



NUMBER 6.2

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Little or No PM Work Is Contracted Out

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that little or no PM work is contracted out

PROCEDURE: On September 21, 2010 an electronic survey was sent to division managers and supervisors asking them to document that we contract out little or no PM services and to identify any contracted PM work or if there is no work, to say that. The survey results were as follow:

Nine surveys were sent. Eight responses were received for a response rate of 89%. Two respondents or 22% indicated that there were PM's contracted out and six respondents or 68% indicated that there were no PM's contracted out.

Comments confirm that little to no PM services are contracted out, with exceptions being a small number of specialized equipment.

Survey details are attached

PREPARED BY: Mike Quattrone, Fleet Manager

DATE: October 7, 2010



FLEET COUNSELOR SERVICES

ACTION ITEM 6.2 - DOCUMENT THAT LITTLE OR NO PM WORK IS CONTRACTED OUT

On September 21, 2010 an electronic survey was sent to individuals listed below asking them to, "...document that we contract out little or no PM services. Please identify any contracted PM work or if there is no work, please say that". Responses received follow:

Name	Title	Response	Comment
Richard Haynes	Assistant Service Manager	Yes	There are certain pieces that do get PM's outside of here ...mostly small equipment ...however a seasonal repair is done every year on the power screen, fleet #038538, utilizing an outside vendor.
Roger Jones	Fleet Service Writer		
Dale Willey	Mechanic Supervisor	No	There is no contracted PM work.
Pete Koch	Mechanic Supervisor	No	In the Car Shop we complete all our own PMs.
Scott Corser	Service Manager	Yes	There are a couple units that we contract PM's on. The screener we own is serviced annually by Emerald Equipment – very specialized unit. The Tennent floor scrubber has been serviced a few times by the vendor also Genie man lifts have contract maintenance. That is all I can think of at the moment.
James Billitier	Assistant Service Manager	No	All PM services are done in house.
Gary O'Donnell	Assistant Service Manager	No	None that I am aware of.
Frank O'Hare	Assistant Service Manager	No	We do not contract out PM services.
Control Center	Fleet Service Writer	No	No, we do not.

6.2 Response Analysis			
Document that Little or No PM Work is Contracted Out			
<u>surveys sent</u>	<u>responses</u>	<u>Yes</u>	<u>No</u>
9	8	2	6
response rate	88.9%	22.2%	66.7%