

## University of Washington, Medical Center records

### Inventory

Accession No: 87-043

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W.U. HOSPITAL. GENERAL SERVICES  
Accession No. 87-43

INVENTORY

| <u>Box</u> | <u>Series</u>  | <u>Folders</u> | <u>Dates</u> |
|------------|--|----------------|--------------|
| 1          | GENERAL CORRESPONDENCE                                   |                |              |
|            | Administration   |                | 1964         |
|            | Departmental   |                | 1964         |
|            | General  | 2              | 1964         |
|            | General Services   |                | 1964         |
|            | Nord, Stephen E.   |                | 1964         |
|            | Nursing Services   |                | 1964         |
|            | Operating Room   |                | 1964         |
|            | Personnel  |                | 1973-78      |
|            | Physical Plant Projects                                  |                | 1964         |
|            | CORRESPONDENCE--CHRONOLOGICAL                            | 19             | 1964-78      |
| 2          |  | 2              | 1978-79      |
|            | ANNUAL REPORTS   |                |              |
|            | W.U. Hospital  | 9              | 1967-77      |
|            | W.U. Hospital. General Services                          | 2              | 1966-77      |
|            | SUBJECT SERIES   |                |              |
|            | Attending and Consulting Staff                           |                | 1964-65      |
|            | Budget   | 5              | 1963-75      |
|            | Call Schedules   |                | 1964         |
|            | Charge Schedule  |                | 1964         |
|            | Charge Value   |                | 1964         |
|            | Cost Finding Analysis                                    |                | 1963-64      |
|            | Directories  |                | 1964         |
|            | Electrical Equipment Safety Program                      |                | 1978         |
|            | Emergency Electrical Power Handbook                      |                | 1978         |
|            | Employees Separation and Clearance                       |                | 1970         |
|            | Equipment--Budget  |                | 1975-77      |
|            | Equipment--General                                       | 2              | 1975-79      |
|            | Equipment--Harborview Medical Center                     |                | 1972         |
|            | Equipment--Patient T.V. System                           |                | 1971-72      |
|            | Equipment--Policies and Procedures                       | 2              | 1975-79      |
|            | Equipment--Preventive Maintenance Surveys<br>and Studies |                | 1977-79      |
|            | Fire and Safety Code Compliance                          |                | 1973-77      |
| 3          | Fire and Safety--General                                 |                | 1969-79      |
|            | Fire Manual Evacuation Plan                              |                | 1972-74      |
|            | Fire Marshal Inspections                                 |                | 1966-78      |
|            | Keys   |                | 1971-79      |
|            | Licensing  |                | 1974-78      |
|            | Lockers  |                | 1966         |
|            | Management by Objectives                                 | 4              | 1967-69      |
|            | Manpower Pool--Service Group                             |                | 1969-70      |
|            | Materials Management Reports                             |                | 1969-71      |

| <u>Box</u> | <u>Series</u>  | <u>Folders</u> | <u>Dates</u>        |
|------------|--|----------------|---------------------|
| 3 (cont.)  | SUBJECT SERIES (cont.)                                       |                |                     |
|            | OSHA and WISHA Inspections                                   |                | 1973-77             |
|            | National Institutes of Health Grant Programs<br>Workshop     |                | 1970                |
|            | Painting Displays  |                | 1966-74             |
|            | Patient Days and Outpatient Statistics                       |                | 1963-64             |
|            | Personnel--Job Classifications and Standards                 |                | 1969-71             |
|            | Personnel--Job Descriptions                                  |                | 1963-64             |
|            | Personnel--Policies and Procedures                           |                | 1963-64             |
|            | Personnel--Retirement and Insurance                          |                | 1963-64             |
|            | Personnel--Supervisory Development Program                   |                | 1963-64             |
|            | Physical Plant Procedures                                    |                | 1963-64             |
|            | Procedures and Operations--General                           |                | 1963-64             |
|            | Procedures and Operations--General Services                  |                | 1963-64             |
|            | Procedures and Operations--Project Funding                   |                | 1963-64             |
|            | Records Retention  | 4              | 1966-79             |
|            | Safety and Environmental Health Council Inspection<br>Report |                | 1972                |
|            | Safety Inspections   |                | 1977-78             |
| 4          | Security   |                | 1968-78             |
|            | Seminars   |                | 1964                |
|            | Statistics   |                | 1963                |
|            | Storage  |                | 1968-70             |
|            | Storage Survey   |                | 1964                |
|            | Surveys and Studies  |                | 1968-75             |
|            | Systems and Computer Workshop                                | 2              | 1969                |
|            | Telephones   |                | 1968-77             |
|            | Training Schedule--Messenger Services<br>transportation      |                | ca. 1969<br>1972-74 |
|            | Transportation Service                                       |                | 1971-72             |
| 5          | HOSPITAL EXPANSION FILES                                     | 16             | 1978-79             |
| 6          |  | 66             | 1976-81             |
| 7          |  | 14             | 1978-79             |

Subgroups

|  |  |   |               |
|--|--|---|---------------|
|  | W.U. Hospital. Data Processing Sub-Task Committee          |   | 1964          |
|  | W.U. Hospital. Department Heads                            |   | 1969-71       |
|  | W.U. Hospital. Disaster Planning Committee                 | 6 | 1967, 1970-78 |
|  | W.U. Hospital. Electrical Safety Committee                 | 2 | 1972-78       |
|  | W.U. Hospital. Fire and Safety Committee                   |   | 1974-79       |
|  | W.U. Hospital. Health Sciences Open House Committee        |   | 1969-75       |
|  | W.U. Hospital. Infections Committee                        |   | 1964          |
|  | W.U. Hospital. Internal Disaster Plan Review<br>Task Force | 2 | 1978          |

| <u>Box</u> | <u>Subgroups</u>  | <u>Folders</u> | <u>Dates</u> |
|------------|---|----------------|--------------|
| 7 (cont.)  | W.U. Hospital. Joint Professional-Administrative Committee (JPAC) |                | 1964-65      |
|            | W.U. Hospital. Management Council                                 |                | 1964         |
|            | W.U. Hospital. Management Planning Council                        | 5              | 1967-77      |
|            | W.U. Hospital. Materials Management Committee. Advisory Group     | 2              | 1973, 1975   |
|            | W.U. Hospital. Medical Staff Administrative Committee             |                | 1959         |
|            | W.U. Hospital. Objectives Committee                               |                | ca. 1969-70  |
|            | W.U. Hospital. Patient Belongings Committee                       |                | 1973-77      |
|            | W.U. Hospital. Safety and Environmental Health Council            |                | 1971-79      |
|            | W.U. Hospital. Staff Development Advisory Committee               | 3              | 1967-71      |