Non-Working Equipment Standard Operating Procedure

Department: Facilities Management
Date: 12/19/2022
Sign Off: Director, Facilities Management

Objective
To provide detailed instructions for corrective action of non-working equipment.

Scope:
For the breakdown of machinery, equipment or facility infrastructure.

Responsibility
Operator or technician.

Warning
Proper P.P.E. must be worn while performing this procedure.

References
See the ownership manual of the equipment.

Time
~30-60 minutes

Procedure
1. Remove any debris on the roof or in the gutters
2. Assess the flat portion of your roof for punctures, cracks, and blisters
3. Assess the sloped portion of your roof for deformed edges, buckled shingles, metal corrosion, curling, and granule loss on the shingles
4. Assess all drains and vents to ensure they are working properly and have no clogs
5. Inspect chimney and vents
6. Look at the ceilings inside your facilities and check for cracks, water stains, and water leaks
7. Ensure there are no missing shingles or tabs
8. Check for any metal corrosion
9. Check for surface deterioration on the exterior wall surfaces

It System Maintenance Sop Example

Christian G. Meyer

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