

# VILLAGE OF MYRNAM

**Policy Title:** Operation & Maintenance of Equipment Policy  
**Policy Number:** 2022-09  
**Date of Issue:** April 21, 2022



---

## **POLICY STATEMENT:**

The purpose of this policy is to establish a code of practice for the operation and maintenance of Village of Myrnam equipment.

---

### **1. Objectives**

- 1.1 Find out why maintenance is important
- 1.2 Review basic maintenance requirements
- 1.3 Learn about pre-trip check list
- 1.4 Learn about record keeping requirements
- 1.5 How to handle special problems

### **2. Introduction**

- 2.1 Proper operation and maintenance of equipment go hand in hand and complement each other. Equipment that is maintained well and cared for will operate much more efficiently.
- 2.2 Proper operation of all equipment will reduce the repairs and downtime.

### **3. Purpose**

- 3.1 Proper care of all equipment will:
  - (a) Operate more efficiently
  - (b) Reduce downtime
  - (c) Reduce operating costs
  - (d) Equipment will last longer and lower costs
  - (e) Will prevent accidents
- 3.2 When operators provide equipment maintenance, they must follow the manual provided by the manufacturer. Special training may be required on some specific pieces of equipment.
- 3.3 Many facilities may not be equipped to handle major equipment repairs, only minor repairs. If this happens then every breakdown will be investigated to determine if proper maintenance was done correctly.
- 3.4 Some types of equipment will tend to have specific problems. When purchasing used equipment, repair history should be investigated.

## VILLAGE OF MYRNAM

### 4. Preventative Maintenance

- 4.1 All heavy equipment (grader, gravel truck, loader, 3-ton truck, backhoe, etc.) will require the following to be completed each day:
- (a) Pre-Trip Checklist
  - (b) End-Trip Checklist
  - (c) Record Keeping
- 4.2 In addition a Daily Checklist will be provided with every piece of equipment and must be followed very closely. The operator also has the responsibility to monitor all service meters on equipment.

### 5. Pre-Operating Checklist

- 5.1 Every piece of equipment will have a written checklist. Items to be on this checklist are as follow:
- (a) Hydraulic fluid
  - (b) Engine oil
  - (c) Transmission oil
  - (d) Brake fluid
  - (e) Rear end oil
  - (f) Final drive oil
  - (g) Check tires (damage & inflation)
  - (h) Check radiator & air filters
- 5.2 Operators will do a complete walk around to look for any damage or signs of any fluid leaks. Also, fluid leaks can happen overnight, and damage can occur if the loss is not detected prior to start up of any piece of equipment.
- 5.3 When the equipment is started, the operator will test its operation by:
- (a) Feeling
  - (b) Looking
  - (c) Listening
- 5.4 If anything seems not right with any piece of equipment, the operator will shut down the machine and will not proceed with the operation of any piece of equipment, until everything is checked out and corrected.
- 5.5 Using equipment that is not running properly can do serious damage.

### 6. End-of-Shift Checklist

- 6.1 A shutdown check list will be filled out, a walk around inspection will be done to check for any damage, wear etc. If there are any problems, they must be reported immediately to the supervisor.
- 6.2 Equipment must be clean and ready for the next day by:
- (a) Cleaning debris and dirt from equipment
  - (b) Setting the parking brake
  - (c) Filling up equipment
  - (d) Securing for unauthorized use and vandalism

## VILLAGE OF MYRNAM

- (e) Ensuring all hydraulics are lowered

### 7. Record Keeping

- 7.1 Record keeping is very important in a Maintenance Program. Records need to be kept for warranty purposes, as well as the daily operation of each piece of equipment. Some of the needed records in addition to those already mentioned are as follows:
  - (a) Lubrication
  - (b) Air filter changes
  - (c) Operating hours
  - (d) Fuel usage
  - (e) Repair and part replacement
- 7.2 Record keeping aids in a more accurate determination of operating costs and are very useful when considering the purchase of any new equipment.

### 8. Summary

- 8.1 Equipment that runs well is much safer and more efficient to operate. Preventative maintenance is very much a planned program of regular equipment servicing and repair.
- 8.2 Scheduled and recorded maintenance is very much the heart of the program. Such a program is a very important part of the daily operation of all equipment.

**VILLAGE OF MYRNAM**

---

**DONNA RUDOLF, MAYOR**

---

**ELSIE KIZIAK, C.A.O.**

**VILLAGE OF MYRNAM**  
**PRE-OPERATING CHECKLIST**  
**FOR EQUIPMENT**

**UNIT #** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- 1. Hydraulic Fluid: \_\_\_\_\_
- 2. Engine Oil: \_\_\_\_\_
- 3. Transmission Fluid: \_\_\_\_\_
- 4. Brake Fluid: \_\_\_\_\_
- 5. Rear End Oil: \_\_\_\_\_
- 6. Check Tires: \_\_\_\_\_
- 7. Check Radiator: \_\_\_\_\_
- 8. Check Air Filter: \_\_\_\_\_
- 9. Check Lights: \_\_\_\_\_

**Operators must sign for each item that is checked**

**COMMENTS:**

---

---

---

---

---

---

---

VILLAGE OF MYRNAM

END-OF-SHIFT CHECKLIST  
FOR EQUIPMENT

UNIT # \_\_\_\_\_

DATE: \_\_\_\_\_

1). Walk around inspection: \_\_\_\_\_

2). Cleaning of equipment: \_\_\_\_\_

3). Filling up of equipment: \_\_\_\_\_

4). All hydraulics are lowered: \_\_\_\_\_

**Any damages must be reported immediately to the supervisor.**

**Operators must sign off on all areas.**

**COMMENTS:**

---

---

---

---

---

---

---

---

VILLAGE OF MYRNAM

SERVICE RECORD  
FOR EQUIPMENT

Date: \_\_\_\_\_

Serviced by: \_\_\_\_\_

Hours worked on equipment: \_\_\_\_\_

Hour Meter Reading: \_\_\_\_\_

Unit Number: \_\_\_\_\_

**REGULAR MAINTENANCE:**

---

---

---

---

---

---

---

---

---

---

---