
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Annual Roof Maintenance	Number: M13-PR-200-037	
	Owner: Robert D. Willis	Revision: 0	
	Effective Date: 05/30/2013	Page: 1 of 1	

1.0 Purpose

This procedure defines the annual roof inspection program at Giles Chemical.

2.0 Scope

This procedure applies to the building roofs at the Repackaging Facility and Manufacturing facility. This procedure shall be performed annually.

3.0 Responsibility

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

4.0 Safety Considerations

Contractors are required to follow all established safety requirements when working on company property.

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.

5.0 Materials/Equipment

- Ladder

6.0 Procedure:

1. Visual inspections will be performed and indications of any issues will be noted on the roof inspection form
2. Any roofing issues will be noted on the report and scheduled with roofing contractors appropriately bonded and insured for both repairs and re-roofs.

7.0 Reference Documents

<i>Roof Inspection form</i>	<i>(M13-PR-200-F037a)</i>
<i>Gutter Maintenance form</i>	<i>(M13-PR-200-F037b)</i>

8.0 Change Information

New Document

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