

	Engineering & Facilities Policies and Procedures	Number 222.00
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1. INSTRUCTIONAL INFORMATION FOR THE OPERATIONS EQUIPMENT

Industry has long recognized the need for providing operators with information concerning the use of equipment. Manufacturers have responded to this need by issuing various operating instructions and maintenance manuals. Too often these are regulated to file cabinets and bookcases remote from the equipment.

Accordingly henceforth, it shall be the policy that when new equipment is received, one copy of the Operating instructions and Maintenance Manual will be placed in the shop that has responsibility for the equipment, a copy in the space where the equipment is physically located, and a copy will be delivered to MUSC Maintenance Manager or the Assistant Maintenance Manager.

Operating instructions and maintenance manuals for equipment in place shall be redistributed to comply with the foregoing policy. Shop foreman shall inform shop personnel of the ready availability of these manuals.

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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

Approved By:		Effective Date:
<hr/> John C. Malmrose Chief Facilities Officer Engineering & Facilities	<hr/> John Wilson Facilities Operations director Engineering and Facilities	January 1, 2006