
ELECTRONICS DEPARTMENT

to identify, assess and monitor the condition of equipment it is the responsibility of the appropriate departments to ensure that the equipment is maintained in a safe condition and that any necessary repairs are carried out in a timely manner. The following procedures should be followed to ensure that the equipment is maintained in a safe condition and that any necessary repairs are carried out in a timely manner.

The following procedures should be followed to ensure that the equipment is maintained in a safe condition and that any necessary repairs are carried out in a timely manner:

- 1. Regular inspection and testing of equipment.
- 2. Immediate reporting of any faults or defects.
- 3. Prompt action to be taken to rectify any faults or defects.
- 4. Regular maintenance and servicing of equipment.
- 5. Use of qualified personnel for all repairs and maintenance work.
- 6. Regular safety checks and audits.
- 7. Regular training and awareness raising for staff.
- 8. Regular communication and reporting to the appropriate authorities.
- 9. Regular review and update of safety procedures.
- 10. Regular consultation with the Health and Safety Commission.

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Sacramento City Unified School District

5.7.12 The Supervisor will maintain copies of the completed Work Orders and Fire Alarm Test Reports. The Supervisor will review new repair requests arising from the Preventive Maintenance inspection and will generate the appropriate Work Orders.

5.7.13 Supervisor will forward completed Preventive Maintenance Work Orders to the Facilities Maintenance Office.

6.0 ASSOCIATED DOCUMENTS:

6.1 Electronics Department Fire Alarm System Test and Inspection Report form

6.2 Site Plans

6.3 Electronics Department Preventive Maintenance Task Lists

6.4 Electronics Department Site Survey

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Routine Work Orders	Electronics Office	1999 - current	Dispose as desired	Access limited to Maintenance
PM Work Orders	Electronics Office	2000 to current	Dispose as desired	Access limited to Maintenance

8.0 REVISION HISTORY:

Date: Revised 1870d