



NUMBER 2.8

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Annual Facility Inspections are Conducted by Independent Agencies

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document all annual facility inspections that are conducted by independent agencies

PROCEDURE: All inspections done at the CVMF facility that are conducted by outside agencies are:

- Fire extinguisher inspections are scheduled by the Automotive Parts and Materials Manager every January.
- Overhead hoist and crane inspections are scheduled by the Automotive Parts and Materials Manager every January.
- Above and below ground lift inspections are scheduled by the Automotive Parts and Materials Manager every January.
- Sprinkler system inspections are done every quarter and are scheduled by the Division of Building Services.
- Fire suppression system inspection for the fuel island is done annually and is scheduled by the Division of Building Services.
- Fuel island pumps, lighting, underground storage tanks, and spillage, if any, issues are handled by the Environmental Quality Unit of the Commissioner's Office. All inspections are scheduled by them and records kept at Room 300B, City Hall, 10 Church Street, Rochester, NY 14604.

PREPARED BY: Mario Norselli, Parts Supervisor

DATE: July 1, 2010

