

Title: Storage, and Equipment Repair Policy

Policy #: EOC-26

Purpose: To establish a process for managing equipment repair requests & corridor storage of equipment and devices.

Policy Statement:

Routine storage of equipment in hallways, corridors, stairwells or other areas of egress (egress way) is strictly prohibited. Storage is defined as the placement of objects, left unattended, in a location for more than the time necessary in normal routine of work practices. It does not apply to the equipment left unattended momentarily in the course of normal work procedures. (For example: A nutrition cart left unattended while the staff deliver trays to a patient room.)

BIDMC recognizes, however, that in the course of care equipment may be temporarily located in designated equipment holding areas, awaiting removal and in consideration of the following standard:

NFPA (National Fire Protection Association) 101, chapter 7, section 7.1.10, part 7.1.10.1 states:

"A means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency." For practical purposes in addressing inpatient units, the requirement is to continuously maintain the full width of the hallway (at least 8 feet wide unless constructed width is less and grandfathered in). Every exit, exit access and exit discharge are to be continuously maintained free of all obstructions or impediments to allow for full and instant use in case of fire or other emergency. These standards also require that the original corridor widths cannot be diminished by any chairs, tables, cabinets or any other equipment that is not attended to when in use.

Scope: This policy applies to BIDMC clinical, administrative and general areas including off-site and leased locations.

I. Employee Responsibilities, Policy Violations, and EOC Committee Approvals:

A. It is the responsibility of every employee to comply with the requirements of this policy and to inform managers when they require assistance in addressing any issues regarding this policy.

B. The Environmental Health & Safety Department, in consultation with other departments as appropriate, reserves the right to discard any stored items in violation of this policy. Department Managers can request that Environmental Health & Safety evaluate specific items for corridor and/or lobby storage by contacting them directly at x7-3088/2-7125 or pager # 33137. Environmental Health & Safety must approve both the stored item and the storage location.

II. Procedures for Implementation:

- A.** Permitted equipment storage (ideally parked on one side of the hall or in alcoves to allow for clear visibility and egress) includes:
1. Emergency Equipment
 2. Precaution carts - required for use when caring for specific patients
 3. Dirty laundry hampers when in use for supporting care delivery
 4. Other equipment - Only when used to provide care and only if directly attended to by a staff person at all times. (Examples: food tray collection carts during pick-up, stretchers and wheelchairs for immediate use, EVS carts during cleaning)
- B.** The following are examples of items that are **not permitted** in egress ways:
1. Clean laundry supply carts
 2. Distribution drop off tables/carts
 3. Charting tables or other furniture
 4. Storage cabinets
 5. Cardiac chairs, beds or other patient care equipment when not in use (except in designated temporary holding areas)
 6. Tray collection carts when not attended
 7. COWS when not in use
 8. Fetal or other monitors
 9. Items parked in hallways for charging
 10. Other medical equipment not immediately intended for immediate use e.g. vital sign, pumps, lifts, or scales.
 11. Any equipment placed in front of, or obstructing the view or access to, any emergency equipment including fire alarm device, fire extinguisher, electrical panel, medical gas panel, alarm panel, eyewash or any other emergency device, or inside electrical or mechanical equipment rooms.

III. Prohibited Storage Conditions:

A. All storage must always maintain a distance of at least 18" from sprinkler head's lowest level or from ceiling (if sprinkler flush with ceiling) in order to allow for free and clear discharge of water during an event.

B. Storage of hazardous materials including, but not limited to, chemicals, biological and radioactive materials; compressed gases; regulated substances and sharps; heating devices; excessive combustible materials. Such materials can only be stored in rooms permitted for such use.

IV. Corrective Actions to Take

A. Any storage observed in any prohibited area, or under prohibited conditions, or in a way perceived as presenting a hazard, should be relocated to appropriate area or reported to department leadership.

B. If assistance is needed to move the item to storage, please contact the Service Response Center.

C. If the item is perceived as hazardous, please refer to the Hazardous Materials Section of the [Environment of Care Manual](#).

V. Relocation and/or Disposal of Unwanted items:

A. Departments requiring assistance with moving and/or disposal of non-patient furniture must make such requests at least 2 weeks in advance. Refer to [EC-53 Removal/Disposal of Unwanted Furniture, Equipment or Other Items](#) and complete Attachment A: Request for Removal or Disposal Form. Follow instructions on the form for submittal to Facilities.

B. For assistance with any issue involving the following contact:

- EH&S (7-3088 or 2-7125) or pager # 33137 - hazardous materials such as chemicals, batteries, black box RCRA waste and non- clinical compressed gas
- EVS (SRC at 7-0070) or pager # 92745- bio hazardous materials, yellow chemo containers, sharp containers
- Radiation Safety (7-2510) or Pager # 91969 – radiological materials
- Respiratory Care (2-0220) or Pager # 88020for clinical compressed gases

VI. Equipment Requiring Repair:

A. Equipment requiring repair will be addressed by following the procedures described below. Repair request protocols may vary for unit-based equipment vs. non unit-based equipment. Different contact protocols may be enacted to address specific equipment types. For general use equipment, that which is not immediately called-in to a unique service department (i.e. Clinical Engineering, Maintenance & Engineering, etc.) and does not require emergent response, calls will be funneled through the Service Response Center (SRC) where the caller will be asked to describe the nature of the problem requiring repair. This will help determine priority, response time and contingency planning.

B. **Response Times** – In general, stated response times are intended to provide guidelines for reasonable expectations, but may also be impacted by time, available resources, shifting workloads, and/or competing priorities.

1. **Routine** – Typically response is provided on-site within 8 hours or communication with the unit within 8 hours with an anticipated repair timeframe, contingent upon other competing priorities.
2. **Urgent** - Acknowledgement back to unit with anticipated time or actual on-site response within 1 hour.
3. **STAT** - Those systems or devices having high potential impact on patient safety and/or hospital systems requiring immediate on-site response.

NOTE: Where applicable, requester will clarify need for replacement and will provide specific details of equipment make-model, and device type at time of request. Replacements for repair items taken out of use may not always be available.

VII. Reupholster:

A. FURNITURE REUPHOLSTER

Nursing Operations Administrators assess in patient area furniture on an ongoing basis determining which items can be more economically reupholstered. Operations Administrators request an outside vendor to inspect and complete an estimate for repairs. Upon receipt of estimate, Operations Administrators request approval of expense from PCS Financial Administrator and once approved initiate purchase order and coordinate the removal and replacement of furniture.

- a. Prior to the purchasing of any materials used for the above-mentioned items, it is the responsibility of the individual / department to insure that the items are compliant with the most recent Fire Life Safety Code requirements for a Healthcare Institution
 - Fabrics to be fire rated (Cal 133)
- b. In order to insure this compliance, the supplying vendor is required to submit test reports showing the compliance ratings and the acceptability of the materials to be used by the local authorities having jurisdiction.
- c. Those authorities include:
 - Boston Fire Department
 - State Fire Marshall's Office
 - State Department of Public Safety
- d. The vendor is required to submit certificates of compliance with the individual / department prior to any items being delivered or installed at the Medical Center. It is the responsibility of the individual / department to keep a copy of the compliance certificate on file and available for review at any time. A copy must be forwarded to the Director, Facilities Planning Design and Construction

B. IN-PATIENT TASK CHAIR REPAIRS

Nursing Operations Administrators assess condition of all in patient care area task chairs. For employee safety, broken chairs are taken off the unit and transported to designated storage space to await repair. Outside vendor arrives on site every two months on a pre-scheduled day to make repairs. On repair day, Operations Administrators will also round their units with the repair staff to catch any chairs in need of arm replacement or otherwise needing minor repairs that were not deemed unsafe. Task chairs that are under warranty that have arms, backs or other minor parts needing to be replaced will be done free of charge. The Outside vendor will advise the Operations Coordinator as to whether the task chair has exceeded its warranty and if charges are imminent. If a fee is imminent, the Operations Administrators will request approval of expense from PCS Financial Administrator and initiate a purchase order, and will provide the outside vendor repair supervisor of the assigned purchase order number.

C. FOR ALL OTHER AREAS

See [EC-40 Interior Finishes and Furnishings Procedure](#)

VIII. Guidelines for Use:

A. All patient care equipment removed to temporary equipment holding areas, or for storage, **must be tagged** and a call made for disposition. In general, pick up or transfer of equipment will occur via daily rounds or as time and/or resources allow.

B. Red Tags

1. **RED Tags designate DO NOT USE.** This includes:
 - a) Side 1 – Use for Patient Beds Only
 - b) Side 2 – Use for Equipment Only
2. **Procedure for RED Tagged Equipment**
 - a) All broken equipment **must be tagged** and reported immediately to assure safety and proper disposition.
 - b) Refer to Attachment B: Quick Reference for Repairs to identify who to call.
3. **Exceptions**
 - a) Broken equipment originally issued by Equipment Center which does not need replacing may be tagged and placed in the dirty utility room for pick up. No calls necessary. (i.e. Infusion Pumps)
 - b) Broken unit based equipment may be tagged and a call placed directly to the department responsible (See Attachment B). Broken equipment shall be stored in the department until picked up or in approved locations (see EOC-26 Attachment C). Equipment shall not be left in egress paths.
 - c) Only designated areas (identified by hospital signage) are permitted for permanent and/or short term "Equipment Holding". Temporary and tagged equipment will be removed / relocated that day, or as time and/or resources allow. Rental equipment will be removed by vendor in accordance with contracted response times, but typically within 1 business day. Please see **EOC-26 Attachment C** below.

Replacement Tags – tag are now supplied through **The Allied Group** (reorder # MC 1913)

Attachment A: Sample Red Tag

Attachment B: Quick Reference for Repairs

Attachment C: Designated Temporary/Permanent Equipment holding areas

Vice President Sponsor: Robert Cherry, VP Support Services

Approved By:

Operations Council: 10/7/13

Nancy Formella , COO

Environment of Care Committee: 9/11/2013

K. Sands & W. Armstrong, Co-Chairs

Requestor Name: Dick Hatch, Director, Clinical Equipment, Parking & Commuter Services

Date Approved: 6/25/07

Next Review Date: 10/2016

Revised: 6/13, 8/13

Eliminated:
Reference:

EOC-26 Attachment A

<p style="text-align: right;"> Beth Israel Deaconess Medical Center</p> <p style="text-align: center;">DO NOT USE</p> <p style="text-align: right;"><small>MC 1913 (Rev. 9/09)</small></p> <p>USE THIS SIDE FOR EQUIPMENT ONLY</p> <p><input type="checkbox"/> Device is associated with a <u>Filed Incident Report</u></p> <p>List the Symptom or malfunction of the equipment: _____ _____ _____</p> <p>Error code Displayed (if known): _____</p> <p>Date: _____ Unit/Area: _____</p> <p>Contact Name: _____ Phone/Pager: _____</p> <p>Clinical Engineering Notified On: ____/____/____</p> <p>Clinical Engineering East Campus 7-4644 West Campus 2-9280</p>	<p style="text-align: center;"> Beth Israel Deaconess Medical Center</p> <p style="text-align: center;">USE THIS SIDE FOR <u>PATIENT BEDS ONLY</u></p> <p style="text-align: center;">REMOVE ALL LINEN</p> <p style="text-align: center;">Use the Headboard when moving and leave with bed for repair process.</p> <p style="text-align: center;">DO NOT USE</p> <p>List the Symptom or Malfunction of the bed _____ _____ _____</p> <p>Date: _____ Unit/Area: _____</p> <p>Contact Name: _____</p> <p>Phone/Pager: _____</p> <p>Service Response Center (2-0070)</p> <p>Called on: _____</p> <p><input type="checkbox"/> Rental Bed waiting for Vendor Pick Up</p> <p>Date Vendor Called: _____</p> <p style="text-align: right;"><small>MC 1913 (Rev. 8/08)</small></p>
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EOC-26 Attachment B

Quick Reference for Repairs

		West Campus Who To Call		East Campus Who To Call		
ITEM	REPAIR PICK-UP & RETURNS	CONTACT		CONTACT		PROVIDES REPAIR SERVICE
Bed Extenders	Clinical Engineering	Clinical Engin (M-F, 7-3:30) Maintenance (SRC, off hours)	2-8280 2-0070	Clinical Engin (M-F, 7-3:30) Maintenance (SRC, off hours)	7-4644 2-0070	Clinical Engineering
Bed, Critical Care (a.k.a. ICU Bed)	EVS	Service Response	2-0070	Service Response	2-0070	Clinical Engineering
Bed, Med Surg	EVS	Service Response	2-0070	Service Response	2-0070	Clinical Engineering
Bed, Birthing	EVS	Service Response	2-0070	Service Response	2-0070	Clinical Engineering
Bedside Tables/ Night Stands	EVS	Service Response	2-0070	Service Response	2-0070	Maintenance
Commodes	EVS	Service Response	2-0070	Service Response	2-0070	Maintenance
Cots	EVS	Service Response	2-0070	Service Response	2-0070	HIMDE
Crash Cart (a.k.a. Code Cart)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Maintenance
Defibrillators (a.k.a. Defib)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Defibrillators (a.k.a. AED)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Doppler, Fetal	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Doppler, Vascular	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
EKG Machine (General Application)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Exam Tables	Unit Based	Service Response	2-0070	Service Response	2-0070	Maintenance

Facsimile Machine (critical application)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Facsimile Machine (standard application)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Fan	Maintenance	Service Response	2-0070	Service Response	2-0070	Maintenance
Fluid Warmer (a.k.a. Blood / IV Solution Warmer)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Furniture (Pt/Office Chairs, etc)	Facilities	Facilities	2-7125	Facilities	2-7125	Vendor
Fluid Warmer (a.k.a. Rapid Infuser)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Geri / Cardiac Chair	EVS	SRC	2-0070	SRC	2-0070	HIMDE
Glove Holders	Maintenance	SRC	2-0070	SRC	2-0070	Maintenance
Glucose Analyzer (a.k.a. Glucometer)	Point of Care provides Replacements / Loaners	POCT	7-2414	POCT	7-2414	Point of Care Testing
Heating Pad, Fluid (a.k.a. K-Pump)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Hampers, Dirty Linen	EVS	SRC	2-0070	SRC	2-0070	HIMDE
<u>HEPA Filter</u>	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Hover Jack	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Hover Mat	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Hypo / Hyperthermia Machines (a.k.a. Heating / Cooling Blanket)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
IV Poles (Floor Standing)	EVS	SRC	2-0070	SRC	2-0070	Patient Transport
IV Pole Multiple Pump Mount (Antlers)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering

IV Poles (Bed Mounted)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
IV Poles (Stretcher)	Patient Transport	SRC	2-0070	SRC	2-0070	Patient Transport
IV Poles (Wheelchair)	Patient Transport	SRC	2-0070	SRC	2-0070	Patient Transport
IV Poles (Ceiling Mounted)	Maintenance	SRC	2-0070	SRC	2-0070	Maintenance
Lifter, Liko Electric Portable	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Lift , Built-in Room	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Mattress, Beds	EVS	SRC	2-0070	SRC	2-0070	HIMDE
Mattress, Stretcher	Patient Transport	Service Response	2-0070	Service Response	2-0070	Patient Transport
Monitors, Hardwired Bedside Physiological	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Monitors, ICP	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Monitors, Mobile Bedside Physiological	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Monitors, Transport Physiological, Critical Care	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Monitors, Transport Physiological, Med/Surg	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Monitors, Vigilance	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
O2 Tank Holder (Beds)	PACU	PACU	4-2800	PACU		Clinical Engineering
O2 Tanks & Mobile Stand	Resp Ther	Resp Ther	Pager 92881	Resp Ther	Pager 35031	Resp Ther
Ophthalmoscope (a.k.a. Otoscope)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Overbed Table	EVS	Service Response	2-0070	Service Response	2-0070	Maintenance

Pacemaker, External A/V Sequential	Used in ICU & OR's only.	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Clean Precaution Gown Hampers	EVS	SRC	2-0070	SRC	2-0070	HIMDE
Pulse Oximeter - Bedside (a.k.a. Oximeter, O2 Sat)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Pulse Oximeter - Hand Held (a.k.a. Oximeter, O2 Sat)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Pumps, Epidural	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Pumps, Feeding (a.k.a. Kangaroo Pump)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Pumps, IV	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Pumps, PCA	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Pumps, Syringe	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Scale, Electronic, Sling	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Scale, Electronic, Stand-On	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Scale, Electronic, Wheelchair	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Scale, Mechanical	Unit Based	SRC	2-0070	SRC	2-0070	Maintenance
Sequential Compression (a.k.a. Boot Machine, Ted's)	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Clinical Engineering
Seizure Pads	Equipment Control Ctr	Equipment Control Ctr	Pager 92534	Equipment Control Ctr	Pager 32310	Equipment Control
Shower Chairs	EVS	SRC	2-0070	SRC	2-0070	HIMDE
Slide Boards	Unit Based	HIMDE	2-1187	HIMDE	2-1187	HIMDE
Sphygmometer, Electronic (a.k.a. BP Cuff, BP Machine,	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering

Manometer)						
Spygmometer, Manual (a.k.a. BP Cuff, BP Machine,)	Maintenance	SRC	2-0070	SRC	2-0070	Maintenance
Spygmometer, Mobile, Manual (a.k.a. BP Cuff, BP Machine,)	Unit Based	SRC	2-0070	SRC	2-0070	HIMDE
Stretchers, ALL	Patient Transport	Service Response	2-0070	Service Response	2-0070	Patient Transport
Stretcher Chairs	Unit Based	HIMDE	2-1187	HIMDE	2-1187	HIMDE
Suction, Portable	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Telemetry Transmitters	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Telemetry Systems	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Television, Inpatient	Maintenance	Service Response	2-0070	Service Response	2-0070	Clinical Engineering
Television, Non-inpt	Unit Based	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Owning Department
Television, Swing-Arm Color	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Thermometers, Electronic, Oral	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Thermometers, Electronic, Tympanic	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
VCR's (for patient rooms) (DVD/VCR combo's)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Warming Blanket / Temp Mgmt (a.k.a. Bear Hugger)	Clinical Engineering	Clinical Engineering	2-8280	Clinical Engineering	7-4644	Clinical Engineering
Wheelchairs	Patient Transport	Service Response	2-0070	Service Response	2-0070	Patient Transport

If item is un-repairable and will not be returned to the unit, the Service Group will contact the unit directly to report. The unit is responsible to secure funding and make arrangements to have the item replaced.

EOC-26 Attachment C

Designated Temporary/Permanent Equipment Holding Areas

East Campus	Floors	Note	Signs Posted
Feldberg – <i>basement corridor</i>	basement	Storage in corridor	"Temporary Storage For Patient Beds & Cardiac Chairs"
Yamins - <i>aka Libby Corridor</i>	basement	Storage inside room	no signage

West Campus	Floors	Note	Signs Posted
Farr - <i>Patient Transport/Service Elevators</i>	11, 10, 9, 8, 2	Space for two beds per floor	"Equipment Holding (Short Term)"
Clinical Center - <i>Bridges</i>	7, 6, 5, 4, 3	-Storage along one side of bridge -Storage on Farr bldg. end of bridge	"Equipment Holding (Short Term)" "Authorized Equipment Storage"
Clinical Center - <i>Bed Depot</i>	basement	Storage inside room. <i>Card scan access.</i>	Note: posted on door
Clinical Center - <i>Service Elevators</i>	7, 6, 3	Space for one bed per floor	"Authorized Bed Storage"
Clinical Center - <i>Patient Transport Elevators</i>	3 [*7, *6]	*Rental beds always on floors 7 & 6 One Med/Surg bed sometimes on 3	"Equipment Holding (Short Term)"
Deaconess - <i>Joslin corridor</i>	basement	Storage along corridor going to Joslin	no signage