
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Overall Facility Maintenance	Number: M13-PR-200-042	
	Owner: Robert D. Willis	Revision: 0	
	Effective Date: 05/30/2013	Page: 1 of 1	

1.0 Purpose

Define the facility maintenance program for Giles Chemical.

2.0 Scope

Facility Maintenance will be performed based on the defined procedures listed under reference documents.

3.0 Responsibility

The Maintenance Manager is responsible for administrating the facility maintenance program for all Giles facilities.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community. Contractors are required to follow all established safety requirements when working on company property.

5.0 Materials/Equipment

N/A

6.0 Procedure:

Facility maintenance procedures will be administered based on established SOP and schedules as follows:

Grounds Maintenance SOP	Annually	M13-PR-200-025	
Grounds Inspection	Annually	M13-FM-200-025	
Annual Roof Maintenance SOP	Annually	M13-PR-200-037	
Roof Inspection	Annually	M13-FM-200-037a	
Gutter Inspection	Semi-annually	M13-FM-200-037b	

7.0 Reference Documents

N/A

8.0 Change Information

New Document

Controlled Document

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