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| Equipment Maintenance | | | | | Task: | Ladders and Tools | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
|  | | | | | | |
| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **Ladders**   * Inspect ladders for broken rungs, loose hinges, bent braces or other defects. Remove defective ladders. * Check that the feet are in good condition. * Check that all attachments are in good condition. * Check that the ladders are sturdy and stable when setup for use. * Clean the ladder.   **Tools – Hand**   * Check for any obvious sign of damage or if the tool is worn to the point of being dangerous and repair or replace as needed.   **Tools & Equipment – Electric**   * Inspect the tool casing and guards for any damage and that screws or bolts are tight. * Examine power tools for damaged parts and frayed/cut electric cords. All power tools must be grounded or double insulated. Repair defective power tools and cords immediately or remove from the Kingdom Hall. * Check condition and proper operation of attachments for each tool. For example, if the tool uses saw blades, check that the guard and blade holder are in good condition. * Check brushes, cords, switches, plugs, wires, etc. * Check for unusual noise during operation and repair or replace as needed. * Inspect for any debris attached to the tool and clean thoroughly. * Clean the cables with a damp (not wet) cloth. * Check plugs and sockets and repair or replace as needed. * Examine cable for damage or signs of crushing and repair or replace as needed.   Cables and Extension Cords   * Clean the cables with a damp (not wet) cloth. * Check plugs and sockets and repair or replace as needed. * Examine cable for damage or signs of crushing and repair or replace as needed. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |