



Standard Operating Procedure				SOP #:	PW-2217
Description:	Street Sweepers				
Department:	Public Works Department – Street Sweeping			Date Revised:	2/21/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 2/21/2017			Original Date Prepared: 2/21/2017		
Job Classification: All Operators/Supervisors					

OPERATIONAL OVERVIEW: All Street Sweeper Operators and Supervisors with responsibility over street sweeping operations will adhere to the procedures detailed in this document. Additionally, all Street Sweeper Operators and Supervisors will prevent and/or minimize storm water impacts during such work.

Sweepers are parked around the City for use in various areas. All public streets are swept annually. Downtown streets are swept weekly while those in the Oakleigh District are cleaned bi-weekly.

STANDARD OPERATING PROCEDURES:

1. All vehicle operators are required to inspect equipment and ensure that all components are functional before utilizing equipment.
 - a. Any component found to be inoperable or in need of repair during inspection should be reported and a vehicle work order shall be obtained.
 - b. All vehicle operators are required to ensure vehicles are properly stocked and loaded with appropriate materials and supplies.
2. Fill the water tank as needed for adequate street sweeping planned for that day.
3. Ensure the tracking spreadsheet is available for that day.
4. Ensure spill response equipment and supplies are stocked/readily available. If a spill occurs, follow spill response procedures as described in the Spill Response SOP.
5. Drive street sweeper with safety as a priority and follow manufacturer's recommended procedures.
6. Install temporary traffic control devices and signs to warn and divert vehicular traffic (if needed).
7. Ensure no material is flushed into the catch basins and disturbed materials/debris is vacuumed into the holding tank.
8. Transport the debris the City Gayle Street Facility to empty the street sweeper.



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9. Only empty sweeper tanks at the designated location at Gayle Street.
10. The sweeper material is stocked-piled at Gayle Street and taken to the landfill within 48 hours.
11. Track the amount of debris removed from each street on the tracking spreadsheet.

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.

RECORD KEEPING AND DOCUMENTATION

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