



**Facilities Operations
Policy Statement
OP-11
General Maintenance**

1. Employees shall not attempt to maintain or repair a piece of equipment or system without having had appropriate training.
2. The maintenance and repair of equipment and building systems shall be performed by properly trained and skilled employees (qualified). Employees who are untrained, unfamiliar and lacking the skill to properly maintain or repair a piece of equipment or building system shall refrain from attempting to do so without the guidance and direct supervision of a “qualified” individual.
3. “Qualified Individual”
 - a) An individual who has received training and demonstrated competency in the field of work or trade. Degrees and certificates are often indicators of training and competency.
 - b) Must possess the knowledge and skills necessary to distinguish the hazards associated with the work and the surroundings within which the work may typically occur.
 - c) Must be trained and completed in the proper use of special precautionary techniques, personal protective equipment and specialized tools and equipment required to safely perform the work.
 - d) Must be aware of and competent in the use, handling and disposal of hazardous materials including cleaning fluids, chemicals, gases and other compounds which may be used or created during the execution of the work.
4. If you are in doubt as to your qualifications to perform a certain type of work or specific assignment, review the assignment with your supervisor. Your supervisor will review the assignment with you to determine if you possess the special knowledge, skills and abilities required to complete the task in accordance with this policy.
5. All supervisors are to review this policy with their staff and have them acknowledge the same by signing a copy. Supervisors to retain in the employee’s file and forward copy to M&O Administrative Assistant for filing.

Acknowledgements:

Name: _____



Lee Snodgrass
Facilities Operations Director