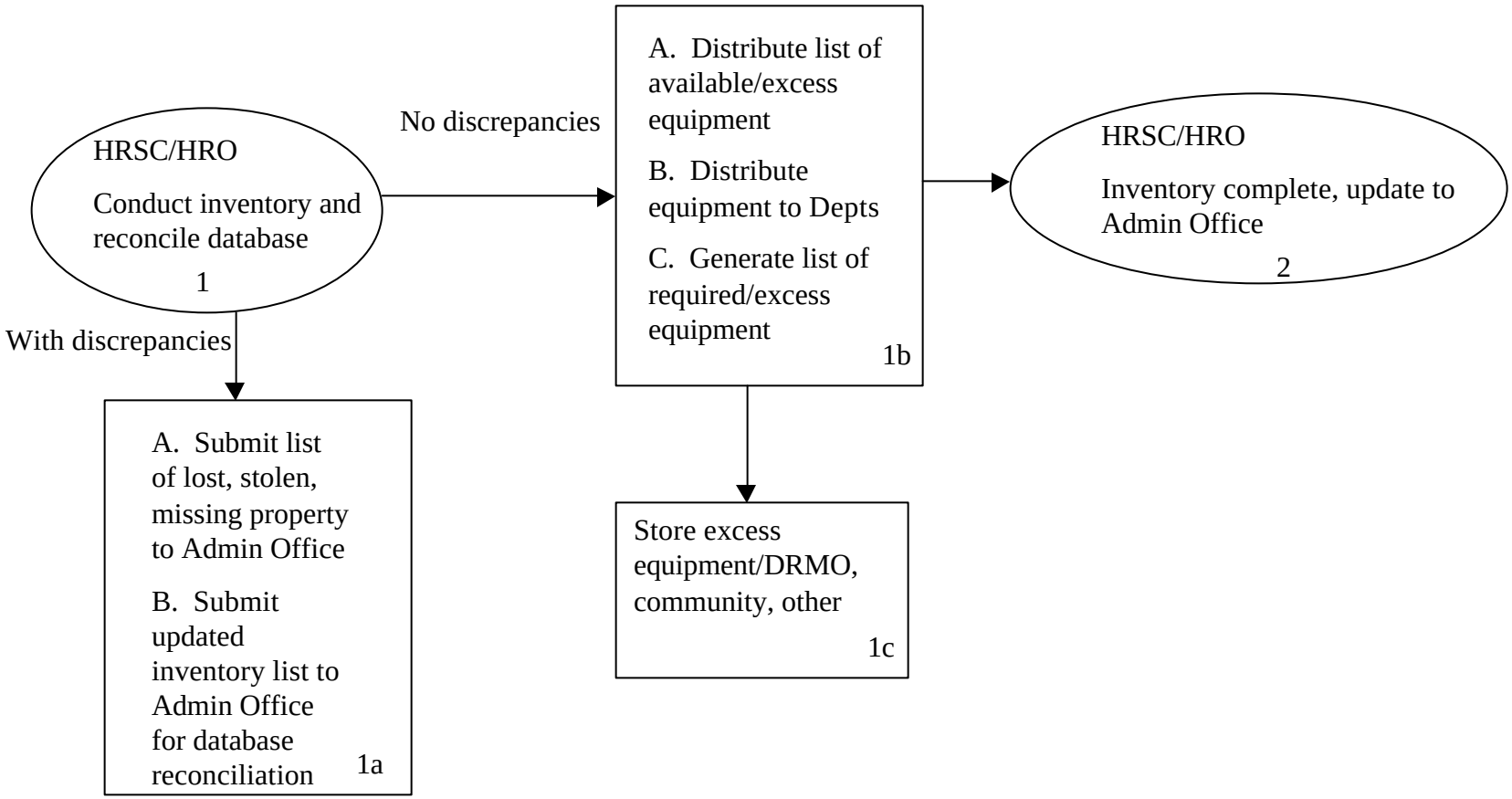A9.13 MAINTAIN MINOR EQUIPMENT/PROPERTY