Computer & Peripherals – Regular Maintenance

**Audience**  Software Systems Specialist.

**Purpose**  To provide a regular maintenance schedule to all of the Pulmonary Laboratory’s computers and peripherals that is sufficient to assure data integrity and continuity of service.

**Policy**  A regular schedule of maintenance is followed for every computer and peripheral in the Pulmonary Laboratories. A maintenance log is kept that records preventative procedures performed on the computers and peripherals. Regular backups of data files are performed and verified on a regular basis to ensure data integrity.

**Procedure**  All procedures regarding maintenance and back up of data logs are done by Clinical Equipment Services (CES). Pulmonary Function Clinic staff have limited access to managing databases and computer hardware issues. Staff are to contact CES for any computer related issues and CES will determine if a service call is needed regarding maintenance on testing equipment.

CES will keep track of data maintenance logs for all computers and software management of systems used in the Pulmonary Function Clinic.

This form documents the approval and history of the policies and procedures for the Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial approval. Annually thereafter, the Director and/or designee may approve reviews and revisions.

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<tr>
<th>Date</th>
<th>Approved by:</th>
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| 11/07 | V. Cardenas, MD  
Medical Director Pulmonary Laboratory | |
| 6/09  | V. Cardenas, MD  
No changes to the policy | |
| 7/10  | V. Cardenas, MD  
No changes to the policy | |
| 2/12  | A. Duarte, MD  
Medical Director Pulmonary Laboratory  
No changes to the policy | |
| 5/14  | A. Duarte, MD  
Medical Director Pulmonary Laboratory  
No changes to the policy | |