

Mobile Medical Outreach Vehicle

Operations Check List

ADI Van # 34162

Important Contact Numbers:

- General vehicle questions: ADI, Dan LaFleur (19425 SW 89th Ave, 503/885-0886, call # 503/819-3081) When calling ADI, please reference van # 34162
- Maintenance questions: Northside Ford (503/282-7777)
- Operational questions: Wayne Centrone (503/535-3846 pager)
- Driver: Ben Hellerstein (503/535-3834)
- IT questions: Colin Bondi (503/535-3903)
- QA questions: Angie Hurley (503/535-3908)
- Outreach questions: Rebecca Adler (503/535-3832) or Jaisen Glogowski (503/535-3808)
- Insurance questions: Bill Aronson (503/535-3827)
- Billing questions: Shirene Iesalnieks (503/535-3863)
- Outreach mobile phone: 503/970-1852

Before each Outreach

- Acquire the vehicle keys from the Outreach Clinic Coordinator who was last responsible for the van
- Review the check list created by the previous shift coordinator; acquire supplies and inventory as listed on the “Check Out/In” sheet
- Keep in mind that the vehicle will either be parked on 13th Avenue in front of the agency or in the First United Methodist Church annex parking lot on 18th Avenue
- Perform a complete exterior and interior walk around/through – take special note of the vehicles tires, exterior compartment doors and interior “tie down” equipment
- Check the vehicle “fill” levels by using the panel located above the electric box
- Review the pharmacy supplies and take a minor inventory – re-stock as needed
- Ensure that the “float” lap top computer is locked in the lab/pharmacy cabinet above the autoclave
- Before starting the vehicle – check to ensure that the external mirrors are best positioned for the operator of the vehicle
- Activate the rear view monitor if operating in congested city traffic or backing out of a parking/storage space
- Allow time for the defroster fans to diminish the condensation on the windshield
- When moving the van in heavy traffic or congestion – always utilize two people: the driver and a spotter
- The key to safe driving of the Mobile Medical Vehicle is to always use the external mirrors and when in doubt . . . drive slowly!

At the Outreach Site:

- Park the vehicle in an area that allows for the proper use of the jacks

- Always aim to park in an area that will provide the jacks with a rather firm foundation to stabilize and level the vehicle – therefore, avoid parking on grass, muddy fields, etc. (when parking on an unstable terrain [e.g. grass field] – use wood blocks under the leveling jacks)
- Before lowering the jacks perform an exterior walk around
- **STARTING THE JACKS:**
 - Power-up the vehicle to the “accessory position” on the steering column
 - Fully engage the parking brake
 - On the panel located left of the steering wheel, press the top right hand corner button marked “power”
 - Re-press the power button a second time to initiate the jacks
 - The jacks will automatically sequence to the proper level in a four point configuration
- **RAISING THE JACKS:**
 - Power-up the vehicle to the “accessory position” on the steering column
 - Press the “store” button on the panel located left of the steering wheel; allow 10-15 minutes for the system to fully turn “off” the jacks
- Power up the generator to prepare for clinic operations: The generator is located on the drivers side of the vehicle in the furthest external storage panel
 - **STARTING** – before starting the generator, ensure that the “land line” cord is connected to the outlet unit of the generator (the “land line” and the outlet can be found in the storage compartment immediately to the left of the generator)
 - Before starting the generator – ensure that the fan is operational in both directions; This may be accomplished by toggling the fan switch (located on the right side of the generator control box) up and down – holding each position for 5-7 seconds (**NB:** “up” for one fan and “down” for the second fan)
 - The switch to “power” the generator is located in the top left hand corner of the control panel
 - The “starter” switch for the generator is located immediately to the right of the “power” switch
 - After both switches have been engage(d) the 50 amp circuit breaker flip must be moved into the upward direction; once operational – two yellow lights will illuminate in the lower right hand corner of the control panel
 - It is important to power down the generator before moving clinic outreach sites – this may be accomplished from the dash board of the drivers seat; This is a temporary “power” switch and will not provide the degree of attention necessary to turn off the generator in preparation for storing the vehicle overnight
- After the generator has been started prepare the examination rooms:
 - Walk through the “clinic” and unlock all the cabinets
 - Start and log into all computers
 - Ensure that power is available for the refrigerators, centrifuge, autoclave and specimen incubator

- Ensure that power is available for the Welch Allyn oto/ophthalmoscopes and the exam table light
- Place the illuminator heads onto the Welch Allyn units – these units can be located in the storage drawer of each examination room
- Remove all necessary equipment from the cabinets (i.e. tongue blades, cotton balls, etc.) and place on counter tops
- Remove all of the lab equipment and place on the counter tops in the lab area
- Ensure that the autoclave is “powered” and held in the temperature range of 20-30 degrees Celsius
- Restock the equipment and supplies
- Extend the awning –
 - Be certain that the awning has proper clearance before extending the unit
 - ALWAYS utilize the “wind smart” setting while using the awning
 - Set the default “wind smart” power selection at “low”
 - To extend the unit – depress the extend button
- Lock out the vehicle steps
- Invite patients

Basics

- The vehicle operates on regular unleaded gasoline (the least expensive at the pumps); the gas tank is located on the drivers side of the vehicle; the Liquid Propane Gas (LPG) tank is located on the passengers side behind the rear tire
- Oregon law requires that only **TWO** passengers are in the vehicle while driving; It is important to sign-up for Flex Car services (or agency van when available) for every clinic outreach that involves more than two people
- Before starting the vehicle a general “walk around and through” (that includes checking the external and internal compartment doors of the van, tires, generator, levelers, etc.) should be performed
- **Be careful when engaging the Emergency Brake** – the brake release handle is in close proximity to the brake foot pedal. If you push the brake and the handle together you will break the handle and inactivate the leveling jacks system.
- Servicing of the vehicle should be accomplished by the following vendors:
 - **Every 3,000 miles:** Oil and general maintenance - Northside Ford (6221 NE Columbia Blvd, 503/282-7777); Call for an appointment
 - **As needed:** Tire repair and replacement – Les Schwab Tires (2952 NE Sandy Blvd, 503- 231-8290) (NOTE: Before phoning Les Schwab for a tire repair – reference the tire size that is delineated on the sticker located on the bottom of the drivers side door)
 - **As needed:** Equipment repair – ADI, Dan LaFleur (19425 SW 89th Ave, 503-885-0886, call # 503/819-3081) When calling ADI, please reference van # 34162
 - **As needed:** Graphics repair – Kolorwerx, Kevin Mead (725 SE 9th, Suite 1, 503-702-1294)

- **As needed:** Liquid Propane Gas (LPG) – Ladd’s Shell 1525 SE Ladd Ave Portland, OR 97214 (503/233-4249)
 - **Monthly:** The generator oil must be changed every 200 hours (clock counter can be found on the front of generator); this may be accomplished through Camping World (26875 SW Boones Ferry Rd. Portland, OR 97070 1-503-682-0752); Call for an appointment
 - **Weekly:** The water level in the generator must be checked every week; The water reservoir is clearly visible from the front of the generator and displays demarcation lines for levels of fluid contents (DO NOT OVER FILL); This should be accomplished by an Outreach Clinic Coordinator
 - **Weekly:** The van waste water should be dumped by an Outreach Clinic Coordinator; Waste water disposal – Flying J (I-84 at Exit 17, 400 NW Frontage), Town & Country (9911 SE 82nd (503)771-1040)
 - **Weekly:** The engine oil, coolant and transmission fluid should be checked by an Outreach Clinic Coordinator
 - **As needed:** Towing – call insurance broker (Dick Newland 503/2956374)
 - **As needed:** General equipment and parts – Camping World, (503) 682-0752, 26875 SW Boones Ferry Rd, Wilsonville, OR; www.campingworld.com/
- “Hidden” keys are located in the following locations:
- Door Key – in the LPG compartment on the far right side
 - Ignition Key – in the overhead compartment located on the passenger side of the vehicle above the side window

Electric Panel

- Check the battery level by turning off the battery charger and utilizing the monitor on the wall above the electric panel (the charger must be “OFF” or you will receive false readings)
- Check the “green” light for electric/power to the panel: the lights will remain illuminated if there is adequate power to the panel.
- The electric/power panel has two components: Grey box – AC electric for the entire coach and Black box – DC electric for the vehicle.
- Check the battery function by turning on the lights in the vehicle
- Check the water heater – Two 240V circuits in the electric panel (DO NOT leave on overnight) – to ensure that the power is off
- If the vehicle has not been running off of an external power source (i.e. plugged into a building or power source) – the auxiliary battery will automatically operate to keep the refrigerator operational for a period not to exceed 24 hours

Electric Source

- It is very important to check the voltage (by using the volt meter located in the storage compartment on the dash board of the vehicle) before connecting to any new power source
- When checking the AC voltage of a new power source – every item in the vehicle should be shut off (with the exception of the battery charger)

- An extension cord for a standard 120V AC power outlet is located in the external compartment of the vehicle immediately adjacent to the generator hold; the connection requires that an adaptor is placed on the end of the extension cord
- It is important to remember that this is a 110v-15 amp power source and can not be used to run the entire vehicle; ONLY a 50 amp, 120/240v power source (as per the generator or a specific power converter) can be used to power the entire vehicle
- A note about power for the vehicle - When you power on the generator during the day, the top right column breaker is the battery charger. If you are charging during the day the batteries will last between 24-60 hours (with the refrigerators running); it is very important to be mindful of the power resources of the vehicle and utilize an external power source whenever possible

Water

- Check the water level of the monitor control panel located above the electric panel
- Always ensure that the water tanks are full on Monday before a clinic outreach to Rose Haven; use the water spout at OI to fill the tanks; NEVER fill the *fresh* water tanks before first emptying the *gray* water tanks; the tanks will require filling every week during the summer months and approximately every 10 days during the winter.
- Turn “on” the water pump as located on the monitor control panel above the electric panel
- Turn “on” the water heater at the circuit breaker on the electric panel
- Turn “on” the red switch labeled “Water Heater” adjacent to the electric panel

Generator

- The generator is located on the drivers side of the vehicle in the furthest external storage panel
- Once per week the oil in the generator should be checked
- The oil/filter must be changed in the generator every 200 hours; This may be accomplished at Camper World in Wilsonville or ADI. The generator hours are tracked via a small “counter” located on the front of the generator motor.
- The water level in the generator must be checked every week; The water reservoir is clearly visible from the front of the generator and displays demarcation lines for levels of fluid contents (DO NOT OVER FILL)
- Please review the maintenance manual (located in the glove box of the vehicle) for further recommendations
- STARTING – before starting the generator, ensure that the “land line” cord is connected to the outlet unit of the generator (the “land line” and the outlet can be found in the storage compartment immediately to the left of the generator)
- Before starting the generator – ensure that the fan is operational in both directions; This may be accomplished by toggling the fan switch (located on the right side of the generator control box) up and down – holding each position for 5-7 seconds (**NB:** “up” for one fan and “down” for the second fan)

- The switch to “power” the generator is located in the top left hand corner of the control panel
- The “starter” switch for the generator is located immediately to the right of the “power” switch
- After both switches have been engage(d) the 50 amp circuit breaker flip must be moved into the upward direction; once operational – two yellow lights will illuminate in the lower right hand corner of the control panel
- It is important to power down the generator before moving clinic outreach sites – this may be accomplished from the dash board of the drivers seat; This is a temporary “power” switch and will not provide the degree of attention necessary to turn off the generator in preparation for storing the vehicle overnight
- To turn “off” the generator – please follow the above steps in reverse order
- The generator will burn approximately 1.0-1.3 gallons of gasoline per hour of operation

Sewage

- The sewage compartment is located on the drivers side of the vehicle
- Dumping the “gray” or “black” water on the vehicle requires a visit to one of the following disposal sites: Town & Country RV Park (located at 9911 Southeast 82nd Avenue), Flying J Travel (Exit 17 on I-84 Eastbound) The sewage water should be dumped every week
- Dumping the “gray” or sink water requires two people – one to spot and another to drive
- Remove the hose (located in the external storage compartment marked *sewage*), place the hose in the dump hole, connect the hose to the outlet valve, release the damper
- ALWAYS wear rubber gloves **AND** safety glasses (found in the sewage compartment) while dumping the waste water **AND** always rinse the hose after dumping

Engine

- Oil, coolant and transmission fluid should be checked every month (the dip sticks are clearly marked in the engine compartment of the vehicle)
- The oil must be changed every 3,000 miles
- Northside Ford is the service center that we utilize for oil changes and engine related repairs

Leveling Jacks

- Always aim to park in an area that will provide the jacks with a rather firm foundation to stabilize and level the vehicle – therefore, avoid parking on grass, muddy fields, etc. (when parking on an unstable terrain [e.g. grass field] – use wood blocks under the leveling jacks; the wood blocks are located in the external storage compartment of the vehicle on the passenger side)
- Before lowering the jacks perform an exterior walk around

- First thing before heading home after completing a clinic is to start the jacks AND ensure that you complete an external walk around before leaving the site – looking for any hazards or obstructions to moving the vehicle
- **STARTING THE JACKS:**
 - o Power-up the vehicle to the “accessory position” on the steering column
 - o Fully engage the parking brake
 - o On the panel located left of the steering wheel, press the top right hand corner button marked “power”
 - o Repress the power button a second time to initiate the jacks
 - o The jacks will automatically sequence to the proper level in a four point configuration (four point configuration means that all four corners of the vehicle – under the vehicle wheels – will be securely positioned in a level position)
- **RAISING THE JACKS:**
 - o Power-up the vehicle to the “accessory position” on the steering column
 - o Press the “store” button on the panel located left of the steering wheel; allow 10-15 minutes for the system to fully turn “off” the jacks

Heating

- Three forms of heat are accessible in the vehicle: electric “toe kick” heaters, ceiling heat pump and LPG/base heaters
- Thermostats are located in the front and rear exam spaces; the front thermostat controls will allow you to run both gas and electric heat (but do not control, for the “toe kick” heaters)
- Use the electric “toe kick” heaters for the front of the vehicle and LPG heat for the back (it will accommodate a larger space in a quicker time frame)
- NOTE: Always set the storage heat at 40 degrees Fahrenheit to prevent freezing the external storage compartments

Liquid Propane Gas (LPG)

- LPG levels can be checked with the
- The LPG tanks are a reservoir of fuel that can be used to heat the vehicle
- The LPG tanks burn at a rate of approximately 1.2 gallons per hour of operation (the holding tank has approximately 25 gallons of fuel)
- The responsibility for physically filling the tanks is the gas stations; the compartment for the LPG is located on the drivers side of the vehicle
- It is Oregon state law that all passengers must exit the vehicle when the LPG tanks are being filled
- LPG Tanks can be filled at the Shell gas station located at: 1525 SE Ladd Ave Portland, OR 97214 (503/233-4249)
- In the Fall/Winter – weekly filling of the LPG gas take should take place on Friday mornings; in the Spring/Summer – monthly checks of the levels will dictate fill schedules.

ADA Wheelchair Lift

- *Operating the lift:*

- Close side entry van door on the passenger side of the vehicle
- Turn on lift at the top of the control panel located in the compartment immediately to the right of the van entrance
- Remove the remote control from the compartment
- Open the ADA lift door from the interior of the vehicle (the door is opened just like any passenger vehicle door)
- Follow control switches
- Raise the guard rails on the lift platform – pull up side rails and push in lock pin to stabilize
- Lower lift to ground
- Extend ramp
- Position patient on lift and lock wheels of chair
- Push the “up” button and the patient will be elevated into the vehicle
- *Storing the lift:*
 - Lower lift to ground
 - Lower the guard rails – left rail first
 - Push “store” button on remote control

Retractable Awning

- Control panels for the awning are located to the right of the electric panel inside the van
- Be certain that the awning has proper clearance before extending the unit
- ALWAYS utilize the “wind smart” setting while using the awning
- Set the default “wind smart” power selection at “low” (Wind Smart is a power setting that electronically adjusts the awning in accordance to the wind; if the wind is too strong (as dictated by the setting of the “Wind Smart” unit) the awning will automatically retract)
- To extend the unit – depress the extend button
- To retract the unit – depress the retract button
- Be sure to power down the unit after fully retracting the awning

Vehicle Steps

- The vehicle steps are on an automatic retract setting – this is set to reposition the steps in store mode when the door is closed; this function may be overridden by selecting the “lock-out” mode on the control panel; the control panel is located above the awning controls to the right of the electric panel.
- The doors will automatically retract – regardless of the “lock-out” function when the vehicle is placed into drive, if the door is closed

Maintenance Schedule (maintenance should be facilitated by the Outreach Coordinator designated for the weeks maintenance)

WEEKLY

- Check engine oil, transmission, and fluids (Refer to Ford F53 owners manual)
- Check generator engine oil – DO NOT OVERFILL (ADI 12.5 Gen-Set uses 3 to 3.25 quarts 10w-30w Mobile One motor oil, add slowly)

- The van waste water should be dumped by an Outreach Clinic Coordinator
- The engine oil, coolant and transmission fluid should be checked by an Outreach Clinic Coordinator
- The van should be inspected for damage and equipment failure; this should include a thorough “walk through” the vehicle and examination of the external storage compartments.
- Always ensure that the water tanks are full on Monday before a clinic outreach to Rose Haven; use the water spout at OI to fill the tanks; NEVER fill the *fresh* water tanks before first emptying the *gray* water tanks; the tanks will require filling every week during the summer months and approximately every 10 days during the winter.
- Assure that the agency van is reserved for outreach clinic sites that require the transport of more than two persons in the mobile medical vehicle. The agency van can be reserved through Bill Aronson at 503/535-3827.
- In the Fall/Winter – weekly filling of the LPG gas tank should take place on Friday mornings; in the Spring/Summer – monthly checks of the levels will dictate fill schedules.

MONTHLY

- Have tires checked
- Check main engine battery fluid levels (Use only distilled water or electrolyte, use Hydrometer to check battery cells)
- Check auxiliary battery fluid levels
- Check generator coolant when cold.
- Lubricate Kwikee automatic folding step joints with Kwikee lube.
- Wash van and check for roof damage or leaks

OTHER

- Change oil and filter on generator engine (every 100 hours – this is equivalent to 6000 miles)
- Maintain Ford components as per manufacturing requirement outline in your owner’s manual.

OUTSIDE IN MEDICAL OUTREACH

Mobile Medical Vehicle “Check Out/In”

Date: _____

Name: _____

Location of Outreach: _____

Supplies needed: None See below See back of page

Medication	Strength	Amount

Supplies	Amount/Number

Issues/Problems from last outreach:

Parking: Goose Hollow Outside of agency Other: _____

Please note: This form is to be completed after every outreach clinic; the form should be placed on the desk of the coordinator responsible for the next scheduled outreach event.