



ALABAMA

Standard Operating Procedure				SOP #:	PW-0114
Description:	Vehicle & Equipment Washing				
Department:	Public Works, Equipment Services, Parks			Date Revised:	2/17/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 4/21/2014			Original Date Prepared: 4/21/2014		
Job Classification: All Public Works, Equipment Services and Parks Personnel					

OPERATIONAL OVERVIEW: The City of Mobile has several vehicle/equipment washing locations that are utilized by various departments in the City. The two specific wash locations that this SOP will focus on are at the Hurtel Street Facility and the Gayle Street Facility. Both of these locations are the primary wash areas for Public Works, Equipment Services and Parks vehicles/equipment.

If the operator is ever unsure of which location to use, please contact your Supervisor.

STANDARD OPERATING PROCEDURES:

1. Always wash vehicles/equipment in the appropriate designated areas at the facilities. The water runoff at these locations is filtered through an oil/water separator and discharge into the sanitary sewer system. These discharges do not enter into the storm water system.
2. The wash area at MPD 4th Precinct should not be utilized by any departments other than MPD and MFRD vehicles and equipment.
3. The Hurtel Street wash location is strictly reserved for the Trash Department vehicles/equipment.
4. The Gayle Street Facility has two wash locations. The Gayle Street facility wash locations are used by all other Public Works Departments, Equipment Services, and the Parks Department.
5. All Solid Waste trucks and the litter boat must be washed at the solid waste truck wash location (western side of of Gayle Street facility). Sweepers, other Public Works vehicles, Equipment Services and Parks vehicles/equipment must be washed at the smaller eastern wash area which is located by the diesel fuel pumps.
6. Public Works is responsible for operating and maintaining the City vehicle and equipment wash areas. Employees from Public Works will check the three wash locations daily to ensure they are operating properly. The Oil Spill Supervisor will be responsible for oversight of these three locations.
7. The following items will be checked on a daily basis (Monday – Friday):

Any trash / debris?	Leaks or spills?
Is sump pump at an appropriate height?	Effluent basin has floatables present?
Effluent basin needs sediment removal?	Storm inlet free of debris and protected?
Are Trash receptacles & lids overflowing?	Covered wash area clean of debris?
Wash pad clean of trash / debris?	Walls in covered area cleaned of oil/grease?



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8. Each employee that utilizes a wash location should be aware of these items. As each of these represent a Best Management Practice for the wash locations. If an employee is witnessed conducting operations improperly at these wash locations, disciplinary actions could occur. All City employees need to implement Best Management Practices to help prolong the operational lifetime of each wash location.
9. Pressure Wash System Start Up:
 - a. Hold the on/off gun firmly, nozzle pointed away from the operator (in a safe direction) and depress the trigger.
 - b. Start the system by pressing the start button.
 - c. After water flows from the nozzle, release the trigger on the gun to test the water bypass operation of the system. No water may exit the system and no irregular pulsation should occur while operating in the bypass mode.
 - d. At the western wash area, release the trigger and enable the heating system by turning on the Burner toggle switch.
 - e. The nozzle should be approximately 12 to 15 inches away from the surface when the trigger is opened and blasting begins. Always apply soap from the top of equipment to bottom and rinse equipment the same. Brushes may be used to rid equipment of surface grit.
10. Pressure Wash System Shut Down:
 - a. Turn off the Burner toggle and pull the trigger on the gun until cold clear water is discharged.
 - b. Shut off the system by pressing the stop button.
 - c. Depress the trigger on the gun to relieve the discharge line pressure.
 - d. Hoses should now be wound up on the hose reel, wash area cleaned and debris disposed of in proper containers.
11. ALWAYS clean up wash area when finished with the vehicle/equipment. Follow any instructions or feedback provided by a Public Works Employee that is stationed at the wash location.

Maintenance

12. While performing mechanical or electrical maintenance, make sure all energy sources are Locked and Tagged and in Zero Energy State (LOTO/ZES). This is achieved by turning the power to the system off by switching off the breaker(s) to the off position in the electrical panel box. Lock the electrical panel box after power is shut off.
13. Bleed air compressor every week.



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14. Check chemical levels for filtration system and add chemicals if needed.
15. Pump soap for 55-gallon drum for use in brush baskets outside (mix one gallon of soap for each bucket and fill with water) and fill rolling container with odor control agent.
16. Public Works staff assigned to the wash stations will record daily activities on *Truck Wash Sign in Sheet*.
17. End of shift make sure all equipment is stored properly and the wash locations are in good housekeeping conditions.