

**Subject: Operating the Elgin Street Sweeper**

Approved: Patrick Bohlen

PROCEDURE:

**Operating the Elgin Street Sweeper**

INTENDED AUDIENCE:

LNR personnel with access to the Elgin Street Sweeper

PURPOSE:

To train LNR person to operate Elgin street sweeper in a timely and safe manner resulting in little or no trash or debris remain in swept areas.

- I. Knowledge** - Before operating the equipment, the employee must be familiar with the Operations Equipment Manual (OEM) for the equipment being used.
- II. Safety** - At a minimum, follow the safety requirements listed in the OEM for the equipment being used. It is the employee's responsibility to determine if added Personal Protective Equipment is needed and therefore must consult with their Supervisor prior to starting the task.

**III. Pre - Operation Steps for Operating Sweeper**

**CAUTION:** Operator should be aware that loose clothing, long hair and jewelry could be caught in/on various parts of the equipment.

- a. Walk around equipment visually inspecting for loose or worn parts.
- b. Inspect belts and hoses to ensure they are in acceptable condition.
- c. Check the oil level.

**CAUTION:** Only request oil when the dipstick level shows the "Add Oil" mark or is below the "Add Oil" mark. LNR Maintenance Team will add oil.

- d. Check the hydraulic oil level.

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**CAUTION:** Only request hydraulic oil when oil indicator is showing the “Add Oil” mark or is below the “Add Oil” mark. LNR Maintenance Team will add the hydraulic oil.

- e. Check the fuel level.

**Note:** If fuel is needed, secure gas key from Traka box, fuel equipment to proper level and return key to Traka box.

- f. Check all tire pressures.

**Note:** Low or under inflated tires are to be filled or repaired by LNR Shop Maintenance Team.

- g. Check all lights and safety features are present and working properly.

**Note:** If unit is not working properly take unit to LNR Maintenance Shop for repairs.

- h. Check grease levels and grease unit per OEM.

- i. Start engine check that all gages and controls are working properly.

#### **IV. During Operation - Steps for Operating Sweeper**

**CAUTION:** Be aware of your surroundings. Check for debris, branches, rocks and people. Also check for any wet areas to prevent damage to turf.

- a. Start unit and begin sweeping operations.  
b. Check gages during operation to insure everything is operating properly.

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**Note:** If mechanical failure is encountered during sweeping operation, LNR Maintenance Team will be dispatched to the location to make repairs. If repairs cannot be made on site, equipment will be towed to shop. Supervisor will be notified by the shop when unit repairs are complete.

- c. Every couple hours re-check that all lights are working properly. Walk around equipment and visually inspect unit for loose or worn parts.

**V. After Operation - Steps for Operating Sweeper**

- a. Dump debris from hopper in authorized dumpster.
- b. Record amount of debris in equipment log.
- c. Using compressed air gun, blow out/off radiator, hood screen, transmission cooler and engine.
- d. Clean air filter according to OEM.
- e. Grease unit according to OEM.
- f. Check the fuel level.

**Note:** If fuel is needed, secure gas key from Traka box, fuel equipment to proper level and return key to Traka box.

- g. Wash off unit, to include hopper and conveyor belt area top and bottom.
- h. Park unit in staging area.
- i. Fill out equipment logs.