



# Maintenance of SRIC Equipment

# Benefits of Preventative Maintenance

Safety Aspect of all equipment

- ✓ Improved Equipment and System reliability
- ✓ Reduction of unexpected breakdown
- ✓ Decrease in expensive parts replacement
- ✓ Extended equipment life

Must be filled out  
pre-shift daily

Turned in weekly

Must remain in  
vehicle until  
completed

FORM OE-28  
REV. 01/02

**WV DOT**

**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
OPERATOR'S DAILY AND WEEKLY CHECKLIST  
FOR TRANSPORTATION AND HEAVY EQUIPMENT**

DATE  
MO DAY YR

ED NUMBER

TYPE OF EQUIPMENT

I hereby certify the appropriate checks were performed on the equipment listed to include, but not limited to the below items as appropriate.

Fluid Levels	Instruments (Tach-Ammeter-Temp Oil-etc.)
Battery	Lights (Ext-Int-Emer. Flasher)
Belts & Hoses	Fuel Level
Tires/Tracks	Windshield/Mirrors/Wipers & Washers
Hydraulic Components	Air Pressure (Air Brake Equipped Vehicles)
Exhaust Leaks	Clutch (Pedal Travel-Smoothness)
Inspection Sticker	Transmission (ATF Level/Noises)
Lube Heavy Equipment	Brakes (Pedal Travel-Stopping Ability)
Fire Extinguisher	Emergency (Parking) Brake
Horn	Check for Leaks
	Cleanliness

Remarks:

INITIALS	SU	MO	TU	WE	TH	FR	SA
OPERATOR							
REPAIR REQUEST SUBMITTED							

Supervisor's Signature

Date

**WVDOH Vehicle Log Sheet**

Reporting Month:	Fiscal Year <b>2019-2020</b>	Department: <b>0803</b>	Org:	License Plate #:	Last 6 of VIN:				
Vehicle ED #:	Monthly Gallons Pumped:			Total Monthly Business Miles Driven:					
Monthly Beginning Odometer:				Total Monthly Commuting Miles Driven:					
Monthly Ending Odometer:				Total Monthly Miles Driven:					
Date	Driver's Name	Driver's Title	Gallons Pumped	Odometer at Fueling	Daily Starting Mileage	Destination or Purpose of Trip	Business Miles Driven	Commuting Miles Driven	Total Miles Driven
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

**WVDOH Vehicle Log Sheet**

Reporting Month:	Fiscal Year <b>2019-2020</b>	Department: <b>0803</b>	Org:	License Plate #:	Last 6 of VIN:
Vehicle ED #:					



				DAILEY AND WEEKLEY CHECK LIST BOOK (OE-28) AND LOG BOOK AUDIT		
DATE	ORG #	ED NUMBER	PRE SHIFT	POST SHIFT	FINDINGS	PRE SHIFT WORK REQUEST
7/18/2019	0417	371-1188		4:00 Pm	found new OE-28 book up to date	
7/18/2019	0417	371-0113		4:00 pm	no oe-28 book found	
7/18/2019	0417	371-0967		4:00 pm	no oe-28 book found	
7/18/2019	0417	371-1008		4:00 pm	no oe-28 book found	
7/18/2019	0417	371-0948		4:00 pm	no oe-28 book found truck was down not in use	
7/18/2019	0417	371-0151		4:00 pm	no oe-28 book found truck was down not in use	
7/19/2019	0470	213-0390		10:00 am	log and oe-28 book found and up to date	
7/19/2019	0470	206-0777		10.00 am	log and oe-28 book found and up to date	
7/19/2019	0470	271-0089		10:00 am	oe-28 book found up to date	
7/19/2019	0470	960-0026		10:00 am	oe-28 book found up to date	
7/19/2019	0472	206-8824		11:05 am	log and oe-28 book found and up to date	
7/19/2019	0472	377-0608		11:05 am	oe-28 book found up to date	
7/19/2019	0472	206-8830		11:05am	log and oe-28 book found and up to date	
7/19/2019	0472	206-8785		11:05 am	log and oe-28 book found and up to date	
7/19/2019	0472	371-0335		11:05 am	oe-28 book found up to date	
7/19/2019	0446	371-0952		1:00 pm	oe-28 book found up to date	
7/19/2019	0446	201-8741		1:00 pm	log and oe-28 book found and up to date	
7/19/2019	0446	271-0314		1:00 pm	oe-28 book found up to date	
7/19/2019	0446	206-8821		1:00 pm	log and oe-28 book found and up to date	
7/19/2019	0446	371-0130		1:00 pm	oe-28 book found up to date	
7/19/2019	0446	353-0277		1:00 pm	oe-28 book found not up to date, found current checklist in office , asked to keep in equipment	
7/19/2019	0446	371-0415		1:00 pm	no oe-28 book found , found current checklist in office , asked to keep in equipment	
7/19/2019	0446	377-0562		1:00 pm	oe-28 book found not up to date, found current checklist in office , asked to keep in equipment	
					Talked to management, explained the oe-28 are to remain in vehicles and equipment at all times. Ask them to get books and place them in equipment. Will be back to recheck and if same findings found, actions will be taken.	

Work  
Request  
Yellow copies  
must remain  
in OE-28  
Books

WVDOT

WEST VIRGINIA  
DIVISION OF HIGHWAYS  
EQUIPMENT REPAIR REQUEST

DATE  
MO DAY YR  
06 06 19

ED NUMBER  
2130390

METER READING NO 1/10  
123456

TYPE OF EQUIPMENT  
Jeep

EQUIPMENT CONDITION  
USABLE SAFE ☒ UNUSABLE

SHOP NOTIFIED  
DATE TIME  
06 06 19 07 30

ORGANIZATION NO.  
0470

LOCATION WHERE EQUIPMENT IS PARKED OR OPERATING  
D-4 shop lot

SHOP ATTENTION REQUIRED

<input type="checkbox"/> FUEL SYSTEM	<input type="checkbox"/> REAR SUSPENSION
<input type="checkbox"/> COOLING SYSTEM	<input type="checkbox"/> STEERING/FRONT SUSPENSION
<input type="checkbox"/> ENGINE ELECTRICAL	<input type="checkbox"/> BRAKE SYSTEM
<input type="checkbox"/> EXHAUST SYSTEM	<input type="checkbox"/> HYDRAULIC SYSTEM
<input type="checkbox"/> ENGINE BLOCK/HEAD(S)	<input type="checkbox"/> BODY/CAB/FRAME
<input type="checkbox"/> POWER TRANSMISSION GROUP	<input checked="" type="checkbox"/> INSTRUMENTS & ACCESSORIES
<input type="checkbox"/> DRIVE SHAFT/AXEL(S)	<input checked="" type="checkbox"/> OTHER

DETAILS / REMARKS: 1. NOISE IN Blower Motor  
2. NEED'S WIPERS

Steve Grant

OPERATOR OR FOREMAN SIGNATURE  
J. C. Prouse





Handwritten notes on the document include:

- Handwritten "1000" at the top left.
- Handwritten "1000" at the top right.
- Handwritten "1000" at the bottom left.
- Handwritten "1000" at the bottom right.

## District 4 equipment PM audit.

Name	Org	E.D. Number	PM Level	Date	Visual Inspection	Lubricate	Change	Check/Adjust	Operation Check	Attach
Axel Rider	0439	371-1138	B	1/24/2019	X	X	✓	X	X	<a href="#">PM Audits\PM Audit 371-1138.pdf</a>
Don Snow	0417	371-113	C	2/15/2019	✓	✓	✓	✓	✓	<a href="#">PM Audits\PM Audit 371-113.pdf</a>
Jack Frost	0470	377-338	A	2/12/2019	✓	✓	✓	✓	✓	<a href="#">PM Audits\PM Audit 377-338.pdf</a>
Holly Hawk	0470	211-024	B	5/1/2019	✓	✓	✓	✓	✓	<a href="#">PM Audits\PM Audit 211-024.pdf</a>
Dusty Rhoades	0446	377-415	C	5/1/2019	X	X	✓	✓	X	<a href="#">PM Audits\PM Audit 377-415.pdf</a>
Rockie Chipps	0471	371-927	C	5/22/2019	X	✓	X	✓	✓	<a href="#">PM Audits\PM Audit 371-927.pdf</a>
Cinder Ice	0409	371-981	C	5/23/2019	X	✓	✓	✓	✓	<a href="#">PM Audits\PM Audit 371-981.pdf</a>
Sandy Pyles	0482	370-326	B	6/6/2019	✓	✓	✓	✓	✓	<a href="#">PM Audits\PM Audit 370-326.pdf</a>
Cliff Steep	0425	371-003	B	7/15/2019	✓	✓	X	X	X	<a href="#">PM Audits\PM Audit 371-003.pdf</a>
Tom Grader	0473	377-371	B	7/16/2019	X	X	X	X	X	<a href="#">PM Audits\PM Audit 377-371.pdf</a>
Witt End	0417	377-320	B	7/16/2019	✓	✓	X	✓	X	<a href="#">PM Audits\PM Audit 377-320.pdf</a>
Delong Way	0439	371-032	C	8/5/2019	✓	✓	✓	✓	✓	<a href="#">PM Audits\PM Audit 371-032.pdf</a>



Cleaning of  
SRIC  
Equipment:

Activity Code  
815 mandates  
all equipment  
will be  
washed and  
cleaned  
weekly













Each SRIC Specialized Equipment will be cleaned directly after each storm event









This is not the preferred  
method to clean  
equipment



04/02/2018 14:38























All mobilized snow fighting equipment should be started up monthly and exercised to insure it is in proper working condition



















09/17/2019 08:05

















Questions?