	RIGHT OF WAY	SOP Name	BOBCAT DAILY CHECKS
		Revision #	002
		Implementation Date	11/5/18
		Last Reviewed/Update Date	February 2020
SOP Owner	ROW Manager	Approval	<i>General Manager</i>

Standard Operating Procedure

1. Purpose

To ensure that the machine is in optimal working condition to maintain a high level of safety and productivity.


2. Scope

This procedure applies to any person whom shall be designated, by the Right of Way Coordinator, as that day's operator of the Bobcat T870.

3. Procedure

Daily maintenance checks shall be completed, only by the designated daily operator, prior to the machine being used at any time.

- A. All of the twenty four (24) grease points on the machine will checked and filled with multipurpose lithium based grease.
- B. Examine both tracks on vehicle for excessive wear or any visible defect on or around the tracked area.
- C. Ensure no cracks have occurred to any glass door or window portion. This will include the top side glass.
- D. Use water and compressed air to clean off any built up debris on front glass. Do not wipe dry glass with anything as this will lead to scratching. Only use water or water and a mild soap to clean glass.
- E. AC filters on both sides of the machine will be checked and blown out with compressed air.
- F. Rear metal cooling cover will be removed and all cooling components will be cleaned out with compressed air.
- G. Engine oil will be checked for clean oil and completely full levels. Add additional oil when oil mark on dip stick is any portion below full.
- H. Hydraulic fluid gauge on right side of machine will be checked. Add additional fluid when gauge is in the red.
- I. All hydraulic connectors and hoses will be examined.
- J. Check fire extinguisher for proper charge and secured attachment.
- K. Start machine's engine and check all digital and analog displays for proper function. Look at diesel fuel gauge at this time as well.

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- L. Look at the backup camera screen. Check to see that there is a small revolving wheel in the left hand corner to ensure that the camera is displaying in real time.
- M. Check diesel exhaust fluid levels on the display and fill when needed. Do not let machine run below twenty five (25) percent.
- N. While the engine is on, check for functionality of both operational joysticks. Raise/lower arm. Tilt arms forward and back. Drive machine forward/back/left/right.
- O. Use the left joystick's trigger to ensure the machine's horn is heard and operational
- P. Inspect grease points, hydraulic hoses/connectors, and condition of all three attachments for the machine.
- Q. Check to ensure back up beeper is working properly.
- R. Clean trash & debris from inside all machines.
- S. Check to make sure all lights are working properly.

4. References

Bobcat T870 Owner's Manual

My Signature above indicates that I have received this SOP and that I understand that I am encouraged to discuss any concerns with my supervisor.