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CITY OF SPOKANE  
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4500]-[2005]-[07]
	LGL 2005-38
TITLE: <b>EQUIPMENT MAINTENANCE</b> EFFECTIVE DATE: JULY 1992 REVISION DATE: MARCH 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish procedures for proper maintenance of Solid Waste Management Department equipment.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

## 5.0 POLICY

It is the policy of the Solid Waste Management Department to operate a well-maintained fleet of vehicles, along with ancillary equipment, which is essential in the delivery of departmental services to its customers.

## 6.0 PROCEDURE

- 6.1 Vehicle drivers shall clean out the front of the packing blade in all compaction vehicles daily upon dumping of last load. If a second person is on the vehicle, he/she will also assist.
- 6.2 Vehicle drivers shall wash truck cab and body, interior and exterior, when time permits; mandatory once a week. Do not use a pressure washer on radiator. If a second person is on the vehicle, he/she will also assist.
- 6.3 It is the employee's responsibility to insure all tire chains needed for the next day's use are in good working order.
- 6.4 Whenever an extra truck is used, it must be logged in the check-out book by the driver. Any equipment that malfunctions is to be turned in to the garage – washed when possible, with no garbage left in the truck.
- 6.5 The driver is to check the necessary fluid levels before starting on the route. A complete pre-trip inspection is required before leaving the yard. This will include safety equipment.
- 6.6 Minor lubrication of the packing blade or forks will be performed at least once per week by the assigned crew.
- 6.7 If the vehicle is left unattended, during breaks, etc., the motor must be shut off and the key removed.

## 7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

## 8.0 APPENDICES

Not Applicable

APPROVED BY:

David Head  
Director

April 27 2005  
Date

B. B. Burns  
City Attorney (Asst)

4-29-05  
Date