Office Maintenance Policy

When an employee notices that a piece of office equipment is not working properly, they must immediately send an email or written documentation to the office manager who will coordinate the item’s repair.

The email should include

* the name of the item that is not working correctly
* where the equipment is located
* the urgency in which the equipment needs to be fixed
* the date it was discovered that the item was malfunctioning
* the name of the person reporting it

If there is any chance that the equipment could hurt or endanger anyone, have it immediately removed or place a typed “Out of Order” sign on the equipment.

It is the responsibility of the office manager to ensure that proper maintenance is being executed on all office equipment. Office equipment is a company asset that needs to be maintained properly. The office manager must create a spreadsheet of all maintenance requests and email it to the practice manager for informational purposes or to get approval on any purchases that must be made.

The clinical manager is responsible for ensuring all dental equipment is working properly.

Click or tap here to enter text.

Click or tap here to enter text.