Physical Plant
Policy & Procedure #11

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