

## **EQUIPMENT MAINTENANCE**

- Spot equipment malfunctions
- Test start equipment
- Check and re-fill equipment fluid levels
- Conduct routine equipment safety checks
- Clean returned equipment
- Inform mechanic of needed repairs
- Assist with minor equipment repairs
- Repair damaged or broken rental equipment A.S.A.P. so that no rentals are lost
- Load and unload equipment
- Keep all rental equipment operating properly
- Use preventative maintenance techniques to avoid “breakdowns” during rentals
- When cleaning equipment, look for loose or missing fasteners, parts, etc.
- After cleaning, thoroughly check operation of equipment
- Lubricate all moving parts properly with grease/oil
- Clean/service rental equipment
- Be sure everything is “Ready-to-Rent”
- Minimize “downtime” caused by equipment waiting for service or maintenance
- Use appropriate cleaning method for each item:
  - Pressure washer
  - Water with detergent and scrub brush
  - Windex with a clean shop rag
  - Compressed air
- Properly complete service tags
- Clean, service and maintain company vehicles:
  - Keep oil changed
  - Check coolant, battery, transmission fluid, etc.
  - Interior and exterior of vehicle (clean and neat)
- Sweep and mop floors
- Mow grass, trim shrubbery
- Maintain clean yard and parking lot
- Stock service area
- Report safety violations
- Cleanliness of work area (oil spill):
  - Keep all shelves free of dust
  - Keep floor swept with compound
- Keep all rental equipment neatly displayed:
  - Neat rows by equipment type
  - Capable of easy access and removal