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# ELECTRONICS DEPARTMENT

to identify, assess and maintain the condition of equipment it is the responsibility of the individual responsible for the equipment to ensure that it is maintained in a safe condition. It is the responsibility of the individual responsible for the equipment to ensure that it is maintained in a safe condition. It is the responsibility of the individual responsible for the equipment to ensure that it is maintained in a safe condition.



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ELECTRONICS DEPARTMENT (MOP-W006)

Sacramento City Unified School District

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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