



ALABAMA

Standard Operating Procedure				SOP #:	PW-0417
Description:	Mowing & Right-of-Way Maintenance				
Department:	Public Works			Date Revised:	4/10/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 4/10/2017			Original Date Prepared: 4/10/2017		
Job Classification: All Mowing & ROW Maintenance Personnel					

OPERATIONAL OVERVIEW: All personnel with responsibility over right-of-way maintenance (mowing) operations will adhere to the procedures detailed in this document.

STANDARD OPERATING PROCEDURES:

1. During the mowing season, mowing is scheduled as often as practical and necessary, but no more often than once every week.
2. In areas with winter ryegrass, mowing is scheduled as needed in the winter months.
3. Mowing is done on a rotational basis for one of a number of designated routes.
4. Using a daily check sheet, inspect the equipment to ensure that all components are functional, including lights. Report to Equipment Services if parts are not working properly. Make minor repairs as necessary.
5. Using a daily check sheet, inspect the fluid levels and grease the equipment as necessary, daily in most cases. Please refer to #9 of this SOP in case of leaks from equipment.
6. Drive mowers safely, following manufacturer's recommended procedures and all applicable traffic laws.
7. In accordance with the Manual on Uniform Traffic Control Devices, install temporary traffic control devices and/or signs to warn and divert vehicular traffic, as necessary.
8. Follow all safety procedures, including wearing proper Personal Protective Equipment (PPE).
9. Regularly inspect equipment for leaks and report all leaks to a supervisor. Contain all leaks until the Oil Spill Crew arrives on scene. Follow the Spill Response SOP.
10. When applicable, aim the discharge chute away from streets and storm drains or catch basins. Inform a supervisor if grass clippings have been discharged into a street or catch basin.
11. Set the cutting deck to the proper height: Bahia 2.5 inches, Centipede 2.5 inches, Bermuda 1.75 inches, St. Augustine 4 inches, Zoysia 2 inches
12. Litter is removed prior to mowing and is not to be cut up.
13. Track the streets and ROW mowed on a daily route sheet.



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Standard Operating Procedures Specific to Curb Edging

1. Curb edging may be done using a hand held edger, or a mechanical edger mounted behind a tractor.
2. The tractor mounted edger is primarily used on main thoroughfares, which are edged throughout the mowing season, as needed and as practical, with the goal to edge the curbs on main thoroughfares once every two weeks.
3. A street sweeper is requested following edging with the mechanical edger.
4. When curb edging is done with a hand held edger, the clippings are blown with a backpack or push blower towards the right of way, out of the street and gutter.

Standard Operating Procedures Specific to Sidewalk Edging

1. Sidewalk edging on rights of way is typically only done once a year, in the winter months after the mowing season has ended. The sidewalk on the right of way is only edged on certain streets, typically main thoroughfares and where the City of Mobile is the property owner. Individual property owners are responsible for their own sidewalk and right of way maintenance.
2. Sidewalk edging is done using a handheld edger or edging device mounted on a utility cart.
3. When sidewalk edging is done the clippings are blown with a backpack or push blower into the existing vegetation on either side of the sidewalk. Occasionally such as right-of-way sidewalk edging that is only done once per year, it is necessary to use a shovel to remove the clippings.

Standard Operating Procedures Specific to Concrete Edging

1. Concrete, such as that around storm drains and culverts is edged on a periodic basis.
2. The frequency that such concrete is edged depends on a number of factors including the location and prevailing resources. Such concrete on rights of way may be edged multiple times per year on main thoroughfares. Such concrete in other areas may be edged infrequently or not at all.
3. When concrete is edged the clippings are blown into the surrounding vegetation if they are light. If the clippings are heavy they may be removed with a shovel.



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Standard Operating Procedures Specific to Ditches

1. Roadside ditches are mowed on a rotational basis using specific equipment designed for slope mowing.
2. The frequency that ditches are mowed is dependent on the resources available. The goal is to mow ditches every 60 days.
3. Litter is picked up from ditches prior to mowing, but on occasion the height of the vegetation in the ditch often makes this impractical. If the litter is severe, the operator should inform his supervisor that it is necessary to remove the litter after the ditch is mowed.

EMPLOYEE TRAINING

1. Ensure employees are trained in above operations, stormwater pollution prevention, and spill response.
2. Ensure employees know how to recognize and report illegal discharges or disposals.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above operations, stormwater pollution prevention and spill response.
2. Keep a copy of the tracking spreadsheet.