

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Equipment Maintenance	Code: HS016
		Date of Issue: November 2013
		Revised:
		Page 1 of 1

PURPOSE:

To outline our requirements as to Equipment maintenance as recommended by the Manufacturer/Industry performed by independent qualified service providers.

PROCEDURE:

Records of Inspections shall be maintained within the Health and Safety Inspections for the homes and/or supported by invoices for services rendered.

Fire Extinguishers – Yearly service and inspection.

Lifts - Yearly Inspection

Furnace – As recommended by manufacturer

Office equipment – As required