style-type: none"> • Identify and determine needs and availability by next meeting (i.e. calibration after move) 	
	Blood Refrigerator	<ul style="list-style-type: none"> • Order new for 2nd floor. Determine wiring needs 	7/23 e-mail to E. 7/25 ordered
	Staffing	<ul style="list-style-type: none"> • Determine staffing schedule for move 	
	Dirty Linen and	<ul style="list-style-type: none"> • Get with K. P. and S. P. to determine schedule. 	7/25 Meeting determined pick-up

Room #	Room Name	DO	Follow Up
	Trash Pickup	Schedule meeting OR/Cath Lab/PACU/ ASU/ SICU <ul style="list-style-type: none"> • Set up meeting with D. to measure dirty utility rooms for cart storage 	schedule for dirty linen and trash. See attached schedules
	Suction System	<ul style="list-style-type: none"> • Find out suction outlet brand to be used and adapt equipment as necessary • Check with C./D. to see if adapters have been purchased • Get new holders / Check storage or call company 	Puritan Bennett
	Oxygen Outlets	<ul style="list-style-type: none"> • Find out oxygen outlet brand to be used and adapt equipment as necessary • Check with C./D. to see if adapters have been purchased 	Puritan Bennett
	Hereaus Lights	<ul style="list-style-type: none"> • Schedule in-service on lights (preferably 9/4) 	
Rm 3012	Instrument Room	<ul style="list-style-type: none"> • Shelving Plan • Shelving ordered • Shelf organization and labeling (Y.) 	7/18 done 7/25 done
Rm 3630	Sterilization	<ul style="list-style-type: none"> • New sterilizer installed <ul style="list-style-type: none"> ✓ Y. to do B.I. checks x 3 days prior to any sterilization 8/29, 30, 31 	

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> ✓ Check with L. when steam available ✓ Make sure new car and carriage are in • Old sterilizer checked by Steris. Ascertain schedule for this and order parts <ul style="list-style-type: none"> ✓ Check with L. when steam available • Y. to identify and tag tables for sterile prep <ul style="list-style-type: none"> ✓ These tables can be moved into place on 8/20 • Y. to determine need for CSR wrapper cart • Y. to identify desk and filing system needs for sterilization records and tray lists • Y. to identify site for “instrument location index” <ul style="list-style-type: none"> ✓ This can come off shelf organization plan 	<p>C. states steam lines intact and to coordinate with E./C. to turn steam on</p> <p>7/25 ordered</p>
Rm 3629	Decontam	<ul style="list-style-type: none"> • Castle instrument washer installed <ul style="list-style-type: none"> ✓ Get dates to schedule in-service for IR staff ✓ Y. to have appropriate detergents ordered • HAMO to move 9/4 – 9/7 <ul style="list-style-type: none"> ✓ Set schedule with F. ✓ Determine need for outside help and get quote • Sonic washer <ul style="list-style-type: none"> ✓ Have maintenance install wk of 8/20 ✓ In-service staff / Get manual if possible • Pack a “start-up” supply box and have ready to move by 8/27 (Y.) • Shelving unit for supplies next to sonic washer. Could be Unicell • Shelving unit for supplies next to hopper 	<p>7/23 e-mail to C. B. w/ Getinge/Castle Y. checking with F.</p> <p>7/23 e-mail to E.</p> <p>7/23 e-mail to E.</p>
Rm 2643	Soiled Utility	<ul style="list-style-type: none"> • Obtain carts for room clean-up use with mop and supply storage <ul style="list-style-type: none"> ✓ M. J. D. and D. to get with K. P. to determine and order 	<p>7/25 done D. to order carts (6)</p>

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> • Red and Gray bins to separate trash <ul style="list-style-type: none"> ✓ Get with K. P. ✓ Determine pick-up time schedule • Soiled Linen Cart <ul style="list-style-type: none"> ✓ Determine pick-up time schedule. Contact S. P. in Laundry • Obtain clean and dirty mop head bins (D.) • Determine needed supplies (D.) 	<p>7/25 Pick up schedule completed / see attached.</p> <p>7//25 done see attached schedule</p>
Rm 2015	2 nd floor nurses station	<ul style="list-style-type: none"> • 2 chairs (new) • Addressograph – take from Block Room • M. J. D. – find out if computer ordered • File cabinet for paperwork • Telephone for this area • Should we obtain narcotic box for this area 	<p>On furniture list</p> <p>7/23 e-mail to A. / Reply A. has requested from ISD</p>
Rm 2633	2 nd floor substerile	<ul style="list-style-type: none"> • Warming cabinet new <ul style="list-style-type: none"> ✓ D. and C. to develop inventory list • Sterilizer (from SBH 10/12) to move 8/29 • Shelf Unit determine size • Blood Refrigerator – order and contact E. about monitoring 	<p>7/26 inventory list begun</p> <p>7/25 ordered / Contact E. for wiring</p>
Rm 2632	OR 12	<ul style="list-style-type: none"> • Crash Cart for room (from Hallway by 1 & 2) • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order 	

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> • Order large sharps container and holder • Move stereo cabinet (from OR #3) • Identify monitor to mount (D.) 	7/26 L. to contact rep E. states will move / Need to identify site for relocation
Rm 2634	OR 11	<ul style="list-style-type: none"> • Crash Cart for room (from OR 7) • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #7) • Identify heart room monitor to mount (D.) 	7/26 L. to contact rep. E. states will move / Need to identify site for relocation 7/26 Met with Marquette
Rm 2636	2 nd floor sterile supply	<ul style="list-style-type: none"> • Shelving Plan • Shelving ordered • Shelf organization and labeling <ul style="list-style-type: none"> ✓ D. and C. • Equipment storage <ul style="list-style-type: none"> ✓ D. and C. • E cylinder gas tank carrier 	7/18 done 7/25 ordered 7/25 D. has / in progress
Rm 2635	2 nd floor pump storage	<ul style="list-style-type: none"> • Shelving Plan • Shelving ordered • Shelf organization and labeling <ul style="list-style-type: none"> ✓ D. • Equipment storage <ul style="list-style-type: none"> ✓ D. 	7/18 done 7/25 ordered
	Scrub Sinks	<ul style="list-style-type: none"> • Backboard/mirrors/etc. (D. and M. J. D.) 	
Rm 3001	Stretcher Alcove	<ul style="list-style-type: none"> • Measure for storage of equipment <ul style="list-style-type: none"> ✓ Determine which equipment 	
Rm 3634	Soiled Utility	<ul style="list-style-type: none"> • Obtain carts for room clean-up use with mop and 	Ditto from Rm 2643

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> supply storage <ul style="list-style-type: none"> ✓ M. J. D. and D. to get with K. P. to determine and order • Red and Gray bins to separate trash <ul style="list-style-type: none"> ✓ Get with K. P. ✓ Determine pick-up time schedule • Soiled Linen Cart <ul style="list-style-type: none"> ✓ Determine pick-up time schedule. Contact S. P. in Laundry • Obtain clean and dirty mop head bins (D.) • Determine needed supplies (D.) 	
Rm 3637	Clean Linen	<ul style="list-style-type: none"> • Linen and Scrub carts will rotate in and out 	
Rm 33635	Specimen Room	<ul style="list-style-type: none"> • Refrigerator <ul style="list-style-type: none"> ✓ From specimen room ✓ Check to see if refrigerator from EENT specimen room is on 8th storage • Relocate refrigerator from block room for cornea/sclera if table top refig used for specimens • Order bins to store empty specimen jars • Some form of counter top to hold specimen book and specimens readied for transport • Specimen book 	
Rm 3014A	Warming Cabinet	<ul style="list-style-type: none"> • New 	
Rm 3617 3618	Anesthesia Office	<ul style="list-style-type: none"> • Check with anesthesia to see what goes 	7/23 Dr. K. said to contact L. M.
Rm 33613	Lockers Female	<ul style="list-style-type: none"> • Need shelving and location for scrubs • Full length mirror • Assign lockers 	Location determined / 36" shelf needed Done / obtain keys and distribute
Rm 3615	Staff Lounge	<ul style="list-style-type: none"> • Refrigerator – from OR Staff lounge 	20 new chairs and 5 new tables as per

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> • Microwave – from OR Staff lounge • Coffeemaker - from OR Staff lounge • Water Cooler - from OR Staff lounge • Large Garbage Cans - from OR Staff lounge • Furniture 	<p>furniture list</p> <p>New</p>
Rm 3611	Lockers Male	<ul style="list-style-type: none"> • Need shelving and location for scrubs • Assign lockers 	7/25 done obtain keys and distribute
Rm 3609	Doctor's Lounge	<ul style="list-style-type: none"> • Refrigerator – from Doctor's Lounge • Microwave – from doctor's lounge • Coffeemaker - from doctor's lounge • Bulletin Board – order or relocate 	All new furniture
Rm 3045	Dictation	<ul style="list-style-type: none"> • Find out who's moving dictation machines • Put clips @ each station to hold schedules 	7/26 V. K. states phones to be in place 1 st 3 weeks until new dictation system installed. Use phones to dictate as you would from your office. G. L. taking care of wiring
Rm 3607	M. J. D. Office	<ul style="list-style-type: none"> • Measure desk from 8th storage • Designate file cabinets to take 	
Rm 3608	Control Desk C. and G.	<ul style="list-style-type: none"> • 2 computers relocate <ul style="list-style-type: none"> ✓ Control desk ✓ Front desk ✓ Ask for third • Printer <ul style="list-style-type: none"> ✓ Relocate from front desk / add legal paper bin if needed • Fax 	7/23 e-mail to A.

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> ✓ Relocate from front desk • Copier <ul style="list-style-type: none"> ✓ Relocate from copy room • Pneumatic tube system <ul style="list-style-type: none"> ✓ Type new list of tube stations ✓ Take tubes from current station • Forms bins <ul style="list-style-type: none"> ✓ Order and label ✓ Specify area to locate • Schedule Board <ul style="list-style-type: none"> ✓ Measure space ✓ Relocate from 8th floor storage / label and outline • Narcotic box <ul style="list-style-type: none"> ✓ Check placement and order new • Bulletin board <ul style="list-style-type: none"> ✓ Purchase if necessary ✓ Retype phone lists • Addressograph <ul style="list-style-type: none"> ✓ Relocate from control desk • Chairs 	<p>Find out who's moving copier</p> <p>7/25 ordered</p> <p>L. is organizing board configuration</p> <p>7/23 Spoke with M.</p> <p>5 new</p>
Rm 3604	Extra Locker Rm	<ul style="list-style-type: none"> • Measure for storage shelving 	
Rm 3051A	Warming Cabinet Alcove	<ul style="list-style-type: none"> • Relocate warmer by OR 3 	
Rm 3667	Pharmacy	<ul style="list-style-type: none"> • Blood refrigerator - move from old pharmacy and check electrical outlet 	
Rm 3665	OR 10 Ortho/Neuro	<ul style="list-style-type: none"> • Double back table • Relocate items from SHB OR 4 	

Room #	Room Name	DO	Follow Up
		<ul style="list-style-type: none"> • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #4) • Identify monitor to mount (D.) 	
Rm 3664	Sub Utility	<ul style="list-style-type: none"> • Obtain carts for room clean-up use with mop and supply storage <ul style="list-style-type: none"> ✓ M. J. D. and D. to get with K. P. to determine and order • Obtain clean and dirty mop head bins (D.) • Determine needed supplies (D.) 	Ditto from Rm 2643
Rm 3663	OR 9 Ortho	<ul style="list-style-type: none"> • Relocate items from SHB OR 5 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #5) • Identify monitor to mount (D.) 	
Rm 3601	Sub Utility	<ul style="list-style-type: none"> • Obtain carts for room clean-up use with mop and supply storage <ul style="list-style-type: none"> ✓ M. J. D. and D. to get with K. P. to determine and order • Obtain clean and dirty mop head bins (D.) • Determine needed supplies (D.) 	Ditto from Rm 2643
Rm 3662	OR 8	<ul style="list-style-type: none"> • Relocate items from SHB OR 2 	

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	EENT / Plastics/ Ortho	<ul style="list-style-type: none"> • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #2) • Identify monitor to mount (D.) • Extra Medlink microscope 	
Rm 3661	OR 7 ENT	<ul style="list-style-type: none"> • Relocate items from SHB OR 1 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #1) • Identify monitor to mount (D.) • Mount ceiling microscope from EENT OR 2 	
Rm 3658	OR 6 Cysto	<ul style="list-style-type: none"> • Surgery lights relocated from SBH OR 4 • Move ureteral catheter cabinet • Relocate items from SHB OR 16 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #16) • Identify monitor to mount (D.) 	

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Rm 3657	OR 5 GYN / General	<ul style="list-style-type: none"> • Relocate items from SHB OR 9 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #9) • Identify monitor to mount (D.) • 	
Rm 3656	OR 4 General / Gyn	<ul style="list-style-type: none"> • Relocate items from SHB OR 8 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #8) • Identify monitor to mount (D.) 	
Rm 3655	OR 3 Ophthalmology	<ul style="list-style-type: none"> • Relocate items from SHB OR 11 • Mike coming from SHB OR 11 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #11) • Identify monitor to mount (D.) 	
Rm 3653	OR 2	<ul style="list-style-type: none"> • Relocate items from SHB OR 12 	

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	Ophthalmology	<ul style="list-style-type: none"> • Mike coming from SHB OR 12 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR # 12) • Identify monitor to mount (D.) 	
Rm 3654	Substerile Bet. 2 and 3	<ul style="list-style-type: none"> • Determine instrument placement <ul style="list-style-type: none"> ✓ A. and Eye team • Order bins if needed • IOL's ??? 	
Rm 3652	Sub Utility	<ul style="list-style-type: none"> • Obtain carts for room clean-up use with mop and supply storage <ul style="list-style-type: none"> ✓ M. J. D. and D. to get with K. P. to determine and order • Obtain clean and dirty mop head bins (D.) • Determine needed supplies (D.) 	Ditto from Rm 2643
Rm 3651	Pump Storage for OR 1	<ul style="list-style-type: none"> • Determine needs (D.) 	
Rm 3650	OR 1 Neuro / Backup Heart	<ul style="list-style-type: none"> • Relocate items from SHB OR 6 • X-ray film holder (order) <ul style="list-style-type: none"> ✓ Determine location • Dry erase board <ul style="list-style-type: none"> ✓ Determine sizes and order • Order large sharps container and holder • Move stereo cabinet (from OR #6) • Identify monitor to mount (D.) • 	
Rm 3660	Storage	<ul style="list-style-type: none"> • Shelving plan 	7/19 done

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	by OR 7 & 8	<ul style="list-style-type: none"> • Shelving ordered • Shelving inventory <ul style="list-style-type: none"> ✓ C. • Order bins 	7/25 ordered
Rm 3076	Clean Core	<ul style="list-style-type: none"> • Shelving Plan • Shelving ordered • Shelf organization and labeling <ul style="list-style-type: none"> ✓ Assign areas <ul style="list-style-type: none"> ▪ Cysto ▪ GYN/ General ▪ Ophthalmology ▪ Anesthesia ▪ General Supplies ▪ Custom Packs ▪ ENT / Plastics ▪ Ortho ▪ Neuro ▪ Urology ▪ CV • Determine equipment placement <ul style="list-style-type: none"> ✓ Equipment inventory <ul style="list-style-type: none"> ▪ D. ▪ C. ▪ D. ▪ A. • Warmers <ul style="list-style-type: none"> ✓ Determine location • Computer <ul style="list-style-type: none"> ✓ Relocate from video room • Printer <ul style="list-style-type: none"> ✓ Relocate from supply room • Crash carts x 2 (from outside OR and OR 7) 	<p>7/19 done 7/25 ordered</p> <p>A. / M. D. (in progress) Eye team (done) Materials Materials Materials ENT team Ortho/Neuro team (in progress) Ortho/Neuro team (in progress) A. / M. D.</p>

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		<ul style="list-style-type: none"> ✓ Determine location • Sterilizers – Update ✓ Flash sterilization paperwork • Steris Units – relocate from 8th floor – 2 more carts ordered 	
Rm 3602	Dark Room	<ul style="list-style-type: none"> • Contact Radiology to move • Get Radiology help to move c-arm and portable x-ray units ✓ One c-arm unit can go over immediately 2nd c-arm unit and portable x-ray unit goes over after emergencies change to Noshi building 	
Rm 4081	Storage	<ul style="list-style-type: none"> • Determine needs ✓ Possible back up charts / charges • Y.'s office – get desk from old office • Video room – move present video room furniture • E cylinder gas tanks 	
Rm 4614	Video Room		
Rm 4612	Gas Storage		
Rm 4610	Y.'s office		
Rm 1605	Training Room	<ul style="list-style-type: none"> • 12 chairs and 4 rectangular tables 	
Rm 1007	Staff Lounge	<ul style="list-style-type: none"> • 16 new chairs / 4 tables - take furniture from doctor's lounge 	
	Move info	<ul style="list-style-type: none"> • Move info given to: Drs. W., R., S, and M. 	

Laundry

Dirty Linen Pick-up

- ✓ S. P. to order 10 new carts for linen pick-up with lids
- ✓ Laundry has a policy in place to disinfect dirty laundry carts between routes

Dirty Linen Pick-up Schedule

Time / Unit	ASU	Cath Lab	OR	PACU	SICU
6 AM	X	X	X	X	X
10 AM			X		
2 PM	X	X	X	X	X
8 PM	X		X	X	

Note: Cath Lab to dump dirty scrubs in dirty utility room 2nd floor

INFECTIOUS WASTE / TRASH

Infectious Waste / Trash Pick-up Schedule

Time / Unit	ASU	Cath Lab	OR	PACU	SICU
7:30 AM	X	X	X	X	X
10 AM	X	X	X	X	X
2 PM	X	X	X	X	X
7 PM	X	X	X	X	X