

File drawers must be emptied prior to repair work being performed.

Purpose

To reduce or minimize the risk of injury to the facilities maintenance employee.

Procedure

File drawers must be emptied by the requesting department prior to the start of repair work. File drawers should be emptied

starting at the top drawer and moving downward from there until you encounter the stuck or broken drawer. Facilities will assist at this point but will not empty contents.

The requesting departments are responsible for the removal and replacement of all file contents.