



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

[Carpet Floor](#)

[Hardwood and Laminate Floor](#)

[Tile Floor](#)

[Vinyl Floor](#)

Test/Inspect Carpet Floor

Asset Category: Flooring

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

Scope	General maintenance procedure to test/inspect Carpet Floor 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 • Hammer • Rubber Mallet • Utility Knife • Vacuum cleaner • Use proper PPE (e.g. Safety Glass & gloves)

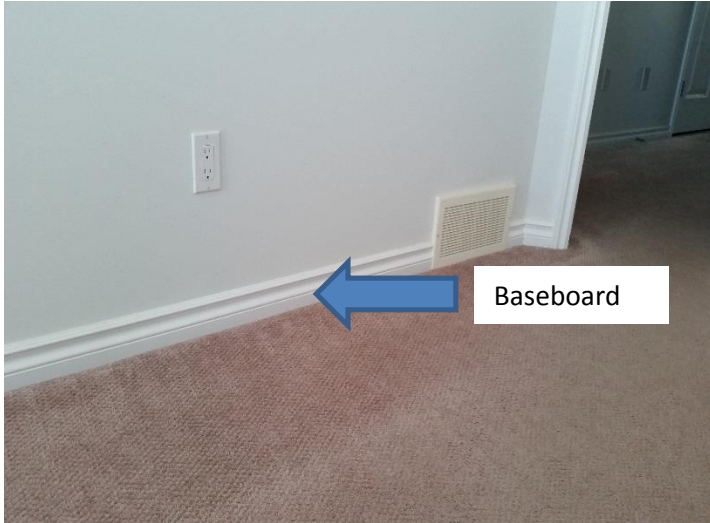
Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Check carpet is clean and properly flat
1.2	Check carpet joints are good
1.3	Check carpet is properly placed under the baseboard
1.4	Check there are no damages to carpet and aging for replacement



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Common Failure & Troubleshooting

Failure	Troubleshooting
Carpet dirty	Vacuum or steam clean
Bumps in the carpet	Not in good condition, may need to replace
Joints are rip off	Repair or replace
Stain on carpet	Use stain remover and clean

End of Maintenance Procedure

Test/Inspect Hardwood and Laminate Floor

Asset Category: Flooring

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

Scope	General maintenance procedure to test/inspect Hardwood and Laminate Floor 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



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Tool Required

- Screw drivers
- Cleaning foam and the recommended cleaning agent
- Drywall knife
- Floor cleaning mop
- Use proper PPE (e.g. Safety Glass & gloves)

Maintenance / Inspection / Testing Steps


Step	Action
1.1	Check hardwood/laminate floor is clean, properly installed and ensure there are no scratches
1.2	Check hardwood/laminate joints are properly locked
1.3	Check hardwood/laminates are properly placed under the baseboard or hardwood/laminate guard
1.4	Check there is no damage to hardwood/laminate and aging for replacement



Common Failure & Troubleshooting

Failure	Troubleshooting
Hardwood/laminate dirty	Clean or mop
Loose hardwood/laminate	Clean area and re-install
Broken hardwood/laminate	Purchase matching hardwood/laminate and install

End of Maintenance Procedure

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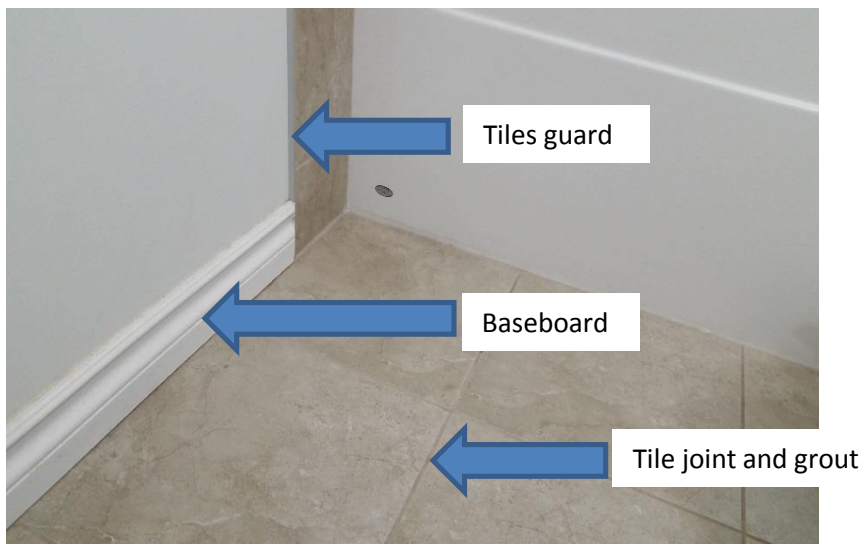
Test/Inspect Tile Floor

Asset Category: Flooring

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

Scope	General maintenance procedure to test/inspect Tile Floor 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 Cleaning foam and rag Drywall knife Floor cleaning mop Use proper PPE (e.g. Safety Glass & gloves)

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Check tiles are clean, properly installed and no crack
1.2	Check tiles joints are properly grouted
1.3	Check tiles are properly placed under the baseboard or the tile guard
1.4	Check there are no damage to the tiles and aging for replacement



Common Failure & Troubleshooting



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Failure	Troubleshooting
Tiles dirty	Clean or mop
Loose tiles	Clean area and re-install
Grout came off or no grout	Re-grout
Broken tiles	Purchase matching tiles and install

End of Maintenance Procedure

Test/Inspect Vinyl Floor

Asset Category: Flooring

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

Scope	General maintenance procedure to test/inspect Vinyl Floor 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 Cleaning foam and rag Drywall knife Utility knife Floor cleaning mop Use proper PPE (e.g. Safety Glass & gloves)

Maintenance / Inspection / Testing Steps

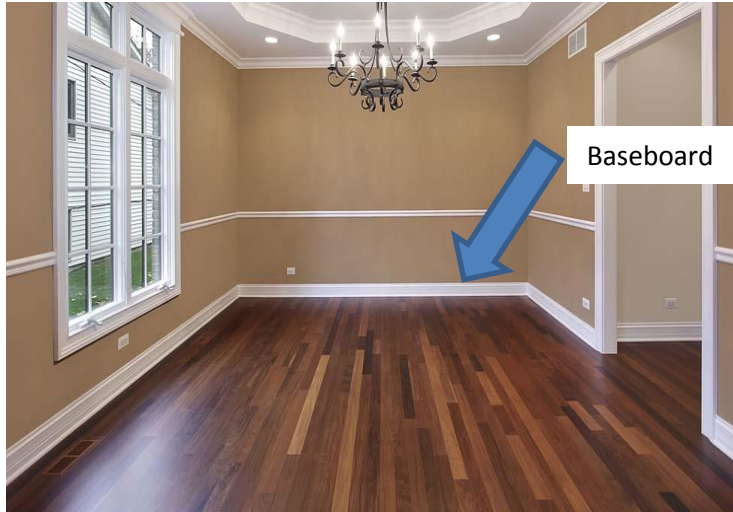
Step	Action
1.1	Check vinyl floor is clean, properly installed and ensure there are no scratches
1.2	Check vinyl joints are properly glued
1.3	Check vinyl is properly placed under the baseboard or vinyl guard
1.4	Check there are no damages to vinyl and aging for replacement



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Common Failure & Troubleshooting

Failure	Troubleshooting
Vinyl dirty	Clean or mop
Loose Vinyl	Clean area and re-install
Vinyl came off or no glue	Re-glue
Damage Vinyl	Purchase matching Vinyl and install

End of Maintenance Procedure
