	Inspection / Maintenance Procedure	
	Doc Number GAC - MP - 001	Revision Date : 25 Dec 2018 Revision : 1

The users are expecting to use manufacturers' manual to maintain their assets. These general maintenance procedures to test/inspect assets where no specific manuals are available. When using these procedures, remember that these documents may not specify every single detail of your asset.

Scope: Scope of these procedures cover most residential and/or commercial fixed assets. For mobile assets (like car, bike, RVs etc.) recommend to follow manufacturers' manuals. For pets and human assets recommend to follow medical professionals' recommendations.

How to use: To use maintenance procedure of any asset go through page by page or able to download the procedure and also can print from the link below

[Cabinet](#)

[Vanity](#)

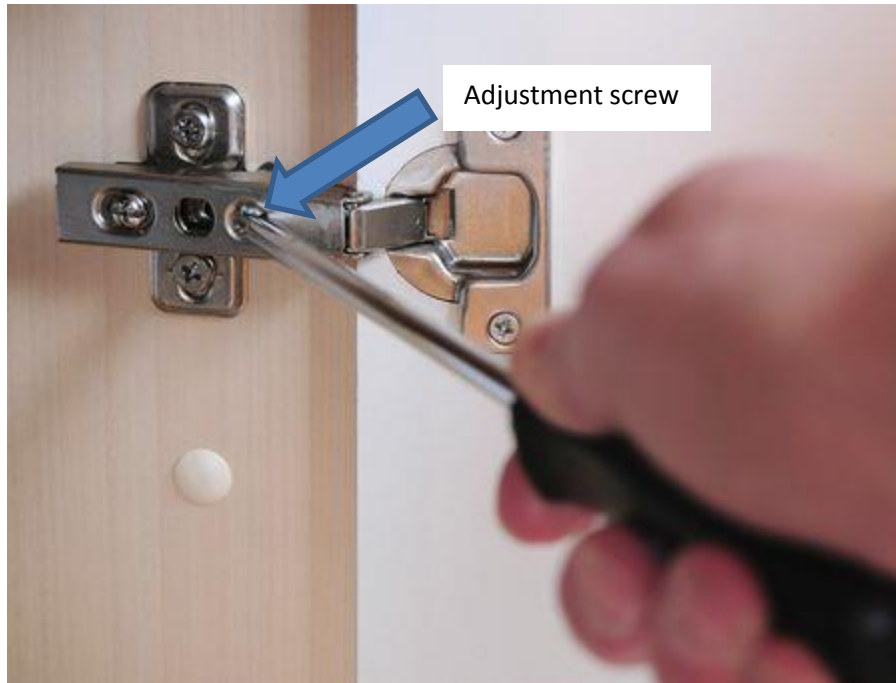
Test/Inspect Cabinet

Asset Category: Cabinet

Asset Criticality: Replace when broken (Run to failure).

Scope	General maintenance procedure to test/inspect cabinet where no specific manual available.
Precautions	<ul style="list-style-type: none"> • Review manufacturers' manual for work and safety requirements • Complete hazard / risk assessment prior to any maintenance / inspection / testing work • Note: Do not use any chair with wheel
Tool Required	<ul style="list-style-type: none"> • Step ladder • Screw drivers • Use proper PPE (e.g. Safety Glass & Gloves)

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Visual check to see if any loosen screws in the hinge of the cabinet door and tighten them
1.2	Check cabinet door alignment. If miss-aligned, adjust them with adjustment screws.



Common Failure & Troubleshooting

Failure	Troubleshooting
Loosen screws	Tighten screws
Hinge off	Re-install in correct position
Door miss-align	Align with adjustment screw

End of Maintenance Procedure

Test/Inspect Vanity

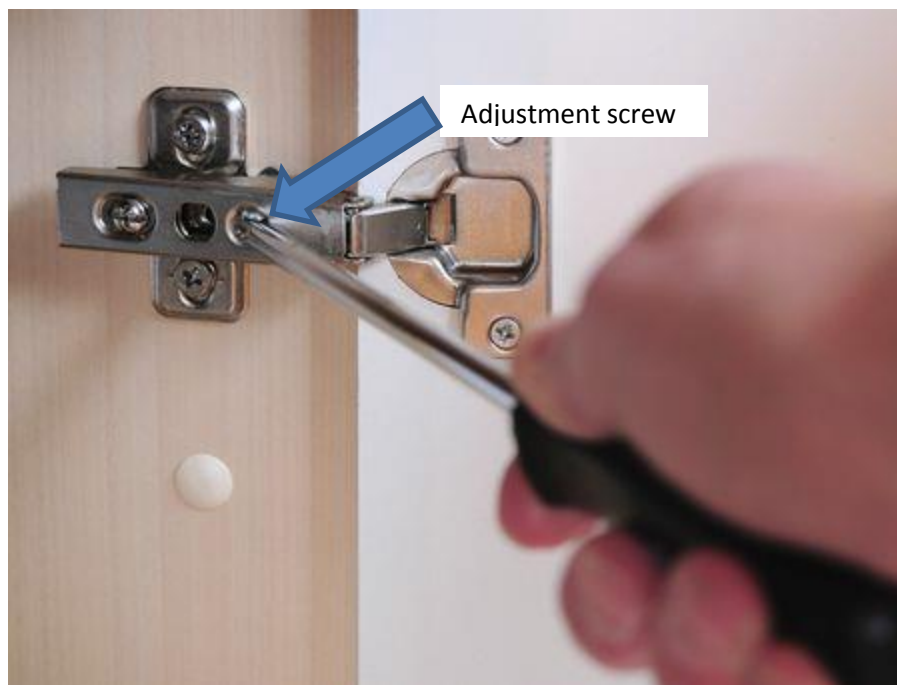
Asset Category: Cabinet

Asset Criticality: Replace when broken (Run to failure).

Scope	General maintenance procedure to test/inspect vanity where no specific manual available.
Precautions	<ul style="list-style-type: none"> Review manufacturers' manual for work and safety requirements Complete hazard / risk assessment prior to any maintenance / inspection / testing work
Tool Required	<ul style="list-style-type: none"> Screw drivers Use proper PPE (e.g. Safety Glass & Gloves)

Maintenance / Inspection / Testing Steps

Step	Action
1.1	Visual check to see if any loosen screws in the hinge of the vanity door and tighten them
1.2	Check vanity door alignment. If miss-aligned, adjust them with adjustment screws
1.3	Check drawer guide



Common Failure & Troubleshooting

Failure	Troubleshooting
Loosen screws	Tighten screws
Hinge off	Re-install in correct position
Door miss-align	Align with adjustment screw

End of Maintenance Procedure
