TITLE: GROUNDS DIVISION EMPLOYEES EQUIPMENT MAINTENANCE

OBJECTIVE AND PURPOSE: This policy will detail the requirements of Grounds Division employees in the daily and periodic maintenance of the equipment used by these employees to perform their jobs.

RESPONSIBILITY: ACTION

GENERAL:
♦ The equipment concerned in this policy includes mowers, utility vehicles, trailers, tractors and hand held power equipment or other equipment as assigned.

CREW LEADERS/GROUNDS CREWS
♦ All equipment is to be inspected first thing in the morning and/or before use and periodically throughout the day.
♦ Employees shall check oil levels on all equipment by reading dipstick levels or oil level indicators on the side of oil compartments prior to use.
♦ Mower decks will be greased daily or as prescribed by the manufacturer.
♦ Mower decks will be cleaned free of grass clippings daily.
♦ Dull mower blades will be reported to the Transportation Supervisor for sharpening, repair or replacement.
♦ No mower will be used without a deflector shield whether it is a side discharge or a recycling mower.
♦ Mower cutting height will not be changed without authorization.
♦ Mowers are not to be used for towing or getting other mowers or vehicles pulled out of sand or mud that are stuck.
♦ Any problems with mowers or other equipment, such as worn belts, shall be reported to Transportation immediately.
♦ No riding mower shall be used to mow grass on parking lot islands. Only non-riding mowers shall be used for this purpose.

GROUNDS SUPERINTENDENT
♦ Verify that equipment is being properly maintained and serviced on a timely basis.

Issued By: J. Singer  Date Issued: 3/2006  Date Revised:  
Effective Date: 3/2006

APPROVED:  Vice President  Associate V.P.  Director

AVP\Policy\PP#11