

Engineering Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	TIMELINE	COMMENTS
Establish a Station Creation Date.				
Ensure that the Engineering (EN) V7.0 Software has been installed on the system and has been patched to date.				
1. Site Parameters / Software Options				
A. Establish the sites engineering site parameters using the ENG SITE PARAMETERS enter/edit option found on the PROGRAM MANAGEMENT option on the ENGINEERING MAIN MENU.				
B. Choose as an alternate station number, the station number of equipment that might be used at that site but has not yet been transferred, if applicable.				
C. E. Review the SOFTWARE OPTIONS enter/edit option found in the same menu. Settings here control how options behave within the package.				
2. Space / Section List Management				
A. Populate the BUILDING file with the BUILDING FILE ENTER/EDIT OPTION				
B. Populate the SPACE FILE with the SPACE FILE ENTER/EDIT option				
3. Equipment Management				
A. Establish CMRs using the option CMR FILE ENTER/EDIT				
B. Populate the Manufacturer List using the menu option MANUFACTURER option under the PROGRAM MANAGEMENT Menu. If this file is not populated, you may consider obtaining from another facility.				
C. Create EQUIPMENT INVENTORY ENTRIES using menu either menu option NEW INVENTORY ENTRY or MULTIPLE INVENTORY ENTRY options.				

1) Assign Capitalized equipment to CMR				
2) Assign equipment to a particular location				
3) Create PM Schedules for applicable equipment				
D. Purchase/Obtain AMES/MERS equipment to support bar-coding.				
E. Coordinate with FMS the reporting of capitalized equipment and the addition of the new station number.				
1) If new station has equipment that was once reported under another station, the appropriate fixed asset documents should be done to reduce the value to zero and then an FD document should be completed to drop the equipment. This should be done on the original station.				
F. Submit FA documents in VISTA to report capitalized equipment, either purchased by the site or acquired from elsewhere, to FMS under the new station number				
G. Add domain Q-FAM.MED.VA.GOV to the Domain file				
H. Add FIXED ASSETS entry to the 2101.1 file.				
I. Add FAP entries to the 2101.2 file - FA:FMS FB:FMS - FD:FMS FR:FMS - FC:FMS				
4. Work Order Management				
A. Populate ENGINEERING SECTION LIST using the SECTION LIST option				
1) Determine if Electronic Work Requests will be used throughout the hospital. If so add a SECTION list HOLDING AREA with a number in the 90's.				
2) Add ELECTRONIC WORK REQUEST menu option to all users in the hospital if applicable.				
B. Populate the Engineering Employee file using the ENGINEERING EMPLOYEE FILE under the PROGRAM MANAGEMENT menu				