UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION

Section: Administrative Procedure Number: ADM-54 Effective Date: January 1980

Subject: Defective Equipment
(Non-Patient Related)

Revised Date: October 2016 Facilities Officer: Uy Reviewed Date: February 2023
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

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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.
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