

July 1, 2014 (revised January 2018)

KDOT Equipment Preventive Maintenance Day Policy

Proper maintenance is essential for the efficient operation of all equipment owned or leased by the Kansas Department of Transportation. Equipment needs to be maintained in good operating condition. It has been shown that a regularly scheduled preventive maintenance day will improve the availability and reliability of equipment. The purpose of this policy is to set the minimum requirements for the preventive maintenance days at KDOT maintenance shops.

Each Sub-Area, Area and District Crew will have an equipment preventive maintenance day on a 4 to 6 week schedule. This day will primarily be used to complete a form 363, Equipment Preventive Maintenance Checklist on equipment assigned to the location and to perform any preventive maintenance identified. For Sub-Area and Area equipment, forms shall be sent to the Area Shop. District equipment forms shall be sent to the District shop. The forms generated during maintenance days will be kept in a separate folder at Area or District office. It is suggested that the forms be filed by month and location. Forms shall be kept for the previous calendar year. (Example: on 1/1/2018 you may dispose of the 363's from calendar year 2016)

Districts are encouraged to have a mechanic present at the preventive maintenance day if staffing allows. This would be a good opportunity to have the 351 Annual Service Inspection form to be filled out, if due, on the non-self-propelled equipment. Supervisors and Equipment Operator Specialists shall take an active role in the equipment preventive maintenance day by assigning tasks and assisting with inspections.

Non-seasonal, self-propelled equipment

A checklist will be filled out on each piece of active, non-seasonal, self-propelled equipment that is required to have an annual inspection at each maintenance day. The list of equipment that requires an annual inspection is attached.

Seasonal and non-self-propelled equipment

A checklist shall be filled out during maintenance days during the season for the equipment that is being used. One inspection should be scheduled as a preseason review to confirm that the equipment is in ready to use condition.

Vehicles and vehicles assigned to Construction and Materials offices

The individual assigned a vehicle will be required to fill out a form 363, Equipment Preventative Maintenance Checklist every 2 months and submit the form to the Area Mechanic. Forms for district construction and materials equipment should be submitted to the District Shop Superintendent.

Equipment on loan from another maintenance shop

Equipment on loan from another maintenance shop will be inspected by the crew that has borrowed the equipment. The 363 for will be forwarded to the shop that the equipment is assigned to.

This policy will become effective on July 1, 2014, and will be added to the KDOT Maintenance Manual upon its next revision.

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