

CHANGING PATIENT ROOM TO OFFICE SPACE & VICE VERSA

After the change has been authorized through appropriate channels (Clinical Center, Institute, etc.), the Patient Care Unit (PCU) will call the Hospital Administrative Officer (HAO) room number, furniture needs, telephone requirements, etc.

PROCEDURES

- Notify Materials Management (memo to Roger Mack) to arrange for movers to take beds and patient room furniture in or out of room.
- If an institute is involved, coordinate operations with institute contact (Administrative Officer, physician, etc.).
- If just the PCU is involved, ascertain furniture needs, and order furniture if necessary (or try to find some in surplus or from other units).
- If additional phones are required, do phone request (see policy "Request for New Telephones or for Repairs", in section **Building: Requests**).
- If additional electrical outlets are required, do work request (see policy "Construction/Repair Work Request", in section **Building: Requests**).
- If items need to be hung or artwork is needed, fill out appropriate form and give to Art Director.
- If a MIS terminal is needed or needs to be removed, notify Jim Oseth by e-mail (Jim_Oseth@nih.gov).
- If locks need to be changed or equipment unlocked or locked, fax Key/Lock request to Key Control Unit, 301-402-0394, (see policy "Key Lock Request" in section **Building: Requests**).

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director