SUPPORT SERVICES

Grounds Equipment Control

I. Purpose

To establish specific procedures and responsibilities for control and safe use of grounds maintenance equipment.

II. Equipment Definition

Certain items of powered equipment such as snow blowers, tractors, mowers, and weed eaters, are assigned to schools for the purpose of maintaining school grounds.

III. Responsibilities

A. All equipment shall be identified with Prince William County Schools’ decals and serially numbered by Supply Services before issue. Equipment shall be inventoried on a periodic basis.

B. All personnel operating equipment shall require certification that they have been trained on the proper operation of equipment, that they are aware of the safety requirements, and are aware of the proper fuel, cleaning requirements, preventive maintenance, and storage.

C. Individuals certified to operate the equipment shall be responsible for operating and maintaining equipment in a safe and effective manner.

D. Principals shall be responsible for all equipment assigned to their school, and shall ensure that all personnel operating equipment will possess current certification.

E. Principals are responsible for proper storage of all grounds equipment in a storage shed or storage room. All fuels and lubricants necessary for operation shall be stored in a storage shed. No other furniture, sports equipment, or other flammable substances shall be stored in the storage room or shed.

F. Office of Facilities Services personnel shall train and certify all custodial personnel in the operation of all grounds equipment. The training and certification shall be done during initial training and/or retraining of custodial personnel. Custodial personnel shall receive instruction in operation, safety, proper fueling, cleaning requirements, preventive maintenance, and storage of riding and push lawn mowers, weed eaters, and leaf and snow blowers. The objective is to properly train the
custodians with the operation, maintenance, and fueling requirements, for all lawn care equipment with heavy emphasis on safety.

G. The Small Engine Shop personnel shall be available to service new equipment and to train school personnel on proper operation. School or site managers shall coordinate to ensure the appropriate staff members attend this initial training.

In addition, as part of the custodial manager training process, the quality assurance specialists shall provide refresher training for all types of ground maintenance equipment, with the assistance of the Small Engine Shop personnel as needed.

The Associate Superintendent for Support Services, or designee, is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.
Date __________________________

TO: ____________________________________________
    (Principal)

_________________________________________________ has been certified to operate the equipment checked below, at

__________________________________________ School. The operator has been checked on operation, safety, proper fuel, cleaning requirements, preventive maintenance, and proper storage.

1. Riding Mower
2. Push Mower
3. Weed Eater
4. Leaf Blower
5. Snow Blower

Operator's Signature  
Certifying Official
Office of Facilities Services