



**NUMBER 7.1**

**FLEET MANAGEMENT POLICY / PROCEDURE**

**SUBJECT:** City-wide Preventive Maintenance Policy

**APPROVED:**

Michael Quattrone, Fleet Manager

**PURPOSE:** Develop and maintain a comprehensive Preventive Maintenance (PM) policy for the City's fleet

**PROCEDURE:** The City of Rochester has adopted an aggressive Preventive Maintenance policy that specifically addresses the maintenance of the City's (gas, diesel and alternate powered) fleet. The purpose of this policy is to provide a safe and cost effective fleet while minimizing downtime. The primary goals of the PM program are to:

- 1) Maximize fleet unit up-time;
- 2) Reduce operating costs by decreasing the number of road calls and the high cost of unpredicted maintenance;
- 3) Ensure operational and operator safety; and
- 4) Increase resale value.

Last updated August, 2010.

**PREPARED BY:** Michael Quattrone, Fleet Manager

**DATE:** August 24, 2010



# **PREVENTIVE MAINTENANCE POLICY**

*Department of Environmental Services, City of Rochester, New York  
Policy Last Revised: August 2010*

## **Purpose:**

The City of Rochester has adopted an aggressive Preventive Maintenance (PM) policy that specifically addresses the maintenance of the City's (gas, diesel and alternate powered) fleet. The purpose of this policy is to provide a safe and cost effective fleet while minimizing downtime. The primary goals of the PM program are to:

- 1) Maximize fleet unit up-time;
- 2) Reduce operating costs by decreasing the number of road calls and the high cost of unpredicted maintenance;
- 3) Ensure operational and operator safety; and
- 4) Increase resale value.

## **Scope:**

The policy currently applies to all City departments and includes all vehicles and motorized equipment except firefighting equipment. Firefighting equipment means all vehicles and motorized equipment assigned to the Fire Department.

## **Policy:**

The Division of Equipment Services is charged with the responsibility to develop and maintain a comprehensive Preventive Maintenance (PM) program for the City's fleet. The program consists of structured inspections and maintenance procedures performed on scheduled intervals based on mileage and / or hours of operation. These intervals including specific tasks are taken from the vehicle and equipment manufacturers recommended intervals. Equipment Services establishes specific maintenance level standards for different classes of equipment. Each level of inspection includes a higher level of maintenance inspection activity. These standards are contained in the annual Service Level Agreements (SLA's) that are executed between Equipment Services and user departments.

Equipment Services constantly evaluates the PM program to assess overall effectiveness, and may make modifications or enhancements to improve maintenance results. This action will maximize fleet unit availability and operational safety while controlling costs in a predictive and responsible manner.

Departments are directed by the Mayor to comply with PM schedules as established by Equipment Services. Failure for a department to comply with the PM program guidelines may result in a reduction of fleet units and / or the loss of the vehicle.

PM scheduling is a critical element of the PM program. The process requires detailed communications between the customer units and the Central Vehicle Maintenance Facility (CVMF) Control Center.

The Control Center is responsible for sending out periodic reports to the customer unit designee identified in the SLA that provides information on the status of that unit's PM compliance. The first is a monthly report that indicates which vehicles are due for a PM inspection during that month. The second is a weekly report that is sent out on Friday afternoon's that identifies which PM inspections are scheduled for the following week. The third is a report sent out after the conclusion of a month which provides information relative to overdue PM's and missed PM appointments.

Customer departments may schedule appointments for PM inspections by calling or e-mailing the Control Center. It is the responsibility of customer departments to ensure that all PM scheduling is kept up-to-date and that communications are maintained with the CVMF. Should a PM schedule change be required, the customer department should contact the Control Center to arrange for a new PM inspection appointment date and time.

### **PM Types:**

There are three major PM types which are performed regularly at Equipment Services.

- PM-A performed every 5,000 miles (4,000 miles for class #13) interval on light vehicles, performed every 350 hours on heavy equipment. This hour interval may be adjusted depending on vehicle type and manufacturers recommendations.
- PM-C performed annually and coincides with the mandated New York State Safety Inspection.
- PM-N New York State Safety Inspection performed annually.

Additional PM's are set up in the fleet system that is vehicle specific. If your vehicle has an additional PM requirement, you will be notified by the Equipment Services Control Center.

Copies of items performed under PM-A and PM-C are attached to this policy.



Issued by: \_\_\_\_\_  
Michael Quattrone, Fleet Manager



Approved by: \_\_\_\_\_  
Paul Holahan, Commissioner of Environmental Services



Approved by: \_\_\_\_\_  
Robert J. Duffy, Mayor

# EQUIPMENT SERVICES

## 59 Point Preventative Maintenance Task List

**PM – A – Light Equipment (Every 5,000 miles or Class #13 @ 4,000 miles)**

Complete PM before found repairs are started

<b>Log on to PM</b>	<b>Vehicle #</b> _____
<b><u>Lubricate</u></b>	<b><u>Rear End</u></b>
_____ Chassis & <b>ALL</b> running gear	_____ Check for system leaks
_____ Check & re-fill <b>ALL</b> system fluids	_____ Check mounting bolts
_____ Change engine oil & filter	_____ Check torque rods
_____ Cab hardware, doors & hood	_____ Check cv-joints & flanges
_____ Foot brake treadle (trucks)	_____ Check shocks / struts (rear)
_____ PTO cv-joints <b>ALL</b>	_____ Check oil level front & rear
_____ <b>ALL</b> zerk fittings	<b><u>Cooling System</u></b>
<b><u>Braking System</u></b>	_____ Check for system leaks
_____ Pull <b>ALL</b> wheels, check linings	_____ Adjust protection to -40
_____ Check & adjust service brakes	_____ Inspect <b>ALL</b> hoses & clamps
_____ Check & adjust hand brake	<b><u>Chassis &amp; General</u></b>
_____ Check for system leaks	_____ Check air lines, if equipped
<b><u>Engine</u> (Gasoline or Diesel)</b>	_____ Check electrical cables & wires
_____ Check for system leaks	_____ Check suspension system
_____ Check oil pressure (hot & cold)	_____ Check frame & cross members
_____ Check motor mounts	_____ Check for exhaust leaks
_____ Check & replace air filter, if needed	_____ Check tire tread depth
_____ Check & clean battery terminals	_____ Inflate tires to proper pressure
_____ Inspect all belts	_____ Check & re-fill batteries
_____ Drain fuel water separator (diesel only)	_____ Check wheel lug nuts
<b><u>Steering System</u></b>	_____ Check NYS inspection due date
_____ Check steering box & fluid	_____ Check for manufacturers recalls
_____ Check drag link & tie rods	_____ Document correct mileage/hours
_____ Check kingpins / ball joints	_____ Rotate tires
_____ Check steering rams & hoses	<b><u>Final Check</u></b>
_____ Check shocks / struts (front)	_____ Start engine
<b><u>Transmission</u></b>	_____ Turn on all lights
_____ Check bell housing & mounts	_____ Turn on heater & defroster
_____ Check output shafts & joints	_____ Run & check wipers
_____ Check for system leaks	_____ Operate <b>ALL</b> auxiliary systems
_____ Check for scheduled T flush	_____ Complete a walk-around check
	_____ Complete a post PM road test
	_____ Check & document body damage
	_____ Check under vehicle for leaks
	_____ Class 13-check emergency equip.
_____ <b>Log off PM</b>	

**Note: Write up all system failures on a repair order as found repairs.  
Inform supervisor of required follow-up & found repairs**

# EQUIPMENT SERVICES

Preventative Maintenance Task List

PM – C --- Annual - Light Equipment

**Complete PM before found repairs are started**

\_\_\_\_\_ **Log on to PM**

## **Lubricate**

- \_\_\_\_\_ Chassis & **ALL** running gear
- \_\_\_\_\_ Check & re-fill **ALL** system fluids
- \_\_\_\_\_ Change engine oil & filter
- \_\_\_\_\_ Cab hardware, doors & hood
- \_\_\_\_\_ Foot brake treadle (trucks)
- \_\_\_\_\_ PTO cv-joints **ALL**
- \_\_\_\_\_ **ALL** zerk fittings

## **Braking System**

- \_\_\_\_\_ Pull **ALL** wheels, check linings
- \_\_\_\_\_ Check & adjust service brakes
- \_\_\_\_\_ Check & adjust hand brake
- \_\_\_\_\_ Check for system leaks

## **Cooling System**

- \_\_\_\_\_ Check for system leaks
- \_\_\_\_\_ Inspect all hoses & clamps
- \_\_\_\_\_ Adjust protection to -40

## **Engine** (Gasoline or Diesel)

- \_\_\_\_\_ Check for system leaks
- \_\_\_\_\_ Check oil pressure (hot & cold)
- \_\_\_\_\_ Check motor mounts
- \_\_\_\_\_ Check & replace air filter, if needed
- \_\_\_\_\_ Check & clean battery terminals
- \_\_\_\_\_ Inspect all engine belts
- \_\_\_\_\_ Replace fuel filter (diesel)
- \_\_\_\_\_ Drain fuel water separator (diesel)

## **Transmission**

- \_\_\_\_\_ Check for system leaks
- \_\_\_\_\_ Check output shaft & joints
- \_\_\_\_\_ Change transmission filter
- \_\_\_\_\_ Check bell housing & mounts
- \_\_\_\_\_ Check transfer case mounts
- \_\_\_\_\_ Check & fill transfer cases
- \_\_\_\_\_ Check for scheduled T flush

Vehicle # \_\_\_\_\_

## **Rear End**

- \_\_\_\_\_ Check for system leaks
- \_\_\_\_\_ Check mounting bolts
- \_\_\_\_\_ Check torque rods
- \_\_\_\_\_ Check cv-joints and flanges
- \_\_\_\_\_ Check oil level, front & rear
- \_\_\_\_\_ Check shocks / struts (rear)

## **Chassis & General**

- \_\_\_\_\_ Check NYS inspection due date
- \_\_\_\_\_ Check tire tread depth
- \_\_\_\_\_ Check & re-fill batteries
- \_\_\_\_\_ Inflate tires to proper pressure
- \_\_\_\_\_ Check air lines, if equipped
- \_\_\_\_\_ Check electrical cables & wires
- \_\_\_\_\_ Check suspension system
- \_\_\_\_\_ Check frame & cross members
- \_\_\_\_\_ Check for exhaust leaks
- \_\_\_\_\_ Rotate tires
- \_\_\_\_\_ Check wheel lug nuts
- \_\_\_\_\_ Document correct mileage/hours
- \_\_\_\_\_ Check for manufacturer recalls

## **Steering System**

- \_\_\_\_\_ Check steering box & fluid
- \_\_\_\_\_ Check drag link & tie rods
- \_\_\_\_\_ Check kingpins or ball joints
- \_\_\_\_\_ Check steering rams and hoses
- \_\_\_\_\_ Check shocks / struts (front)

## **Final Check**

- \_\_\_\_\_ Start engine
- \_\_\_\_\_ Turn on all lights
- \_\_\_\_\_ Turn on heater & defroster
- \_\_\_\_\_ Run & check wipers
- \_\_\_\_\_ Operate **ALL** auxiliary systems
- \_\_\_\_\_ Complete a walk-around check
- \_\_\_\_\_ Complete a post PM road test
- \_\_\_\_\_ Check under vehicle for leaks
- \_\_\_\_\_ Check & document body damage

\_\_\_\_\_ **Log off PM**

**NOTE: Write up all system failures on a repair order as found repairs.  
Inform supervisor of required follow-up and found repairs**