

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Grounds	Procedure Number:	G-11
Subject:	Equipment Management Program	Effective Date:	August, 1993
		Revised Date:	December 2019
Facilities Officer:	<i>Brian P. Hely</i>	Reviewed Date:	December 2019

Standard Operating Procedure

The Grounds Department shall have an ongoing equipment management program to insure grounds equipment is maintained in a safe and reliable condition and operated in an appropriate manner by qualified and authorized individuals.

Purpose

To ensure that grounds equipment is safe to use and is operated in a safe and appropriate manner.

Procedure

1. All equipment will be maintained to insure its safe operation and prolong its useful life.
 - A. Routine maintenance at appropriate intervals will include:
 - 1) Safety checks.
 - 2) Lubrication and adjustments.
 - 3) Cleaning.
 - B. Pre-use checks by operator to include:
 - 1) Lubrication levels.
 - 2) "Daily" servicing requirements.
 - C. Post-use by operator:
 - 1) Problem report of need for service form filled out and given to lead groundskeeper or designee from Facilities and construction home page service request.
 - D. Breakdowns and unscheduled service:
 - 1) Repairs will be documented through the "Schooldude" program.

2. Grounds equipment shall only be operated by trained personnel with training to include:
 - A. Pre-use checks and service procedures.
 - B. Safe and efficient operation procedures.
 - C. Procedure to follow in case of a breakdown.
3. The Grounds Department will maintain an inventory of equipment and a roster of personnel trained to operate it.
4. All accidents involving misuse, damage to property, plants, equipment, or personnel shall be reported to manager of grounds, who will investigate as necessary to develop additional guidelines for prevention.
5. This program will be implemented in stages starting with equipment presenting the greatest potential for injury or accident.