

EQUIPMENT USERS HANDBOOK


KANSAS
DEPARTMENT OF TRANSPORTATION



Revised November 2009

Division of Operations
Bureau of Construction and Maintenance
Equipment Section

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INTRODUCTION

Over \$180 million worth!

That's how much road equipment Kansas taxpayers (you included) have bought for KDOT. It takes over \$20 million each year to operate and maintain our equipment. How much will we need in years to come?

It begins with you learning how to care for and properly operate the equipment.

It stays with you as you inspect, care for, and operate the machines, taking responsibility for all of our equipment.

It comes back to you. The care you show for the equipment helps the equipment, the taxpayers (you included), and your work environment.

Guidelines for Operation of KDOT Equipment

- ◆ Equipment should not be left unattended with the engine running.
- ◆ Engines should not be left on idle for over a couple of minutes except during warm up or cool down periods. Some reasons for not idling engines: fuel costs, engine wear, carbon build-up and air pollution.
- ◆ Some turbo-charged engines require special care during warm-up and cool-down periods. Study and follow the operator manuals.
- ◆ Engines should not be idled under 1000 RPM except during warm-up.

If a piece of KDOT equipment is operated under conditions other than for which it was designed, the manufacturer warranty may become void.

OPERATOR DAILY EQUIPMENT CHECKLIST

At a minimum, check the following items before putting vehicle into operation:

Under the Hood

- ♦ Engine oil
- ♦ Transmission
- ♦ Power steering
- ♦ Radiator coolant
- ♦ Brake fluid
- ♦ Windshield washing fluid
- ♦ Hoses, belts

Cab Inspection

- ♦ Cleanliness
- ♦ Items are secured
– tools, sign bolts, etc.

Chassis Inspection

- ♦ Tires, rims and lug nuts
- ♦ Reflectors
- ♦ Lights
 - High-low beam
 - Clearance
 - Stop, tail, turn, and 4-way flashers
 - Safety warning lights (strobos/LEDs)
- ♦ Trailer connections
- ♦ Slack adjusters

Safety Equipment

- ♦ First aid kit
- ♦ Fire extinguisher
- ♦ Signs and cones

After Initial Start-up

- ♦ Gauges – oil, water, air, amp, air restriction
- ♦ Mirrors
- ♦ Horn
- ♦ Wipers and washers
- ♦ Clutch and brakes
- ♦ Check for normal engine temperature after engine has run for awhile.

COLD WEATHER EQUIPMENT MAINTENANCE

The following guidelines should be used by operators for a special check of equipment prior to winter operation. Report any problems to your supervisor immediately.

Cooling System

- ♦ Check for proper concentration of antifreeze.
- ♦ All overheating problems should be reported as they will often give clues to the beginning of more serious problems.

Battery

- ♦ Check battery fluid level.
- ♦ Examine battery posts and cables (clean when needed).

Starting Tips

- ♦ Check for leaks. If they are apparent don't start the machine. After the engine has been running for a few minutes, look again for leaks.
- ♦ To prevent engine damage, aerosol ether cans shall not be used unless the unit is equipped with an automatic ether start system.
- ♦ Engines should be warmed up until the temperature gauges begin to register.





Fueling

- ♦ Fill fuel tanks prior to overnight parking to reduce condensation of water in the tank.
- ♦ Gasoline and diesel must never be mixed. Gas vapors make the mixture an explosion hazard and will damage the engine.

Hydraulics

Oil in hydraulic cylinders is not circulated during engine warm up. In cold weather, cylinders should be slowly extended and retracted for a few cycles gradually forcing cold oil from the cylinders to avoid damage to lines, seals and valves.

WINTER STORAGE CHECKLIST

General

- ♦ Each machine should be cleaned, inspected and needed repairs recorded on KDOT form 350, Request for Repair, so work can be scheduled by the shops to make the units ready to return to service in the spring.
- ♦ A dry and protected storage area should be used when available.
- ♦ Lubricate all points inside and out to prevent corrosion and drying out of protective seals.
- ♦ Check for proper concentration of antifreeze.

Fuel System

- ♦ Anytime you plan to store the equipment longer than 90 days a fuel stabilizer should be added.
- ♦ If the unit is equipped with a fuel strainer/water separator, it should be removed and drained or replaced.

Exhaust

- ♦ When equipment will not be started and run regularly exhaust should be covered.

Batteries

- ♦ Equipment should be started every 30 days to prevent battery and other failures.
- ♦ Check water level every 30 days if the battery is not maintenance-free.

Attachments

- ♦ Block up components such as blades.
- ♦ Rotate buckets to a dumped position to prevent holding water.

BRINE EQUIPMENT OPERATION AND SHUTDOWN TIPS

BRINE MAKERS

- ◆ Clean out after every 20 – 30 thousand gallons.
- ◆ Too much waste in salt hopper will make it difficult to obtain proper salinity in brine.
- ◆ Clean with vac truck when available.
- ◆ Consider installing quick connectors on plumbing if its removal will ease cleaning.
- ◆ Put waste on the salt/sand pile for use in spreaders.

Winter Shutdown (Between storms)

- ◆ Circulate brine through the fresh water inlet.
- ◆ Keep enough brine in holding tank to submerge the pump (Varitech style).
- ◆ Maintain enough liquid to cover salt pile in the salt hopper.
- ◆ Consider cleaning out salt hopper especially if vac truck is available.
- ◆ If the pump is not submersible, the pump shall either remain primed with brine or be drained and filled with automotive antifreeze.

End of Season (Spring shutdown)

- ◆ Clean both salt hopper tank and brine holding tank.
- ◆ Maintain enough fresh water in brine tank to keep pump submerged (Varitech style).
- ◆ Remove flexible hoses and store out of direct sunlight.
- ◆ Drain brine from pumps, flush with water or a salt neutralizer, and fill with automotive antifreeze (used is okay) or other lubricant.
- ◆ Clean and coat external electric motors with a penetrating oil.

End of Season (Spring shutdown)

- ♦ Valves should be closed to isolate the pump (if equipped).
- ♦ Electrical connector should be coated with dielectric grease and the protective cap installed.

BRINE STORAGE TANKS

Winter Operation

- ♦ Circulate brine in tank approximately 10 minutes before each weather event requiring brine.
- ♦ Keep pumps primed with brine – do not drain pumps.
- ♦ Shut off all valves at the tank after dispensing or circulating – Do not leave tank valves open on UNATTENDED tanks.
- ♦ It is not necessary to deplete the level of brine by the end of the season.
- ♦ Hoses should be kept out of the path of vehicles and loaders.

End of Season (Spring shutdown)

- ♦ If tanks are not anchored down, a minimum of one third full should be maintained during non-use times to keep tank from blowing over.
- ♦ Pumps should be flushed and filled with automotive antifreeze or other lubricant.
- ♦ Motors should be cleaned and coated with a penetrating oil.
- ♦ It is not necessary to circulate brine to maintain the salinity.
- ♦ Fluid level should not be allowed to get low enough to dry the sludge collected in the bottom of the tank.
- ♦ All hoses should be drained and stowed out of direct sunlight.
- ♦ Pumps should be rotated manually or exercised at least once per month.

BRINE STORAGE TANKS (1500 gallon)

Winter Shutdown (Between storms)

- ♦ Tank must be drained for removal with enough brine left on the pump to keep it primed and full (do not let the pump go dry).
- ♦ If possible, close valves to isolate the pump so that the brine in the pump does not evaporate.
- ♦ Drain the check valves (if equipped).
- ♦ Electrical connector should be coated with dielectric grease and the protective cap installed.

End of Season (Spring shutdown)

- ♦ Tank and pump should be drained and flushed with water or a salt neutralizer.
- ♦ Drain the check valves (if equipped).
- ♦ Pump should be filled with automotive antifreeze or other rust inhibiting lubricant.
- ♦ Valves should be closed to isolate the pump.
- ♦ Electrical connector should be coated with dielectric grease and the protective cap installed.

BRINE SADDLE TANKS (For prewet)

Winter Shutdown (Between storms)

- ♦ Tank must be drained for removal with enough brine left on the pump to keep it primed and full (do not let the pump go dry).
- ♦ Close valves to isolate the pump (if equipped).
- ♦ Electrical connector should be coated with dielectric grease and the protective cap installed.

SUMMER STORAGE CHECKLIST

Snow plows and material spreaders should be thoroughly cleaned, inspected, and scheduled for needed repairs or repainting to make the units ready for the next winter.

- ♦ Repair Form No. 350 should be completed and turned into the shop for scheduling of repair to ready the unit for service for the next winter.
- ♦ Clean and spot paint exposed mild steel surfaces.
- ♦ Keep conveyor chains, augers and spinners coated with lubra-seal or other rust inhibitors.
- ♦ Place wood blocks in appropriate places to prevent any part of the plow blade from contacting ground surface.
- ♦ Retract hydraulic cylinders as much as possible. Protect exposed piston rods from weather elements with grease, lubricant or other appropriate material. (All piston rods should be cleaned completely before being used.)
- ♦ Rotate buckets to a dumped position to prevent holding water.

PREVENTIVE MAINTENANCE

Preventive maintenance items such as lubrication and oil changes are performed by equipment operators. The operators who perform scheduled preventive maintenance on a piece of equipment should code their time to activity 751 and the proper KDOT number. These labor costs will then be picked up in the Equipment Management System and applied to the cost of maintaining the equipment unit. The capturing of this information is important as it affects the rental rate. Normal daily checks of fuel levels, air pressure in tires, etc., taking less than a half hour should not be charged to 751.

KDOT FORM 314 - EQUIPMENT MANUAL

Each piece of equipment is provided with an Equipment Manual. The first several pages of the manual are completed by the district shop when a new unit is placed into service. This information should be used by equipment operators to obtain filters, fluids, etc. to perform preventive maintenance.

It is the equipment operator's responsibility to enter all oil changes, lubrications and filter changes in the manual when the service is performed by the equipment operator. If this work is completed by a repair shop, they will enter the PM items. The area or district shop will make the appropriate entries in the manual when they perform tune-up or other major repairs.

When the manual is full it should be maintained in the equipment jacket at the area and forwarded with the unit if it is relocated.

This information is important because it provides a history of the maintenance performed on the equipment. An example of the Equipment Manual cover is shown on the next page for identification purposes only.



KANSAS DEPARTMENT OF TRANSPORTATION

EQUIPMENT MANUAL

Care of Motor Equipment

DOT Number _____

Category _____

Make Vehicle _____

Type Vehicle _____

GVW Rating _____ **Make Engine** _____

Tag No. _____ **Size Engine** _____

VIN _____

Serial No.

KDOT FORM 348 - EQUIPMENT EVALUATION

After a new piece of equipment has been in service for six months, Form 348 should be completed by the equipment operator. This is important to help the equipment engineer evaluate how the unit is functioning and whether or not it is doing the job it was intended to do. Feedback from these forms can influence future purchasing decisions and thus improve the overall quality of the fleet by informing the equipment engineer about substandard items when equipment is replaced. This form should be used at any time during the life of the equipment, and both positive and negative comments are requested.

Form 348 is available in the Forms Warehouse (KDOT folder) section of the KDOT website and should be submitted electronically through form flow. An example of the form is shown below for identification purposes.

Workflow Task: Submit Equipment Evaluation

KANSAS DEPARTMENT OF TRANSPORTATION EQUIPMENT EVALUATION

Ref. ID: 303100

TYPE OF EQUIPMENT _____ DATE 9/14/2009

MAKE, MODEL & YEAR _____ D.O.T. NUMBER ____-____

OPERATOR NAME (Optional) _____

MECHANIC _____

OTHER TITLE (Optional) _____

Please complete this form after a piece of equipment has been in use long enough to show its strengths and weaknesses. Your comments regarding the equipment will provide valuable information assisting in the purchase of future equipment and in updating our equipment fleet to meet your needs. Thank you for your input.

Rate these statements by selecting the box that best describes your opinion. (Strongly Disagree...Strongly Agree)

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. This equipment is safe (Less than Agree explain rating in question 8).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. This equipment performs duties effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I would recommend future purchases of this equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. There have been no defective components on this equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Overall, as a user, I am satisfied with this product.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Rate each item below by selecting the box that best describes your opinion.

	Defective	Inadequate	Adequate	Excessive	Not Applicable
Engine	<input type="radio"/>				
Transmission	<input type="radio"/>				
Power Train	<input type="radio"/>				
Chassis	<input type="radio"/>				
Fuel System	<input type="radio"/>				
Electrical System	<input type="radio"/>				
Engine Cooling System	<input type="radio"/>				
Machine Controls	<input type="radio"/>				
Hydraulic System	<input type="radio"/>				
Brakes	<input type="radio"/>				
Suspension/Steering	<input type="radio"/>				
Display/Gages	<input type="radio"/>				
Climate Control	<input type="radio"/>				
Lighting	<input type="radio"/>				
Attachments	<input type="radio"/>				
Glass	<input type="radio"/>				
Bed/Body	<input type="radio"/>				
Cab	<input type="radio"/>				
Cold Weather Operations	<input type="radio"/>				
Service Support	<input type="radio"/>				

KDOT FORM 354 - EQUIPMENT INSPECTION

Equipment Inspection (354) forms are another way that equipment problems can be called to the attention of the repair personnel. The equipment inspector is responsible for filling out this form. This form is turned in at the sub-area, area or district level to initiate repair procedures, if necessary.

- ♦ All equipment should be inspected a minimum of once a year.
- ♦ The operator should report known defects or adjustments that may be needed to the inspector before the inspection.
- ♦ The operator should assist the inspector during the inspection, if requested.

An example of the 354 form is shown on the next page.



White—District
Pink—Area
Yellow—Sub-Area

KANSAS DEPARTMENT OF TRANSPORTATION
EQUIPMENT INSPECTION

District _____
Area _____
Sub-Area _____

1 09468

DOT No. _____ Make _____ Type _____ Date _____

INSTRUCTIONS

Use left hand column to insure all applicable items are checked.
Use right hand blocks ONLY to note items that need attention.

INSPECTION RATING:

- Safety Hazard = 1
- Needs Immediate Attention = 2
- Needs Attention = 3
- No Repairs Required = 4

UNIT CONDITION

- Code:
- New or like new = 1
 - Above Average = 2
 - Average = 3
 - Below Average = 4
 - Poor or Marginal = 5

VEHICLE HISTORY:

	Date	Hours	Miles
1. Operated to date *			
2. Last Inspection			
3. Lubrication			<input type="checkbox"/>
4. Oil Change			<input type="checkbox"/>
5. Last Tune-up			<input type="checkbox"/>
6. Last Service Check			<input type="checkbox"/>
7. Wheel Pack			<input type="checkbox"/>
8. Air Cleaner (dry)			<input type="checkbox"/>
9. Fuel Filter			<input type="checkbox"/>
10. Transmission Filter			<input type="checkbox"/>
11. Hydraulic Filter			<input type="checkbox"/>

INSPECTION:

- 12. Brake (park)
- 13. Glass (incl. window channels)
- 14. Mirrors
- 15. Seats (condition & Seat belts)
- 16. Heater & Defroster (motor & controls)
- 17. Windshield Wipers & Washer
- 18. Starter
- 19. Generator or Alternator
- 20. Horn
- 21. Back-up Warning Device
- 22. Air Conditioning
- 23. First Aid Kit
- 24. Fire Extinguisher
- 25. Reflectors
- 26. Accident Instructions
- 27. Crankcase (oil level & leaks)
- 28. Radiator (cap. level, leaks)
- 29. Fuel System (leaks, etc.)
- 30. Power Steering (level & leaks)

- 31. Battery (level, bracket, terminals)
- 32. Belts (condition & tension)
- 33. Air Compressor & System
- 34. Engine (oil consumption & cleanliness)
- 35. Hood Latches & Hinges
- 36. Transmission (filters, level & leaks)
- 37. Differential (level & leaks)
- 38. U-joints & drive shaft
- 39. Hydraulic System (level & leaks)
- 40. Suspension (wheels, shocks & springs)
- 41. Exhaust System (leaks & manifold heat valve)
- 42. Hanging Wires or Hoses
- 43. Tandem case, all gear cases
- 44. Lights (incl. strobe & trailer connection)
- 45. Tires (wear & inflation)
- 46. General Condition of Body
- 47. Cleanliness
- 48. License Tag

RUN CHECK (if possible):

- 49. Engine (oil pressure & temp.)
 - 50. Engine Condition
 - 51. Steering
 - 52. Clutch (pedal travel)
 - 53. Transmission
 - 54. Brakes (travel, level & leaks)
 - 55. Panel Instruments
 - 56. Control levers & cables
 - 57. Auxiliary Equipment
 - 58. Unusual Noises
 - 59. Other:
- Explain: _____

* Record both where applicable.

Inspector's Remarks & Signature _____

Operator's Remarks & Signature/Supervisor's Signature _____

Area Superintendent/Shop Superintendent Remarks _____

Repair Ordered:

Eq. Repair Order No. _____

Date _____

Signed _____

Area Superintendent/Shop Superintendent _____

D.O.T. Form No. 354

KDOT FORM 315 - EQUIPMENT AUTHORITY CONSTRUCTION OR MODIFICATION

Alterations or modifications of equipment shall receive prior approval from the equipment shop superintendent at the district or if needed from the Bureau of Construction and Maintenance by submitting DOT Form No. 315, Equipment Authority- Construction or Modification. An example version of the form is shown on the next page for identification purposes only.



**KANSAS DEPARTMENT OF TRANSPORTATION
MAINTENANCE DEPARTMENT**

Yellow - Equipment Engineer
White - Fiscal Svcs.
Pink - Dist. Office
Green - Shop

District (choose one)

EQUIPMENT AUTHORITY

Area (choose one)

CONSTRUCTION OF MODIFICATION

Auth. No. E ____

Date 9/17/2009 Equipment Category ____

D.O.T. No. ____

Authority is requested to (choose one) equipment in account (choose one) as follows: ____

ESTIMATE OF COST

QUANTITY	ITEMS	UNIT COST	AMOUNT
	LABOR		
	EQUIPMENT RENTAL		
	MATERIALS		
	THE PREVAILING HANDLING CHARGES ARE TO BE INCLUDED.	TOTAL	

Work to begin ____

Work to completed ____

Requested by _____
Equipment Shop Superintendent

Approved by _____
Equipment Engineer

Actual cost posted ____ Date ____

Equipment Transfer No. ____ DA 110 No. ____

All copies of this request to be submitted to the Equipment Engineer. If approved, an authority number will be assigned and two copies returned. A separate authority is required for each unit of equipment. The authority number and the D.O.T. number must be shown on forms 415, 456-1 and 469 upon which charges appear for the construction or modification of equipment.

D.O.T. Form No. 315

KDOT FORM 350 - REQUEST FOR SERVICE AND REPAIRS

Service and repairs should be requested on the KDOT Form 350, Request for Service and Repairs. The equipment shops must have this form (or Equipment Inspection Form 354) before they commence work on a KDOT unit. This form should always be signed by the person requesting the work and have their supervisor's approval. Listed below is the information required to request repair on this form:

- ♦ DOT number
- ♦ Assigned area (for paper copy) or supervisor (for Crew Card)
- ♦ Date
- ♦ Miles/hours
- ♦ Preventive maintenance work expected to be performed.
- ♦ Description of work requested (Describe the problem, not what needs to be done to fix the unit. Let the mechanic decide how to fix it.)
- ♦ Date first down (Fill in only if the unit is not operational.)

A 363 (Equipment Preventive Maintenance Check) form or a 306 (Activity Daily Report) form can be used by the operator to initiate an electronic 350 request when entered in Crew Card. An example of a 350 Form is shown on the next page for identification.



**Kansas Department of Transportation
REQUEST FOR SERVICE AND REPAIRS**

Reference No. _____

DOT NO: _____ DATE: _____ MILES/HOURS: _____ / _____ AREA: _____

SERVICE/REPAIRS	DESCRIPTION OF PROBLEM REQUIRING SERVICE OR REPAIR

Requested By: _____ Title: _____

Update Equipment Manual upon completion of work

Repair done by outside shop

DATE OF FIRST DOWN (MMDDYY)

Enter a date if
the unit is DOWN

D.O.T. Form 0359 No.: _____
DATE: _____

Inspection No.: _____

KDOT FORM 495 - FUEL ISSUE

The Fuel Issue form is used to record fuel, oil, and anti-freeze usage by KDOT number. The operator must record each item used by the equipment under the correct column and actually sign for what was issued in the signature block provided on the form. Fuel gas, motor oil, hydraulic oil, antifreeze and diesel fuel each have a separate column for recording purposes. Fuel is recorded by gallons with tenths, oils and antifreeze by the quart. Partial quarts should be recorded to the next full quart.

Part of the operating cost for each unit comes from the proper recording of information on this form. Fuel issue sheets are kept at each KDOT location where fuel may be obtained. An example of KDOT form 495 is shown on the next page for identification purposes.



RECORDING EQUIPMENT USE

Equipment use is a factor in determining equipment needs and replacement. Usage information is used to determine the operating cost per hour/mile and establish an operating rate. These rates are used to bill for repair work completed by maintenance and recorded in the Highway Maintenance Management System.

Equipment operators and/or their supervisors are responsible for accurately recording equipment use on the Activity Daily Report (Form 306) or the Equipment Bi-Weekly Time Distribution Report (Form 420B).

CREW CARD REPORTING METHOD

KDOT FORM 306 - ACTIVITY DAILY REPORT

This form is used to report employee time, equipment usage, accomplishments and materials by project activity. The equipment usage section should only be filled out if the unit has an odometer and/or hour meter. One line is completed for each project that the unit was used. Actual usage is recorded to the nearest whole hour or mile. An example of the 306 form is shown on the next page. Contact your immediate supervisor for proper coding for your job related activity.

Activity Daily Report for ____ / ____ / ____

Project: Activity

Item Type (BD BM EQ LD RC SR ST TW) Item #

Route RP to

NB SB EB WB Med Accom

Work Description/Task#

Employee	Leave Type	Reg	10	Add EM	Comp	

Equip DOT	End Miles	End Hours	Operator/Comments

Materials Used

NON-CREW CARD REPORTING METHOD

KDOT FORM 420B - EQUIPMENT BI-WEEKLY TIME DISTRIBUTION REPORT

This form is used to report usage time and must be filled out for each unit of equipment that has a rental rate. One line is completed for each project that the unit was used. Actual usage is recorded to the nearest whole hour or mile. If a unit has not been used for a reporting period, a 420B should not be submitted. The operator and supervisor should sign this form. An example of the 420B form is shown below. Contact your immediate supervisor for proper coding for your job related activity.

**KANSAS DEPARTMENT OF TRANSPORTATION
EQUIPMENT BI-WEEKLY TIME DISTRIBUTION REPORT**

KDOT NO.: _____ MONTH ENDING: _____ STARTING MI: _____ STARTING HR: _____ PAGE: _____

BEGIN DATE: _____ END DATE: _____ END MILES: _____ END HOURS: _____

PROJECT ID		ITEM ID											MILES OR HOURS OPERATED
JURIS-NUMBER-STAGE	OBSE	ACT	TASK	TYPE	NUMBER	SUN	MON	TUE	WED	THU	FRI	SAT	
WEEKLY TOTAL													

BEGIN DATE: _____ END DATE: _____ END MILES: _____ END HOURS: _____

PROJECT ID		ITEM ID											MILES OR HOURS OPERATED
JURIS-NUMBER-STAGE	OBSE	ACT	TASK	TYPE	NUMBER	SUN	MON	TUE	WED	THU	FRI	SAT	
WEEKLY TOTAL													

I hereby certify that the above is a true record of the time expended to the above equipment.

SIGNED: _____ TITLE: _____ APPROVED: _____ TITLE: _____

FORM 420B

SUMMARY

KDOT employees need to keep track of equipment use, fuel use and equipment servicing and repair costs. Information you provide is vital to the proper management of KDOT's equipment resources. As always, check with your supervisor if you have any questions about these procedures.

- ◆ Equipment and employee time is reported by one of the following: Activity Daily Report - Form 306; Equipment Time Distribution Report - Form 420B; and Employee Bi-Weekly Time Distribution Report - Form 419B. Always report to the nearest hour or mile.
- ◆ Fuel and oil use are reported on Fuel Issue - Form 495.
- ◆ Repairs and servicing are requested on the Request for Service and Repair Form 350. Make sure the information is correct. Include the DOWN DATE if the unit cannot be operated. Repair and servicing may also be initiated by an Equipment Inspection Form 354.



As always, check with your supervisor if you have any questions about these procedures.

ALL OF THE WORK you do to report time and equipment use results in several important computerized reports to provide management information, such as:

- ◆ How many miles or hours a unit is operated.
- ◆ How much it costs to operate equipment, including labor, parts, fuel and oil costs.
- ◆ Those units that have reached their replacement criteria and should be considered for replacement.

Other reports provide additional information to help supervisors and the equipment section determine ways to maintain the \$180 million dollar fleet of equipment in an efficient manner.

