

Paul Holahan Commissioner

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov

NUMBER 3.2

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Track and Replace Shop Equipment as Needed

M Quattromo APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that the shop equipment replacement program is in place and

adhered to

PROCEDURE: Once a year an equipment replacement report is run. Each piece of shop

equipment on the list is reviewed and a determination made as to

whether it should be replaced. Shop equipment that is not replaced has

its' replacement date adjusted in FASTER.

PREPARED BY: Mario Norselli, Parts Supervisor OC

DATE: June 24, 2010

➂ Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer

