

UNIVERSITY OF TOLEDO

SUBJECT: TAGGING OF DEFECTIVE EQUIPMENT

Procedure No: S-08-039

PROCEDURE STATEMENT

Defective equipment shall be so identified by tag, reported, removed from service and not used until repaired.

PURPOSE OF PROCEDURE

To establish guidelines pertaining to the tagging of defective equipment to ensure that defective equipment is reported, removed from service, and not used until repaired.

PROCEDURE

Any staff member discovering defective equipment shall:

- Remove it from service
- Tag the equipment whenever possible with a "Do Not Use" tag
- Report it to the appropriate supervisors or department head.

Tags may be obtained from Receiving/Stores.

Supervisors and department heads shall:

- Assure that tagged equipment is not used until repaired.

In patient care areas:

- Report defective equipment to the appropriate repair service, either Facilities Maintenance for non-patient care equipment (Ext. 5353 OR Ext. 1000 on Main Campus) or Technology Support Services (Ext. 4899 on HSC) for patient care equipment.

Repair services shall:

- Repair defective equipment, conduct safety and operational tests, complete appropriate documentation, and return unit to service.

Source: Safety & Health Committee

Effective Date: 6/8/92

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1/27/99
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