

Department/Unit	Responsibility	Policy No.	Policy Title	Effective Date	Reviewed/ Revised Date	Endorsed Date	Rescinded Policy(s) (Dept./Policy #)	Next Review/Update Due Date
Planning Department	All Staff	6120-D-01	Planning Department Mission & Scope of Services	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	Chief Planner, Planner IV, New Employees	6120-D-02	Employee Orientation	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-03	Staff Meetings	Aug-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-04	Staff Training	Aug-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-05	Hours of Work	Aug-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-06	Annual Leave	Aug-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-07	Sick Leave	Aug-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-08	Quality Assessment and Improvement Plan	Dec-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-09	Departmental Infection Control Plan	Sep-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-10	Departmental Safety Plan	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-11	Bi-Weekly Safety Inspections	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-12	Right-To-Know-Law	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-13	Material Safety Data Sheets (MSDS)	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-14	Code "99"	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-15	Typhoon Preparedness	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-16	Disaster/Emergency Preparedness	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-17	Planning Guidelines	Sep-89	Feb-12	AAO 02/2012		02/2015

Planning Department	Administrative Asst, Chief Planner	6120-D-18	Patient Care Statistics	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	All Staff	6120-D-19	Disaster Planning	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	Chief Planner	6120-D-20	Guidelines for Capital Improvements - <u>Approval Process</u>	May-95	Sep-11	AAO 01/02, 08/07, 10/11	6120-34, 6120-5	09/2014
Planning Department	Planning, Facilities Maintenance	6120-D-21	Guidelines for Capital Improvements - <u>Implementation</u>	Sep-89	Sep-11	AAO 01/02, 08/07, 10/11	6120-34, 6120-5	09/2014
Planning Department	Safety, Facilities Maintenance, Nursing Supv., Planning	6120-D-22	Request To Stop Construction	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	C.I.P. Committee Planning, Facilities Maintenance, Employee Health	6120-D-23	Infection Control Guidelines for Construction	Sep-95	Feb-12	AAO 02/2012		02/2015
Planning Department	C.I.P. Committee	6120-D-24	Inspections and Punch Lists	Sep-93	Feb-12	AAO 02/2012		02/2015
Planning Department	Chief Planner	6120-D-25	CIP Status Report	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	C.I.P. Committee	6201-D-26	Contract Evaluation	Sep-89	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-27	Interim Life Safety Measures - Contractor	Feb-93	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-29	Construction Change Orders	Feb-90	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-30	Preparing and Processing Special Order Requisitions	Dec-93	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-31	Updating the CIP Funding Report for Requisitions	Aug-93	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-32	Preparing and Processing Stock Requisitions	Dec-93	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-35	Hazardous Materials Program	Jun-95	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-36	Organizing Department Files	Sep-95	Feb-12	AAO 02/2012		02/2015
Planning Department	Planning	6120-D-37	Noise Control During Construction	Oct-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-38	Medical Records Statistical Report	Jun-98	Feb-12	AAO 02/2012		02/2015

Planning Department	Administrative Asst., Planner I	6120-D-39	Emergency Room Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-40	Hospital Births Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-41	Hospital Death Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-42	Hemodialysis	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-43	Operating Room Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-44	Rehabilitative Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-45	Dietary Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-46	Education Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-48	Medical Laboratory Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-49	Pastoral Care Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-50	Pharmacy Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-51	Radiology Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-52	Monthly Statistical Reporting	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-53	Respiratory Care Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015
Planning Department	Administrative Asst., Planner I	6120-D-54	Social Services Statistics	Jun-98	Feb-12	AAO 02/2012		02/2015