


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-54
Subject:	Defective Equipment (Non-Patient Related)	Effective Date:	January 1980
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

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.