



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective May 9, 2005, Revised August 12, 2020**  
**Reviewed July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 4.004**

### **Subject: Procedure for Inspecting Electric Cleaning Equipment**

**Purpose and Scope:** To ensure personnel have the knowledge to properly inspect electrical appliances for safe operation and when to remove them from operation.

#### **Procedures:**

1. Inspect power cord. Check for frays; missing insulation or bare wire; bent, loose or damaged prongs on plug; cord clamps loose or missing. Make sure if appliance has a ground, that it is connected. All portable equipment, appliances and power tools should have a 3-prong plug or a manufacturer's label stating that it is double insulated.
2. Inspect for any evidence of overheating, (e.g. burn marks or discoloration)?
3. Inspect wheels and casters. Look for cracks in wheel; worn out bearings or shafts; seized wheels or casters.
4. Inspect switches. Check for tightness and full throw of the switch. Ensure there are no exposed wires or terminals that would cause a shock.
5. Inspect guards and covers. Make sure guards are in place and functional. Check covers to ensure they are tight and not cracked. If guards are missing, remove from operation until repaired or replaced.
6. Inspect structural integrity. Check handles and bushing to see if they are worn out or bent. Make sure containers and dispensers are not cracked or leaking. Inspect dispenser's caps or lids for tightness or leaks. Check hose connections for missing clamps, clogs or damage.
7. If an appliance or tool repeatedly blows a fuse, trips a circuit breaker, or if it has given you a shock, unplug it, and report it to your supervisor to have it picked up, secured and checked by a qualified technician.
8. Supervisor or Environmental Services Specialist will pick-up damaged equipment for secondary inspection and/or repair. A temporary unit will be provided for custodial staff use.
9. Upon completion of inspection, if unit is deemed non-repairable, the supervisor should remove it from service and provide a safe replacement until a permanent replacement can be made.



**Developed by: Buildings & Grounds Management**

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