


GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL

APPROVED BY:	RESPONSIBILITY:	EFFECTIVE DATE:	POLICY NO.	PAGE
 Joseph P. Verga, M.P., FACHE Hospital Administrator/CEO	Hospital Administrator Safety Officer Facilities Maintenance Vendors	May 1, 2014	A-EC100	1 of 2
TITLE: VENDING MACHINES POLICY				
LAST REVIEWED/REVISED: 05/2014				
ENDORSED: EMC 05/2014				

PURPOSE:

To define Guam Memorial Hospital Authority's policy on Vending Machines including bank cash dispensers (ATM).

POLICY:

I. PLACEMENT OF VENDING MACHINES

- A. No independent or company owned machines will be allowed on Hospital premises without prior approval of the Hospital Administrator/CEO or designee.
- B. The Hospital Administrator/CEO or designee will authorize the placement of vending machines with consideration of environmental safety.
 - 1. Prior to installation, the location of new or replacement vending machines must be reviewed and approved by the Hospital Administrator/CEO or designee. Machines may not be located in corridors unless adequate space is available and location is approved by the Safety Administrator/Officer.
 - 2. Vending machines may not in any way obstruct or otherwise interfere with emergency exits or access areas.
 - 3. Vending machines must be secured in such a way to prevent movement to avoid damages and injuries.
 - 4. Failure to comply with these provisions may result in removal or disablement of the vending machine.
 - 5. Cleanliness of the vending machine and the area surrounding vending machine to include floor surfaces must be maintained by the company or vending machine owner(s).

II. FACILITY REQUIREMENTS

A. Plumbing

- 1. Clearance and approval by Guam Memorial Hospital Authority (GMHA) Facilities Maintenance is required for machines that require an external water source, connections must be made from a potable water supply. In the event this is not possible, the vending machine owner(s) will be responsible for establishment of an alternative source. Should the installation of the vending machine require GMHA Facilities Maintenance Department to conduct the installation of water supply, all costs associated with the installation shall be borne by the vending machine owner(s).
- 2. Plumbing installation, when needed, shall include valves and backflow prevention devices that comply with State and local code requirements. Fixtures and other installations are expected to appear neat and professional.

B. Electrical

1. All vending machines utilizing electrical power shall be grounded with an approved three wire cord and plug. All machines vending perishable foods shall have a lock on the power cord plug to prevent accidental or intentional disconnection.
2. Vending machines must be properly wired and grounded to prevent electrical shock, and must comply with applicable federal, state and local codes and standards. The vending machine owner(s) is responsible for installation of electrical circuits when there are no existing circuits available, or if existing circuits are inadequate. Should the installation of the vending machine require GMHA Facilities Maintenance Department to conduct the installation of electrical supply, all cost associated with the installation shall be borne by the vending machine owner(s).

C. General Facility Requirements

1. All maintenance and repairs will be the responsibility of the vending machine owner(s).
2. No modifications to building structure, electrical systems, plumbing, or any other part of the physical plant of the hospital may be performed without prior approval from the Facilities Maintenance Department of the Guam Memorial Hospital Authority. All authorized modifications will be at the expense of the vending machine owner(s).

III. FOOD AND BEVERAGE

- A. All food and beverage products must be delivered and placed in machines in their original wrappers or in a sanitized bulk dispenser that fits in the machine as a unit.

IV. REVENUES

- A. All vending machine owners (independent or company) will pay a 10% commission payable to the Guam Memorial Hospital Authority on the first week of every 3 months (quarterly) beginning upon installation of machines. Failure to provide commissions up to one (6) months will result in the removal or disablement of vending machine(s).
- B. Revenues from the vending machines will be utilized for the benefit of employees. (As per Section 80118 Chapter 80, Division 4, Part 2 of Title 10 of the Guam Code Annotated, Receiving of Revenues from Vending Machine.)
- C. The revenues from the vending machines will be allowed to accumulate in a defined account. Unused balances will carry forward to the following fiscal year.

V. REFUNDS


All vending machine owners (independent or company) will be responsible for refunding customers in the event machine malfunctions. Owners will attach a metal tag on each machine engraved with name, phone number, and address (location) of company where customers can obtain their refunds. Any fraudulent name, phone number and address will result in the removal of vending machine(s) from Hospital premises.

RESCISSION(S):

**GUAM MEMORIAL HOSPITAL AUTHORITY
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

- Bylaws Submitted by Department/Committee: Administration/Safety/ FM
- Rules & Regulations Policy No.: A-EC100
- Policies & Procedures Title: VENDING MACHINE POLICY

Reviewed/Endorsed	Date	Signature
	05/01/2014	
Title	05/01/2014	Joseph P. Verga, MS, FACHE Executive Management Committee, Chairperson
Reviewed/Endorsed	Date	Signature
Title		
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***Use more forms if necessary. All participating departments/committees in developing the policy should provide signature for certification prior to submitting to the Compliance Officer.**