


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-12
Subject:	Power Transutube System-Notification of System Malfunction	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All maintenance on the system will be performed by the Facilities Maintenance Department. Maintenance on the power transutube system will be made in accordance with the manufacturer's recommendations.

Purpose

To ensure that the system is properly maintained.

Procedure

1. Any irregularities in the system should be reported to the Facilities Maintenance Department, extension 383- 4298, who will make the necessary repairs. Should problems arise between 5:00 p.m. and 7:00 a.m., weekends or holiday, contact the Central Control at extension 383-5353 or 383- 4298, who will notify the appropriate personnel.