
ELECTRONICS DEPARTMENT

to identify, assess and monitor the condition of equipment it is the responsibility of the particular schools to follow the procedure set out in this document. To ensure that the equipment is in good condition and to maintain them in a safe and reliable condition, the following measures should be taken:

- The equipment should be inspected regularly.
- The equipment should be maintained in accordance with the manufacturer's instructions.
- The equipment should be repaired or replaced as soon as it is found to be defective.
- The equipment should be stored in a safe and secure place.
- The equipment should be used in accordance with the manufacturer's instructions.
- The equipment should be used in a safe and secure manner.
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The following measures should be taken to ensure the safety of the equipment:

- The equipment should be inspected regularly.
- The equipment should be maintained in accordance with the manufacturer's instructions.
- The equipment should be repaired or replaced as soon as it is found to be defective.
- The equipment should be stored in a safe and secure place.
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ELECTRONICS DEPARTMENT (MOP-W006)
Sacramento City Unified School District

5.7.12 The Supervisor will maintain copies of the completed Work Orders and Fire Alarm Test Reports. The Supervisor will review new repair requests arising from the Preventive Maintenance inspection and will generate the appropriate Work Orders.

5.7.13 Supervisor will forward completed Preventive Maintenance Work Orders to the Facilities Maintenance Office.

6.0 ASSOCIATED DOCUMENTS:

6.1 Electronics Department Fire Alarm System Test and Inspection Report form

6.2 Site Plans

6.3 Electronics Department Preventive Maintenance Task Lists

6.4 Electronics Department Site Survey

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Routine Work Orders	Electronics Office	1999 - current	Dispose as desired	Access limited to Maintenance
PM Work Orders	Electronics Office	2000 to current	Dispose as desired	Access limited to Maintenance

8.0 REVISION HISTORY:

Date: Revised 1870d