

Daily Journal

Purpose: To establish and implement a standard procedure to record and maintain a permanent record of significant occurrences in the operation of the Environmental Services Department.

Discussion: Each maintenance shop supervisor and custodian supervisor will maintain a daily journal. The supervisor will ensure that the following information is contained in the daily journal:

1. The entity of major equipment and machinery inoperative due to failure.
2. Enter all personal injuries with an incident report.
3. Enter any safety hazards and corrective action taken.
4. Enter Lock-out/Tag-out information.
5. Enter service calls by contractors and inspectors visiting the facility and purpose of visit.