



NUMBER 2.10

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: All Inspection Citations or Issues Have Been Rectified

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that all safety and environmental inspection citations or issues are rectified

PROCEDURE: Contracts are in place for yearly inspection of fire extinguisher, overhead cranes and above and below ground lifts to be conducted annually.

The contracts include performance of any necessary remedial action that needs to be taken to make sure we meet safety requirements. Each vendor has guidelines they follow and based on the results, parts or materials are purchased as necessary. Current contract information for these services follows:

Service	Contract	Contract #	Contract Expiration Date	Inspection Schedule
Fire Extinguisher Maintenance	Simplex	0108-07	2/28/11	February
Crane Maintenance	Kone Crane	109381Y	11/30/10	July
Lift Maintenance	Okar	117130	10/30/11	November

PREPARED BY: Amanda Smith, Automotive Parts and Materials Manager

DATE: October 27, 2010

