

| <b>UNIVERSITY OF TOLEDO<br/>FACILITIES AND CONSTRUCTION</b> |  |   |                      |
|---|--|---|----------------------|
| <b>Section:</b>   | <b>Administrative</b>                                | <b>Effective Date:</b>                  | <b>January, 1980</b> |
| <b>Subject:</b>   | <b>Defective Equipment<br/>(Non-Patient Related)</b> | <b>Standing Operating<br/>Procedure</b> | <b>ADM-54</b>        |

**Standard Operating Procedure**

Specific procedures will be followed to notify potential users of defective equipment.

**Purpose**

To ensure all defective equipment is tagged as being defective, removed from service, and repaired.

**Procedure**

1. All equipment, which is found to be defective, will be immediately tagged as defective by utilizing the red tags located within the maintenance shop.
2. The appropriate Facilities Maintenance Manager or Supervisor shall be notified immediately once equipment has been tagged defective.
3. The Facilities Maintenance Manager or Supervisor will in turn notify the Department Head responsible for the equipment being tagged defective.
4. The servicing technician shall note, on preventive maintenance form, who was notified if appropriate.
5. If the defective equipment is found after regular working hours, the Central Control Operator shall notify the maintenance staff on duty and/or the appropriate Manager or Supervisor.

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Authorized by:

Revision and/or Review Date:

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Revision: June 1990  
 Reviewed: April 1991  
 Revision: April 1992  
 Reviewed: May 1993  
 Revision: June 1994  
 Reviewed: December 1995  
 Reviewed: April 1998  
 Revision: February 2001  
 Revision: January 2003  
 Revision: March 2006  
 Revision: July 2008

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