

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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**Title:** Maintenance of Durable Medical Equipment  
**Policy:** 117.00  
**Purpose:** To ensure that all durable medical equipment meets or exceeds the manufacturer's recommendations for maintenance and calibration.

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**Policy:**

Durable medical equipment maintenance to include all equipment that is both electrical and/or mechanical will be done per the manufacturer's recommended guidelines. This equipment includes but is not limited to:

1. Stretchers
2. Monitors/Defibrillators
3. O2 regulators
4. Pulse oximeters
5. Glucometers
6. Suction units
7. Portable radios

The Logistics department will keep all preventive maintenance records.

If deemed out of specification and Logistics is unable to repair, the unit may be returned to the manufacturer for repair or replacement.

If no guidelines exist for a said piece of equipment, Okaloosa County EMS Logistics will inspect or service equipment at least annually.

Planned equipment replacement will be scheduled prior to projected equipment failure following the manufacturer's recommendations. If no guidelines exist Okaloosa County EMS Logistics will review past repairs and PMs to try and determine any trends and cost history that would assist in providing a replacement time line.

**Accountability and Compliance:**

1. It is the responsibility of all OCEMS personnel to document and report damaged equipment.
2. OCEMS Logistics will keep preventative maintenance records on all equipment listed.
3. OCEMS Logistics will plan equipment replacement prior to projected equipment failure following the manufacturer's recommendations.
4. OCEMS Logistics will provide an annual report of all equipment maintenance, calibration, repair and replacement to OCEMS Chief.

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