

STANDARD PROCEDURE

Aviation Authority

Subject: BAGGAGE CONVEYORS

Number: S1100.10

Effective: 12/05/02

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Page: 1 of 1

**PURPOSE:** To provide procedures for the maintenance of the airport's baggage conveyor systems.

**GENERAL:** The baggage conveyors at the airport are owned and maintained by the Authority. The Transportation Security Administration (TSA) is responsible for the screening of outbound baggage.

**PROCEDURES:**

A. Maintenance and Repair of Baggage Conveyors:

1. Maintenance will establish a program to provide preventive and corrective maintenance on all baggage conveyors including response to bag jams.
2. Calls for repair of malfunctioning equipment should be directed to Work Control at (813) 870-8740 or the Airport Operations Center at (813) 870-8770. Maintenance staff will be dispatched as needed.
3. Maintenance will make every effort to minimize disruption to tenant operations when performing work on the conveyors. In the event of prolonged outage, Maintenance will coordinate the use of alternate equipment.

B. Reimbursable Expenditures:

Tenants are responsible for the proper operation of baggage systems assigned for their use. Any equipment damaged by accident or through improper operation will be subject to reimbursement by the tenant for all costs associated with the repair.

APPROVED: Joe Lopano

DATE: 10/03/13