



Maintenance Equipment Use Procedure, Facilities Services

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The originator of this procedure is the office of the Associate Vice President of Facilities Services.

1. Purpose

This procedure establishes the safe and proper use of maintenance equipment on SLCC campuses and by Facilities Services personnel.

2. References

- A. [SLCC Sidewalk Safety Policy](#)
- B. [SLCC Motor Vehicle Policy](#)
- C. [Facilities Services Incident Reporting Procedure](#)

3. Definitions

- A. **Maintenance Equipment:** Maintenance equipment at SLCC refers to a diverse array of tools, machinery, low-speed vehicles, heavy machinery and specialized apparatus utilized by maintenance personnel and contractors to uphold the functionality, safety, and aesthetics of the campus environment. These equipment encompass a wide range of categories, including but not limited to landscaping tools (such as lawnmowers, trimmers, and leaf blowers), custodial equipment (such as floor scrubbers, buffers, and carpet cleaners), facility maintenance equipment (such as pressure washers, painting tools, and power drills), low-speed vehicles (such as utility carts), heavy equipment (such as forklifts, tractors, loaders, and excavating equipment), aerial lifts (such as scissor and boom lifts), specialized machinery (such as HVAC systems, plumbing tools, and electrical equipment), and shop equipment (such as presses, welders, and stationary saws).
- B. **Low-Speed Vehicle (LSV):** Any vehicle that is not licensed by the Utah Department of

Motor Vehicles and that operates on a private or public road, for example, golf carts, electric vehicles, ATVs, UTVs, tractors, and similar vehicles.

4. Procedures

C. Authorization:

1. Only designated maintenance staff members are authorized to use maintenance equipment on the college campus. These individuals have undergone specific training and possess the necessary qualifications to operate such equipment safely and effectively.
2. A maintenance staff member is authorized to use a particular piece of equipment once their supervisor has given approval, written or verbal (depending on the equipment, as explained herein).
3. Supervisor approval for a staff member to use equipment should not be given unless the following has been met:
 - a. Experience has been established and competency of safe and proper use has been
 - b. All necessary training and instruction regarding how to safely and properly use the equipment has been given by the supervisor or authorized competent trainer (refer to training requirements section below).
 - c. The staff member has demonstrated a clear understanding of how to safely and properly use the equipment.
 - d. All necessary PPE has been provided.
 - e. Assignments and parameters for equipment use have been made clear (who, what, when, where).
 - f. Written documentation of training has been properly filed for the following equipment:
 - (1) Lift truck/forklift
 - (2) Loader, backhoe, tractor and similar heavy equipment
 - (3) Aerial lift
 - (4) Low-Speed Vehicle (LSV)
 - (5) High-Capacity Vehicle (box trucks, cargo vans, towing trailers)

D. Training Requirements

1. Before operating any maintenance equipment, staff members must undergo comprehensive training provided by supervisors or other instructor as authorized by the relevant supervisor.

2. Training programs cover the following areas:
 - a. Proper operation of each equipment type.
 - b. Safety procedures and protocols.
 - c. Maintenance and inspection guidelines and responsibilities.
 - d. Emergency response protocols.
 - e. Usage guidelines in various weather conditions and environments.
 - f. Environmental considerations and regulations.
 - g. Reporting procedures for accidents, damages, or malfunctions.
3. For equipment requiring written documentation (as listed 4.A.3.f), refresher training sessions are conducted every three years to ensure that staff members stay updated with any new equipment, safety regulations, or best practices.

E. Safety Protocols

1. Personal Protective Equipment (PPE):
 - a. Staff members must wear appropriate PPE, including but not limited to hard hats, gloves, safety glasses, steel-toed boots, high-visibility vests, and fall-protection equipment depending on the type of equipment and the tasks being performed and as determined by regulations and the responsible supervisor.
2. Pre-Operation Inspection:
 - a. Before using any maintenance equipment, staff members must conduct a thorough inspection to ensure that the equipment is in proper working condition.
 - b. Any defects, damages, or malfunctions must be reported immediately to the supervisor, and the equipment should not be operated until it has been repaired or replaced.

F. Operational Guidelines:

1. Equipment should only be operated in accordance with manufacturer instructions and campus policies.
2. Staff members should adhere to speed limits, traffic regulations, and designated pathways while operating maintenance equipment on campus grounds (see Walkway Safety Policy).
3. Equipment shall not be operated under the influence of alcohol or drugs.
4. Sidewalks and pedestrian walkways:
 - a. Maintenance Equipment included in the definition of Low-Speed Vehicles, such as mowers, golf carts, ATVs, UTVs, tractors, and similar vehicles, may be driven

on campus walkways without a Walkway Permit, but this should be avoided when possible. Any other motor vehicle must obtain a Walkway Permit per the Walkway Safety Policy.

b. Parking Low-Speed Vehicles

- (1) When maintenance work requires that Low-Speed Vehicles are stationed closer than a designated parking area allows, the LSV vehicles should be parked on turf, dirt, or gravel to the side of walkways to avoid impeding pedestrian movement.
- (2) Low-Speed Vehicles may only be parked on pedestrian walkways when weather has rendered campus turf or other non-paved surfaces too wet or soft for a vehicle to park on without causing damage.

G. Communication:

1. Staff members operating maintenance equipment must maintain clear communication with pedestrians, cyclists, and other vehicles to prevent accidents.
2. Use of horns, signals, and visual indicators is encouraged to alert others of the equipment's presence and movements.

H. Emergency Procedures and Incident Reporting:

1. Staff members should be trained on emergency shutdown procedures for each piece of equipment they operate.
2. Any accident, injury, near-misses, equipment malfunction, or damages involving maintenance equipment must be reported to the supervisor or relevant campus authorities immediately (refer to [Facilities Services Incident Reporting Procedure](#)).
3. Regular supervisor inspections should be conducted to ensure safe operation of maintenance equipment, compliance with safety protocols, and to identify areas for improvement.
4. By following these procedures, the college ensures the safe and effective use of maintenance equipment on campus, protecting the well-being of staff members, students, and visitors while maintaining the campus infrastructure.

I. Environmental Considerations:

1. Maintenance equipment should be operated in a manner that minimizes environmental impact and complies with relevant environmental regulations.
2. Spills, leaks, or other environmental hazards must be promptly addressed and reported to the appropriate authorities.

J. Documentation and Reporting:

1. Maintenance logs should be kept for each piece of equipment, documenting usage,

inspections, repairs, and any incidents.