



PHYSICAL PLANT
POLICY & PROCEDURES

TITLE: FLEET MAINTENANCE

OBJECTIVE AND PURPOSE: This policy shall establish procedures for proper management of waste fluids and chemicals and in general, good housekeeping practices for the service garage and service yard in order to prevent discharges to the stormwater system.

RESPONSIBILITY: ACTION

SCOPE:

- ◆ The Physical Plant Department maintenance operations primarily maintains golf carts and lawn maintenance equipment. The only vehicular maintenance performed includes minor tasks such as oil changes, wiper blade replacement, etc.

CAMPUS VEHICLE & EQUIPMENT USERS

- ◆ Vehicle and equipment users must have any leaking vehicle or equipment serviced at the transportation service garage as soon as a leak is discovered.
- ◆ Leaks should be cleaned up immediately with the waste containerized for pickup and disposal by EH&S.

TRANSPORTATION/ GROUND PERSONNEL

- ◆ All waste and recycle material will be managed per EHS Hazardous Chemical Waste Disposal Policy # 15 and procedures outlined in EH&S Chemical Hygiene Plan, Appendix B.
- ◆ All waste fluids or recycled materials (oils, greases, aerosol cans, other vehicular fluids, used batteries, tires, etc) will be collected, placed in an appropriate container and recycled by a contracted vendor or managed by EH&S.
- ◆ Shop rags will be collected and professionally cleaned by a contracted vendor.
- ◆ The service garage will be cleaned as leaks or spills occur using appropriate methods such as clay absorbent or absorbent pads. Absorbents will be collected and place in an appropriate waste container for disposal by EH&S.
- ◆ Chemicals in the service garage shall not be exposed or left open unless they are actively being used. When not in use these chemicals will be sealed in their original containers and stored properly.

EHS

- ◆ Provide all services outlined in EH&S Hazardous Chemical Waste Disposal Policy #15.

PHYSICAL PLANT ASSISTANT DIRECTOR

- ◆ A record keeping system is to be maintained by the Assistant Director. Records to be kept include a continual inventory of all chemicals and/or potential pollutants, dated acquisitions and disposals/recycling and any expiration dates.
- ◆ Copies of Chemical inventories and oil, battery and rag recycling manifest/receipts will be sent to EH&S.
- ◆ The service garage will be inspected on a weekly basis and the service yard monthly. A monthly report will be sent to the AVP SWMP Coordinator with a copy provided to EH&S.

Issued By: Singer/Landowski	Date Issued: 5/2005	Date Revised: 6/2005	Effective Date: 5/2005
APPROVED:	Vice President	Associate V.P.	Director