**DAILY CHECKLIST**

**BEFORE OPERATION (8:00 TO 9:00 A.M.):**

* Unlock doors, start up and log into computer, and retrieve cash box if you are the first one at work.
* Check CC-1 and make sure there is adequate spray to cover your working face at the end of the day. If necessary, add water to the sprayer so you can mix up some spray later in the day.
* Perform machine walk-around check. Check fluid levels and ensure that machine is in operational order (no missing or loose bolts or pins, excessive debris accumulation, etc.)
* Clean the machine’s windows inside and out if needed.
* Allow machine adequate warm-up time prior to operation (5-10 minutes in warmer weather; up to 30 minutes in cold weather.)
* Slowly cycle the hydraulic functions of the machine 3-4 times during cold weather to warm-up hydraulic system.
* Check the machine’s gauges and warning system for any issues.
* Ensure that all machine safety features such as warning beacons, operation lights, and back-up alarm are functioning

**DURING OPERATION:**

* Monitor the machine’s gauges to ensure safe operating conditions.
* Note any malfunctions or anomalies and report them to your supervisor.
* Take your time and ensure that you are doing your job to the best of your abilities. If you are using the compactor, go slowly and make sure you are getting maximum compaction by spreading the waste thinly (about 1 foot deep) and making 3-5 passes over it before spreading more waste.
* If you are operating in the garbage, be on the lookout for unacceptable and hazardous wastes such as tires, batteries, paint, chemicals, and other suspicious-looking substances.
* Be keenly aware of your surroundings and look for changing environmental conditions.
* Periodically jump off the machine to check for leaks and debris accumulation. If debris is noted, take the time to clean it out before it becomes an issue.

**SHUT DOWN (3:00 TO 5:00 P.M.):**

* Cease garbage operations between 3:00 and 3:30 P.M. every day unless otherwise directed.
* Allow machine 5 minutes of cool-down time before shutting off the engine.
* Check the machine for leaks, physical defects, and debris accumulation. If debris is present, remove it immediately—ask for help from others if you need to.
* Sweep out the cab of your machine and remove any mud, cigarette butts, or other garbage that has accumulated.
* Park your machine in the appropriate area. If you are using the compactor, park as far away from the working face as feasible (to mitigate fire damage) and plug in the block heater if necessary.
* Turn off master switches to equipment used.
* Record equipment hours for **all** equipment used on the appropriate sheets.
* Make sure that the machines have adequate fuel for the next day’s operations.
* Inspect the working face to make sure that no unacceptable materials are visible and no embers are smoldering.
* Spray the working face with cover material, or apply dirt to the working face to cover open area.
* If CC-1 is empty, begin filling with water and cycle some fresh water through the pump to clear out any cover material. Make sure you shut off the water supply before you leave.
* Pick up any tools or shop supplies you used during the day and return them to their proper place. Clean up the shop and get it ready for any projects tomorrow.
* Fill out your time sheet and go home.