**6.2 Facilities and equipment**

6.2.1 The Medical Examiner’s Office maintains suitable and adequate facilities to permit competent completion of all office functions in a safe manner: administrative, investigative, and autopsy. Spokane County Facilities Department assists and consults in significant facility issues/repairs.

1. The office conforms to facility and safety relevant sections of the NAME accreditation checklist:
	1. General Facilities A1
	2. Administrative Space A3
	3. Body Handling C1
	4. Body Handling Areas C2
	5. Autopsy Suites C3
	6. Safety A4
	7. Maintenance A5
	8. Security A2
2. Spokane County Medical Examiner Policies and Procedures
	1. Security
	2. Safety and Safety Committee
	3. Bomb Threat
	4. Infectious Waste Management Plan and Infectious Disease Prevention Plan
	5. Attendance Log
	6. Facility and Equipment Maintenance and Housekeeping
	7. Scientific/Optical Equipment Maintenance
	8. Digital Dental X-ray
	9. Medical Examiner truck Use and Maintenance

6.2.2 Access to the Medical Examiner’s Office is strictly controlled.

1. Autopsy area: No access without security card entrance. Law enforcement observe autopsies from observation rooms that have no direct access to the autopsy rooms.
2. Body receiving area: The sally port access for vehicles is controlled by a gate security system. Funeral home personnel and body removal service staff are required to sign and date/time the body receipt/removal form and logbook at body receipt and removal. All body receiving and removal is directly observed/supervised by Medical Examiner staff members (See policy: Body Transport and Handling)
3. The administrative offices are separated from the autopsy area by security card-required doors. The administrative areas have no direct public access. The entry foyer to the administrative offices is entered with a buzzer security system, allowing administrative staff to control public entrance. The receptionist is protected by bullet-resistant architectural design. The administrative staff controls access to the public-facing conference rooms and public restrooms by buzzer systems and security card entrance.
4. All visitors to the office sign in at the administrative entrance. All autopsy witnesses are documented in the autopsy report, and by signing autopsy worksheets.
5. Any autopsy observers (medical students, law enforcement) are supervised by medical examiner staff at all times.
6. Only Medical Examiner employees have access to Medical Examiner equipment.
7. Medical Examiner employees directly supervise any workers performing maintenance or repairs.

6.2.3---6.2.5 Maintenance of the facility and equipment

1. Facility maintenance is described in the policies and accreditation checklist items of 6.2.1
2. Maintenance of equipment having significant influence on the results of investigation and autopsy
	1. Digital Dental X-ray: (See Medical Examiner Policy: Digital Dental X-ray) The X-ray equipment is maintained according to manufacturer’s specifications, and as required by Washington State Law. The serial number of the unit is recorded, and all documentation of maintenance is kept indefinitely in the quality assurance files of the office. The technical manager verifies that the Digital X-ray equipment is working after any repairs, and before the unit is brought back into service.
	2. Digital Cameras (See medical examiner policy Scientific/Optical Equipment Maintenance) A record is kept of all camera serial numbers, and all equipment is re-inventoried yearly for verification. Records of repairs are kept in the quality assurance files of the office, until the equipment is retired. The technical manager verifies that repaired cameras are working as expected, before the camera is used in investigations or autopsies.
	3. Dictation equipment: The serial numbers of the equipment are recorded and verified annually as part of required equipment inventory. Records are kept of any repairs in the quality assurance files. The technical manager tests digital dictation equipment after repair, before it is used to record autopsy examinations.
	4. Autopsy rooms scales: See 6.2.6-6.2.12 below
	5. Microscopes: Cleaned and tuned every 2 years. Inventoried annually.
	6. Refrigerators and Freezers: Temperature is monitored daily and refrigerators and freezers are alarmed. After any repairs, the refrigerators and freezers are kept empty until specified temperature is reached and functioning is verified by the technical manager. All documentation of freezer/refrigerator repairs is kept in the quality assurance file. These appliances are inventoried yearly.
	7. Miscellaneous autopsy tools and saws. Continuously evaluated by the technical manager, with replacement as needed. Autopsy saws are inventoried yearly as capital assets.