

Subject: Operating the Mulch Blower

Approved: Patrick Bohlen

PROCEDURE:

Operating the Mulch Blower

INTENDED AUDIENCE: LNR personnel with access the Mulch Blower

PURPOSE: To train LNR person to operate Mulch Blower in a timely and safe manner to install mulch around campus landscape and beds.

- I. Knowledge** - Before operating the equipment, the employee must be familiar with the Operations Equipment Manual (OEM) for the equipment being used.
- II. Safety** - Follow OEM and make sure there is at least a minimum of two (2) orange safety cones are loaded onto the truck.

Note: These cones are to be placed adjacent the mulcher when mulcher is in use. If the hose is to be extended across any sidewalk/walkway, it is mandatory to use the orange cones to bring awareness to the hose and prevent tripping hazards.

Proper personal protective equipment (PPE) to be worn during the operation of the mulcher includes:

- a. Hearing protection
- b. Gloves
- c. Steel toe boots
- d. Safety goggles or shades
- e. Basic dust mask - recommended

III. Pre-Steps for Operating the Mulch Blower

- a. Do a visual inspection of the mulch blower by walking around the entire piece of equipment.
- b. Check for any leaks, broken hoses, switches and if found, report defect to supervision.
- c. Check inside the bin for the hose and make sure the hose is in good shape.

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d. 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

e. Check hydraulic oil level.

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.

f. Check 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. Check all tire pressures.

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

h. Start the machine and check to see if the remote control is working in harmony with the mulcher and ensure the batteries are charged.

Note: Dead batteries are to be jumped or replaced by LNR Shop Maintenance Team

CAUTION: There is to be another team member assisting the driver during back-up to ensure the mulch blower and truck are attached properly.

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- i. Attach the mulcher to the truck with the guidance of another team member.
- j. Attach all cords and chains joining both mulch blower and truck together.
- k. Visually verify that lights and brake lights are working.

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

IV. Steps for Operating the Mulch Blower

Note: There shall be a minimum of three (3) team members assigned to the mulcher blower anytime the mulcher is in operation.

- a. Team member number one (1) operates the hose that applies the mulch.
- b. Team member number two (2) operates the control panel attached to the mulch blower as well as the remote control. This team member will also visually monitor the Mulch Blower and assist with the hose.
- c. Team member three (3) loads the bin with mulch.

Note: Mulch is to be applied in an even manner to the areas in need.

- d. Lightly apply mulch at 1-2" depth for established beds. Apply three (3") of mulch if the beds are freshly planted.

Note: All beds should not exceed a three inch (3") depth of mulch.

Note: Do not mulch around the base of plants, signs, light poles, hydrants, or exposed infrastructure* or unless directed to do so by supervision.

Note: Mulching around exposed infrastructure is permitted if the infrastructure is located inside a bed.

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V. After Operation Steps for Mulch Blower

- a. Using a back pack gas blower, thoroughly clean the bin of the mulch blower.

CAUTION: Do not use water to clean the bin.

- b. Place all hoses inside the bin of the mulch blower.
- c. 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.

- d. 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

- e. Secure the sweeper in staging area for next use.
- f. Complete the mulch blower log located in the office.
- g. Return remote controller and all keys to the supervisor.