



Landscape Services

Safety Standard Operating Procedure

(Revised 1/2023)

FM vehicle service and maintenance/ repair scheduling

This standard operating procedure covers FM vehicle scheduling and maintenance needs. Follow these guidelines for regular service scheduling and notifying departments. Proper procedure for work request maintenance repairs scheduling and notifying departments.

Hazards: Fatigue, muscle and joint soreness, poor posture, inadequate lighting, sharp objects, blue light exposure, slip, trips, falls, electrical, heavy lifting, stress, and fire.

Scheduled: Vehicles are scheduled for regular service every 6 months. Schedule is done at minimum one week before scheduled week. Repairs are scheduled by work order request on an as needed bases.

Regular service schedule- On the FM Vehicle spreadsheet, locate the tab at the bottom that says service schedule. Open it and find the last week scheduled. The list of vehicles under the week were strategically put in place to make sure one shop does not have multiple vehicles going in on the same day.

(Note: the vehicle file is a locked drive that access will need to be granted trough FM IT)

1. Highlight the tab above the week with yellow indicator. Put dates for week vehicles will be scheduled. Example below.

1/23- 1/27

Week 23

1024-O&M Zone 2
1027-O&M Zone 3
1025-O&M Zone 3
1015-MEP LS
1005-CCS
1035-FSS Moves

2. Open a send new mail in your email. Send to Grady Davis grady.davis@okstate.edu and Mike Hodge mike.hodge@okstate.edu. (as staffing changes the contacts will change for scheduling)
3. Subject: weekly schedule. Type in the mail See weekly service schedule below for the week of --/--/--
4. List the dates below and start putting bumper numbers with day after it. Schedule 2 vehicles per day. See example.

Note: you can do multiple weeks in one email.

From: Barrett, Dustin

Sent: Monday, October 10, 2022 9:20 AM

To: Davis, Grady <grady.davis@okstate.edu>; Hodge, Mike <mike.hodge@okstate.edu>

Subject: Weekly service

See weekly service schedule below for 10/17 to 10/21

10/17- 10/21

983 Monday

851 Monday

916 Tuesday

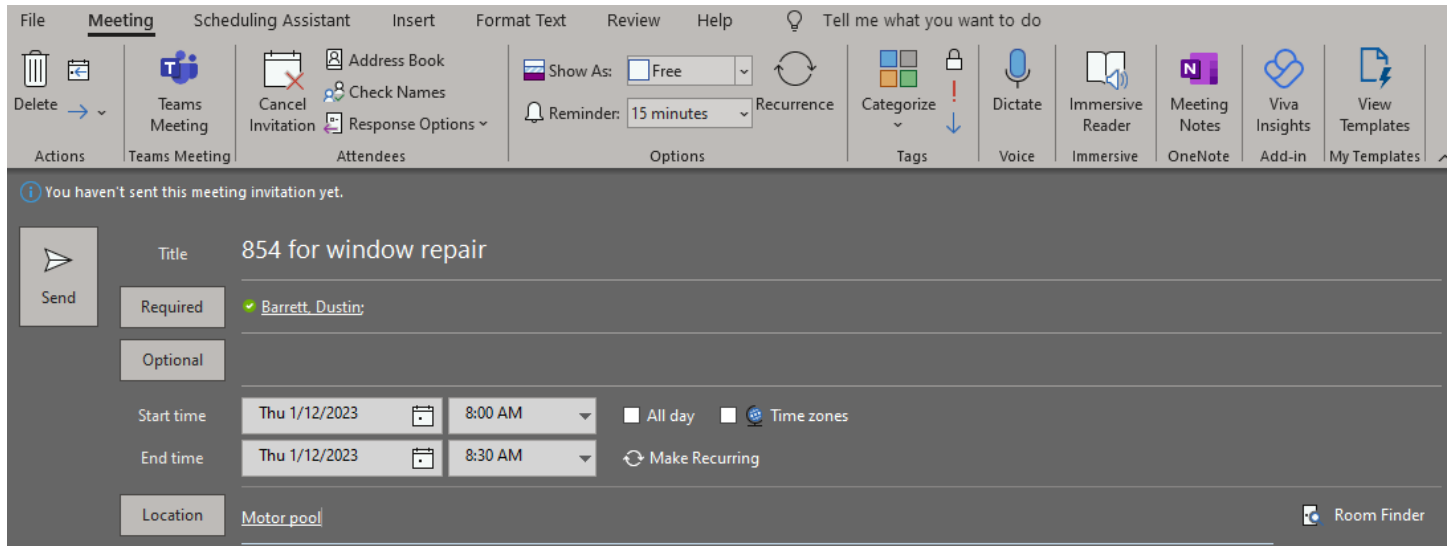
2029 Tuesday

955 Wednesday

4. After email is sent to motor pool. Meeting invites are sent out to the department supervisors/ managers to notify of schedule. Staffing changes in departments will determine the contact for the meeting invite.

Work request/ as needed repairs:-A work order must be submitted by the department for requested repairs.

1. Assign work order to yourself.
2. Create new mail to the motor pool with vehicle bumper number in the subject line.
3. Type in mail form Need to schedule Bumper number 000 for below.
4. Copy/paste work order description below and send.
5. Make note on work order phase (Emailed motor pool to schedule.) The note will time and date stamp.
6. When the motor pool responds with date and time. Send a meeting invite to the department head/ supervisor. Example below.



Note: Not all repairs require scheduling at the motor pool. Examples: headlight out, wipers, flat repairs. (Tire replacement request does need to be scheduled)

7. Make note on vehicle work order phase (Scheduled at the motor pool. Department notified.) Charge 0.25 labor and work complete work order phase.
8. Motor pool will send out notifications for vehicles ready to SSS Supervisor and added recipients.
9. When vehicles are ready, email the department head/ supervisor in ownership of the vehicle that it is ready for pick up at the motor pool.
10. Respond to Motor pool email: Department has been notified.