
FACILITIES MAINTENANCE DEPARTMENT CALIBRATION OF
UNDERGROUND PIPE LOCATION EQUIPMENT (MOP-P010)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to describe the process for calibrating the Underground Pipe Location Equipment for Sacramento City Unified School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Plumbing, Supervisor

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Facilities Maintenance

4.0 DEFINITIONS:

- 4.1 Underground Pipe Location Equipment – Device used to locate underground pipes when excavation is to be done at sites. This device enables District personnel to locate utility pipes underground that would other wise be impossible to find without excavation of the site.

5.0 PROCEDURE:

- 5.1 Underground Pipe Locator will be tested for accuracy and re-calibrated if necessary annually.
 - 5.1.1 The Underground Pipe Locator is used at school sites on request, whenever excavation is to be done.
 - 5.1.2 Sacramento City Unified School District keeps copies of written requests on file.
- 5.2 The testing and re-calibration of the Underground Pipe Location Equipment is performed by a reputable company, that is equipped to do such work.
- 5.3 Retain receipt of payment and/or copy of certificate of calibration and enter this notice when device was tested on the required annual logs.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Certificate of Calibration and/or receipt of payment.
- 6.2 Copy of repairs needed (if there are any).
- 6.3 Underground Pipe Location Equipment Inspection and Maintenance Report.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Certificate and/or Receipt of Payment	Plumbing Office Maintenance Files	Continuous	Dispose as desired	Locked Office w/Access limited to Supervisor IV & his/her Assistant ;

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial Release

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