

DAMAGE & ISSUE ESCALATION SOP

Reporting & Escalation Standard
PREVIEW — EXCERPT

GENERAL RULES

- When in doubt, escalate
- Do not attempt to fix damage

WHAT COUNTS AS DAMAGE

- Broken or cracked items
- Stains that do not clean normally

SAFETY ISSUES

- Broken glass or exposed wires
- Gas odors or water leaks

ESCALATION PROCESS

- Photograph the issue
- Notify manager immediately

This is a partial preview. The full SOP Kit includes complete procedures, escalation rules, version control, and enforcement standards.

PREVIEW