





# PLANNING & DEVELOPMENT DEPARTMENT

**Facilities Office**  
**Attachment A**

## STANDARD OPERATING PROCEDURES

## 1. VEHICLES

Guam Community College invested and assigned P&D's Facility and Maintenance (**F&M**) Department to maintain and safeguard several institutional vehicles (now referred to F&M Vehicles – Toyota trucks and Kawasaki mule). This SOP document **F&M**'s process of maintaining such vehicles.

### A. GENERAL RULES ~

- 1) F&M vehicles are an official government vehicle that will not be used for an employee's personal profit or gain.
- 2) F&M vehicles are to be used and maintained by **F&M** staff.
- 3) A valid Guam Driver's License (unexpired) is required to operate vehicles.
- 4) **F&M** staff shall adhere to ALL government of Guam / Guam Police Department's driving laws and regulations.
- 5) **F&M** staff shall ensure all safety rules and safe work procedures are followed by themselves and by others working around them.
- 6) The Mule is not **Department of Transportation (DOT)** certified.
- 7) The Mule is only to be driven within GCC's Mangilao campus.
- 8) The Mule shall not be driven on surrounding highways or roads (e.g., Sesame or Corten Torres).
- 9) **F&M** staff uphold, maintain, and safeguard the use of government equipment supplies and materials. **F&M** staff shall not misuse, abuse, or squander government supplies, materials, facility, or equipment.
- 10) **F&M** staff will request to use the vehicle to **transport supplies/equipment on campus to and from point A to point B.**
- 11) F&M vehicles shall not be used as a locker or storage area. At the end of the day, items shall NOT be left in the vehicles' glove box, behind or under the seat, inside the cab/flatbed (unless items are there to prep for the following day's work order).
- 12) To prevent from rodents, spills and stain, there is no eating and only drinking water is allowed in the vehicles.
- 13) Chewing pugua, pugua spit bottle, or smoking (cigarettes or e-cigarettes) is NOT allowed in or around the vehicles (e.g., flatbed).
- 14) Safety is paramount.
  - a. **F&M** staff shall adhere to all safety rules. Safety rules include and is not limited to ...
    - i. Turn off engine, to engage park/hand brake, and to remove key from the ignition when Mule is at a designated location.
    - ii. Tie a red cloth on items that extends beyond the vehicle's bed.
    - iii. Driver and passenger must wear the seat belt when operating the vehicle.
    - iv. Shall NOT operate a cellphone while driving a vehicle.



- b. **F&M** staff shall practice safe work procedures and ensure they are followed by others working in and around them.
- c. **F&M** staff shall immediately report injury and near misses to **MSpv**, **FDM**, or **AD**.

**15) Key control**

- a. The key will be issued to the **F&M** staff when the use of the vehicle is deemed necessary to accomplish a work order.
- b. **F&M** staff shall secure key in the **F&M** key box at the end of the day. The key will stay in the **F&M** key box when vehicle is not in use.
- c. The key will be issued daily to an **F&M** staff on a first come first serve basis. **When supplies/materials are transported to their destination another staff may use the mule after his/her logout.**
- d. The **F&M** staff that signed for the key is responsible for the vehicle and any damage that may occur to it. Should the individual misplace or transfer to another employee, they will then be written up.
- e. The **F&M** staff that signed for the key is responsible for the vehicle until the key is ultimately returned to the **F&M** key box. If the **F&M** staff decides to release the key to another individual – to operate and use the vehicle – the initial **F&M** staff shall accept sole responsibility should there be an accident or an incident that caused damage to the vehicle.

**16) Daily use of Vehicle:**

- a. Prior to using the vehicle conduct a walk-around inspection.
- b. Complete the Mule Usage Log or the Vehicle Trip Ticket/truck inspection report.

**17) Weekly use of Vehicle** To perform on Friday – end of day.

- a. Check fluid level and replenish if needed
  - i. Oil
  - ii. Transmission fluid
  - iii. Coolant (must be checked before engine is started)
  - iv. Fuel
- b. Check for any leaks from engine or fuel tank
- c. Use air gauge to check tire pressure and add air if pressure is low
- d. Examine for broken or missing parts (of the body, frame and windshield)
- e. Check linkage ,suspension and tire rims for cracks, dents, leaks and frays
- f. Check operation of all lights, turn signals and break lights
- g. Wipe down seats, sweep out floor board, clean all mud and dirt from bed and body

**18) Monthly Examination of Vehicles:**

- a. Check operation of hand brake
- b. Check operation of all lights
- c. Check operation of 12V outlet
- d. Check fuel level and for any fuel leaks
- e. Check brake fluid
- f. Check battery for cleanliness
- g. Check transmission fluid (Trucks)

**19) Storage of Vehicles:**

- a. At the end of the work day, park mule beside BLDG 550 or at a designated authorized location.

- b. GCC trucks assigned to F&M shall be parked at Building 550 at the end of the work day. Park vehicles where they do not hinder other movement or activities.
- c. Vehicles must be secured, locked, and keys returned to the key box

20) Rules and Consequences:

- a. **F&M** staff shall abide by GCC's Personnel Rules and Regulations, further supplemented by P&D's SOP, and corresponding Attachments.
- b. **F&M** staff not following rules and procedures (10. a) is insubordinate and subject to disciplinary action. Staff is considered insubordinate when he/she intentionally refuses to obey rules, regulations, and reasonable orders described in GCC's Personnel Rules and Regulations, supplemented by P&D's SOP, and corresponding attachments.
- c. Examples:
  - i. Driver and passenger are **insubordinate** even if only one individual is NOT wearing a seatbelt.
  - ii. The mule driver is **insubordinate** when driving riskily (e.g., driving doughnuts) with a passenger on board.
  - iii. The mule driver is **insubordinate** by forgetting to tie a red flag to identify that a load sticks out from the flatbed of the mule.
  - iv. **BLUF** – (Bottom Line Up Front): Like any other vehicle (car or truck) driven on the roadways the **driver** of the vehicle is ultimately responsible for the vehicle and its content (including its passengers).
  - v. **Consequences:**
    - 1. **1<sup>st</sup> Offense** – Documented counseling and non-use of the Mule for 10 working day (day starts following the incident)
    - 2. **2<sup>nd</sup> Offense** – Reprimand Memo to staff and nonuse of the Mule for 20 working day (day starts following the incident)
    - 3. **3<sup>rd</sup> Offense** – Nonuse of the Mule.
    - 4. **Offense time limitation:** Offense will be each fiscal year (1OCT-30SEP)

**B. MULE ~**

The term Mule refers to a 2016 4x2 Kawasaki utility vehicle (model AF620P (MULE) Body SXS --- serial number JK1AFCP15GB505012) assigned to **F&M** to use, maintain, and safeguard.

**C. TRUCKS ~**

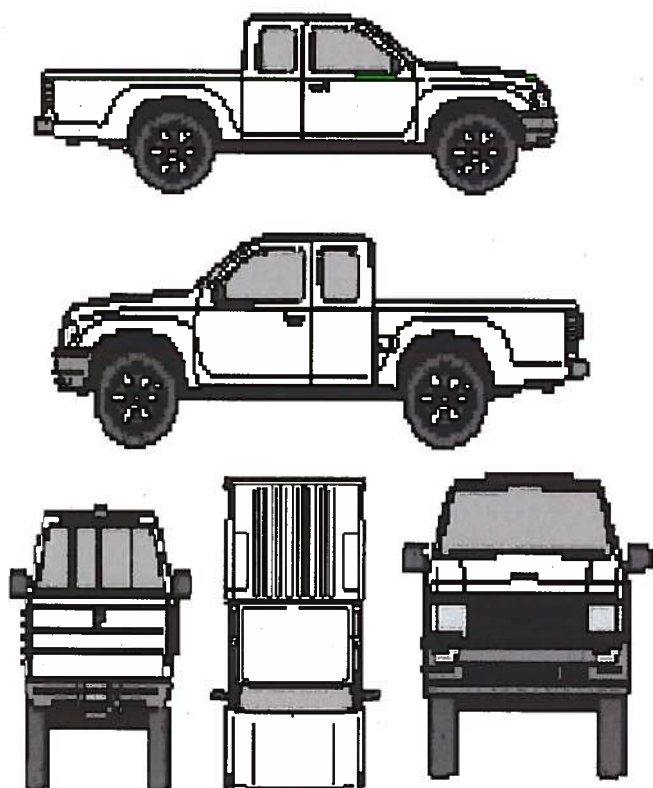
The term Trucks refers to two (2) Toyota Pre-Runner Access CAB 2017 4x2 (model body SXS) Body SXS --- VIN #5TFRX5GN3HX081032 (GOVGU-4906 – silver color) and 5TFRX5GNHX080951 (GOVGU-4901 – gray color) assigned to **F&M** to use, maintain, and safeguard.

**D. CORRESPONDING FORMS ~**

- 1) Mule Usage Log
- 2) Truck Inspection Report
- 3) Truck Vehicle Trip Ticket

**MULE USAGE LOG**

F&M Staff/Date/Time/WO#	PROCEDURES & F&M STAFF'S INITIAL <small>(that statement is true)</small>	F&M Staff/Date/Time/WO#	PROCEDURES & STAFF'S INITIAL <small>(that statement is true)</small>
F&M Staff: _____  Date: _____  Time: _____  WO#: _____	1. _____ Shall comply to SOP (1.A. Mule) 2. _____ Oil level is above 50% 3. _____ Transmission fluid is above 50% 4. _____ Fuel level is above 50% 5. _____ Air cleaner is okay 6. _____ Tires are not low 7. _____ No damage/broken/or missing parts of body, frame & windshield 8. _____ Tailgate latches & dumping levers function 9. _____ Horn functions 10. _____ Red flag secured on items that extend beyond flatbed 11. _____ Mule will not be used if any items listed above (1-10) are not initialed as true 12. _____ Obtain key from Maintenance key box	F&M Staff: _____  Date: _____  Time: _____  WO#: _____	1. _____ Removed all trash 2. _____ Acknowledged that mule is returned without damage 3. _____ Processed WO if service is needed (oil, fuel, etc.) 4. _____ Returned key to Maintenance Key Box 5. _____ Complied to SOP (1.A. Mule)
F&M Staff: _____  Date: _____  Time: _____  WO#: _____	1. _____ Shall comply to SOP (1.A. Mule) 2. _____ Oil level is above 50% 3. _____ Transmission fluid is above 50% 4. _____ Fuel level is above 50% 5. _____ Air cleaner is okay 6. _____ Tires are not low 7. _____ No damage/broken/or missing parts of body, frame & windshield 8. _____ Tailgate latches & dumping levers function 9. _____ Horn functions 10. _____ Red flag secured on items that extend beyond flatbed 11. _____ Mule will not be used if any items listed above (1-10) are not initialed as true 12. _____ Obtain key from Maintenance key box	F&M Staff: _____  Date: _____  Time: _____  WO#: _____	1. _____ Removed all trash 2. _____ Acknowledged that mule is returned without damage 3. _____ Processed WO if service is needed (oil, fuel, etc.) 4. _____ Returned key to Maintenance Key Box 5. _____ Complied to SOP (1.A. Mule)

Truck Inspection Report	
<b>Vehicle ID#</b>	<b>Description of use:</b>
<b>CLEAN INSIDE</b>	PLEASE NOTE ON DIAGRAM AN S=SCRATCH D=DENT O=OTHER NA=NOT APPLICABLE  
<b>CLEAN OUTSIDE</b>	
<b>REGISTRATION</b>	
<b>LICENSE PLATES/TAGS</b>	
<b>SPARE TIRE</b>	
<b>EXTERIOR</b>	
<b>PASS SIDE BODY</b>	
<b>DRIVERS SIDE BODY</b>	
<b>FRONT END BODY</b>	
<b>REAR END BODY</b>	
<b>ROOF</b>	
<b>WINDSHIELD</b>	
<b>WINDOWS</b>	
<b>PASS SIDE MIRROR</b>	
<b>DRIVERS SIDE MIRROR</b>	
<b>TIRE/WHEELS FRONT</b>	
<b>TIRE/WHEELS REAR</b>	
<b>GAS CAP</b>	
<b>INTERIOR</b>	
<b>HORN</b>	
<b>DASH</b>	
<b>INTERIOR MIRROR</b>	
<b>GAUGES</b>	
<b>RADIO/CASS</b>	
<b>WIPERS</b>	
<b>FRONT SEATS</b>	
<b>ROW 1 SEATS</b>	
<b>ROW 2 SEATS</b>	
<b>ROW 3 SEATS</b>	
<b>ROW 4 SEATS</b>	
<b>CARPET/FLOORS</b>	
<b>HEADLINER</b>	
<b>MECHANICAL</b>	
<b>OIL</b>	
<b>TRANS FLUID</b>	
<b>BRAKE FLUID</b>	
<b>WATER/COOLANT</b>	
<b>ENGINE BELTS</b>	
<b>BATTERY</b>	
<b>HEATER/AC</b>	
<b>LIGHTS</b>	
<b>TURN SIGNALS</b>	
<b>REVERSE LIGHTS</b>	
<b>HAZARD LIGHTS</b>	
<b>FUEL TANK</b>	

WRITE IN MILEAGE		OUT:	IN:
Notes:			
Staff Check-Out Signature	Date:	Staff Check-In Signature	Date:
Inspector Check-Out Signature	Date:	Inspector Check-In Signature	Date:

Guam Community College

**Vehicle Trip Ticket**

Operator Name: (Print) \_\_\_\_\_ Dept. / Div.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Type of Vehicle \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_ Veh. Lic.#: \_\_\_\_\_  
 \_\_\_\_\_ Trip Authorized By: \_\_\_\_\_ Fuel: \_\_\_\_\_

TIME: \_\_\_\_\_ Mileage: \_\_\_\_\_

Arrival \_\_\_\_\_ Arrival \_\_\_\_\_  
 Departure \_\_\_\_\_ Departure \_\_\_\_\_

Vehicle Condition:	OUT	IN	Vehicle Condition:	OUT	IN
Bumpers & Fenders	_____	_____	Lights	_____	_____
Body	_____	_____	Mirrors	_____	_____
Hood & Trunk	_____	_____	Tires	_____	_____
Interior	_____	_____	Oil & Water	_____	_____
Bed & Tailgate	_____	_____	Grill	_____	_____
Windows	_____	_____	Spare Tire	_____	_____
Safety Belt	_____	_____	Trailer	_____	_____

Destination:	<u>Time</u>		<u>Mileage</u>		<u>Remarks</u>
	Arrive	Depart	Depart	Arrive	
From					
To	_____	_____	_____	_____	_____
To	_____	_____	_____	_____	_____
TO	_____	_____	_____	_____	_____
To	_____	_____	_____	_____	_____



### 1. General

- A. The term Mule is a 2016 Kawasaki Model AF620P (MULE) 4 X 2 Utility Vehicle , Body SXS
- B. GCC F&M Department staff is assigned to use, maintain, and safeguard the Mule serial #: JK1AFCP15GB505012

### 2. General Rules

- A. The Mule is an official government vehicle that will not be driven or used for personal profit or gain.
- B. The Mule is not DOT certified and **only** driven within GCC's Mangilao campus and not on surrounding highways or roads.
- C. F&M staff shall not misuse, abuse, or squander government supplies, materials or equipment.
- D. F&M staff will request for the use of the mule to **transport supplies/equipment to and from point A to point B.**
- E. Mule will be used and maintained by GCC F&M team.
- F. Mule will not be used as a locker or storage area - No items will be left in the mule to include glove box, behind seat, under seat, inside the cab or the bed (unless item is prepped for the following day's work). All items must be removed at the end of the day.
- G. Safety is paramount
  - 1. Ensure all safety rules and safe work procedures are followed by themselves and by others working in and around them.
  - 2. Immediately report injury and near misses to your supervisor.
  - 3. Follow **all** safety procedures\*\*. Use park / hand brake. Turning off engine and remove/take key out ignition when not in use.
  - 4. Tie a red cloth on items that extend beyond mule's bed.
  - 5. Driver and passenger must fasten/use seat belt while driving/riding
  - 6. No cell phone use while driving mule

### 3. Key control

- 1. Key will be issued to the F&M staff when deemed necessary to accomplish a work order.
- 2. F&M staff shall secure key in the Maintenance key box at the end of the day.
- 3. Key will be issued on a daily basis to F&M staff (first come first serve basis).
- 4. The person that signs for the key will be responsible for the Mule and any damages that may occur to it.
- 5. If the individual that signed for the key let's another individual operate it and the Mule gets damaged the individual that signed for the key will be responsible for damages.
- 6. Key will be maintained in the Maintenance key box while not in use

### 4. Daily use

- A. A walk around is done prior to use.
- B. Complete Mule Usage Log.
- C. Wipe down seats, sweep out floor board, clean all mud and dirt from bed and body
- D. Take out items from mule at end of day
- E. Return key at end of day

**5. Weekly use (performed on the first work day of the work week)**

1. Check the oil
2. Check the transmission fluid
3. Check to see if there are any leaks from engine or fuel tank
4. Check tire pressure with an air gauge, if pressure is low add air
5. Look for any broken or missing parts of the body, frame and windshield
6. Check linkage, suspension and tire rims for cracks, dents, leaks and frays
7. Check coolant level (must be checked before engine is started)
8. Wipe down seats, sweep out floor board, clean all mud and dirt from bed and body
9. Ensure fuel tank is full (to be completed last work day of the week)
10. Check operation of hand brake
11. Check operation of all lights

**6. Monthly Checks (to be performed first Monday of each month)**

1. Check brake fluid
2. Check operation of 12V outlet
3. Check battery for cleanliness
4. Check transmission fluid

**7. Storage**

1. Mule shall be parked inside Building 500 or other authorized area every night
2. Must be parked in such a way where it does not hinder other movement or activities.

**\*\* If Driver and or passenger is found NOT following all safety procedures the following restrictions will be enforced.**

**Example:** Driver is wearing seatbelt but passenger is not **both** individuals will be at fault. Driver does doughnuts but has a passenger, **driver** will be at fault only. Driver is carrying a load that sticks out from the bed of Mule but forgets to tie a red flag to identify the danger and has a passenger, **driver** will be at fault.

**BLUF** – (bottom line up front) like a car or truck that you drive on the roadways the **driver** is responsible for the Mule while the driver has the vehicle.

**1<sup>st</sup> Offense** – Nonuse of the Mule for 10 working day (day starts following the incident)

**2<sup>nd</sup> Offense**- Nonuse of the Mule for 20 working day (day starts following the incident)

**3<sup>rd</sup> Offense** – Nonuse of the Mule for 180 working days (day starts following the incident), and individual(s) will be written up.

**Offense time limitation:** Offense will be each fiscal year (1OCT-30SEP)

- This **updated** GCC Mule SOP is effective immediately 04 April 2019
- POC of contact for update is R. Wayne Pritchard

# MULE USAGE LOG

STAFF'S NAME & WO#	CHECK OUT		DATE & TIME RETURNED	
	Date	Time	DATE	TIME
WO _____				
	<p><b>PROCEDURES/STAFF INITIAL (statement as true)</b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Shall comply to Mule's SOP</li> <li>2. <input type="checkbox"/> Oil level is above 50%</li> <li>3. <input type="checkbox"/> Transmission fluid is above 50%</li> <li>4. <input type="checkbox"/> Fuel level is above 50%</li> <li>5. <input type="checkbox"/> Air cleaner is okay</li> <li>6. <input type="checkbox"/> Tires are not low</li> <li>7. <input type="checkbox"/> No damage, broken or missing parts of the body, frame and windshield</li> <li>8. <input type="checkbox"/> Tailgate latches and dumping levers function</li> <li>9. <input type="checkbox"/> Horn functions</li> <li>10. <input type="checkbox"/> Red flag is secured on items that extend beyond flatbed</li> <li>11. <input type="checkbox"/> Mule will not be used if any of the items listed above (#1-10) are not initialed as true</li> <li>12. <input type="checkbox"/> Obtain key from Maintenance key box</li> </ol>			<p><b>PROCEDURES &amp; STAFF'S INITIAL</b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Removed all items</li> <li>2. <input type="checkbox"/> Acknowledged that mule is returned without damage</li> <li>3. <input type="checkbox"/> Processed WO if service is needed (oil, fuel, etc.)</li> <li>4. <input type="checkbox"/> Returned key to Maintenance Key Box</li> <li>5. <input type="checkbox"/> Complied to Mule's SOP</li> </ol>
WO _____				
	<p><b>PROCEDURES/STAFF INITIAL (statement as true)</b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Shall comply to Mule's SOP</li> <li>2. <input type="checkbox"/> Oil level is above 50%</li> <li>3. <input type="checkbox"/> Transmission fluid is above 50%</li> <li>4. <input type="checkbox"/> Fuel level is above 50%</li> <li>5. <input type="checkbox"/> Air cleaner is okay</li> <li>6. <input type="checkbox"/> Tires are not low</li> <li>7. <input type="checkbox"/> No damage, broken or missing parts of the body, frame and windshield</li> <li>8. <input type="checkbox"/> Tailgate latches and dumping levers function</li> <li>9. <input type="checkbox"/> Horn functions</li> <li>10. <input type="checkbox"/> Red flag is secured on items that extend beyond flatbed</li> <li>11. <input type="checkbox"/> Mule will not be used if any of the items listed above (#1-10) are not initialed as true</li> <li>12. <input type="checkbox"/> Obtain key from Maintenance key box</li> </ol>			<p><b>PROCEDURES &amp; STAFF'S INITIAL</b></p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Removed all items</li> <li>2. <input type="checkbox"/> Acknowledged that mule is returned without damage</li> <li>3. <input type="checkbox"/> Processed WO if service is needed (oil, fuel, etc.)</li> <li>4. <input type="checkbox"/> Returned key to Maintenance Key Box</li> <li>5. <input type="checkbox"/> Complied to Mule's SOP</li> </ol>

**1. General**

- A. The term Truck is defined as two (2) 2017 Toyota Pre-runner Access cab, 4 X 2 , Body SXS
- B. GCC Facility & Maintenance (F&M) Department staff is assigned to use, maintain, and safeguard the trucks [VIN #'s : 5TFRX5GN3HX081032 (GOVGU-4906) and 5TFRX5GNHX080951 (GOVGU-4901)].

**2. General Rules**

- A. The trucks are official government vehicles that will not be driven or used for personal profit or gain.
- B. F&M staff shall not misuse, abuse, or squander government supplies, materials or equipment.
- C. F&M staff will request for the use of the trucks to **transport supplies/equipment to and from point A to point B** on and off campus.
- D. Trucks will be used and maintained only by GCC F&M team.
- E. Trucks will not be used as a locker or storage area - No items will be left in trucks to include glove box, behind seat, under seat, inside the cab or the bed (unless item is prepped for the following day's work). All items must be removed at the end of the day.
- F. No drinks (except water) will be allowed in the trucks to help prevent staining of the upholstery.
- G. No eating in the trucks will be permitted
- H. No chewing of pugua or pugua "spit bottle" will be allowed inside the trucks
- I. As with any government vehicle no smoking (cigarettes or e-cigarettes) will be allowed inside the truck or on its bed.
- J. Driver must have a valid current driver's license to operate trucks
- K. Safety is paramount
  - 1. F&M must adhere to ALL government of Guam / Guam Police Department's driving laws and regulations.
  - 2. Ensure all safety rules and safe work procedures are followed by themselves and by others working in and around them.
  - 3. Immediately report injury and near misses to your supervisor.
  - 4. Follow all safety procedures\*\*. Use park / hand brake. Turning off engine and remove/take key out ignition when not in use.
  - 5. Tie a red cloth on items that extend beyond the trucks bed.
  - 6. All occupants must fasten/use seat belt while driving/riding
  - 7. No cell phone use while driving the trucks

**3. Key control**

- 1. Key will be issued to the F&M staff when deemed necessary to accomplish a work order.
- 2. F&M staff shall secure key in the F&M key box at the end of the day.
- 3. Key will be issued on a daily basis to F&M (first come first serve basis).
- 4. The person that signs for the key will be responsible for the truck and key that they sign for and any damages that may occur to it.
- 5. If the individual that signed for the key lets another individual operate it and the truck gets damaged the individual that signed for the key will be responsible for damages.
- 6. Keys will be maintained in the Maintenance key box while not in use

**4. Daily use**

- A. A walk around will be conducted to truck's use.
- B. Complete Vehicle Trip Ticket / truck inspection report.
- C. Wipe down seats, sweep out floor board, clean all mud and dirt from bed and body

- D. Take out items from truck at end of day
- E. Return key at end of day

5. **Weekly use** (performed on the first work day of the work week)

- 1. Check the oil
- 2. Check to see if there are any leaks from engine or fuel tank
- 3. Check tire pressure with an air gauge, if pressure is low add air
- 4. Look for any broken or missing parts of the body, frame and windshield
- 5. Check linkage, suspension and tire rims for cracks, dents, leaks and frays
- 6. Check coolant level (must be checked before engine is started)
- 7. Ensure fuel tank is full (to be completed last work day of the week)
- 8. Check operation of hand brake
- 9. Check operation of all lights, turn signals and brake lights

6. **Monthly Checks** (to be performed first Monday of the each month)

- 1. Check brake fluid
- 2. Check operation of 12V outlet
- 3. Check battery for cleanliness
- 4. Check transmission fluid

7. **Storage**

- 1. Trucks shall be parked in front of Building 550
- 2. Must be parked in such a way where it does not hinder other vehicular movement or activities.
- 3. Doors must be locked and keys returned to the key box

**\*\* If the driver and or passenger is found NOT following all safety procedures the following restrictions will be enforced.**

**Example:** Driver is wearing seatbelt but passenger is not then **both** individuals is at fault. Driver does doughnuts but has a passenger, **driver** will be at fault only. Driver is carrying a load that sticks out from the bed of the truck but forgets to tie a red flag to identify the danger and has a passenger, **driver** will be at fault.

**BLUF** – (bottom line up front) The **driver** is responsible for the truck while the driver has the vehicle.

**1<sup>st</sup> Offense** – Nonuse of the truck for 10 working day (day starts following the incident)

**2<sup>nd</sup> Offense**- Nonuse of the truck for 20 working day (day starts following the incident)

**3<sup>rd</sup> Offense** – Nonuse of the truck for 180 working days (day starts following the incident), and individual(s) will be written up.

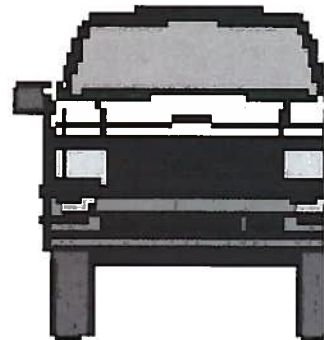
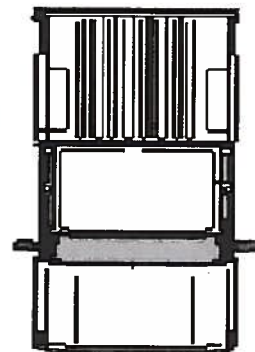
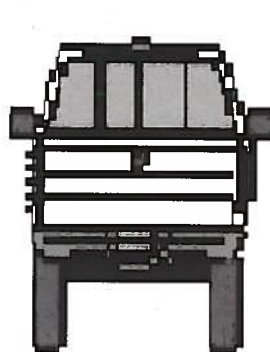
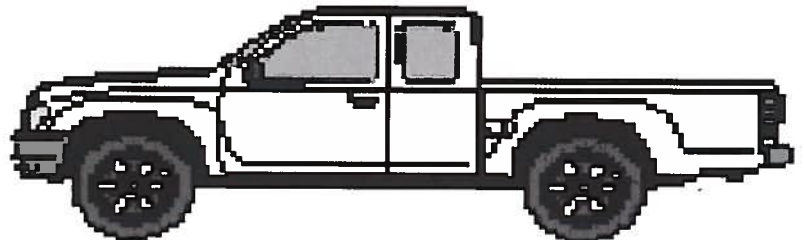
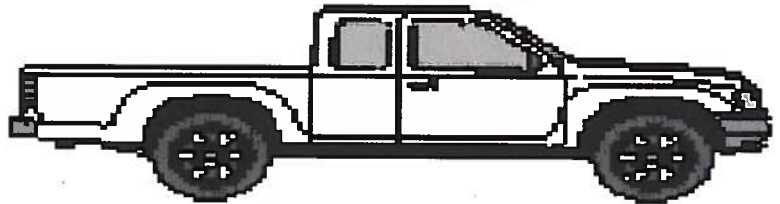
**Offense time limitation:** Offense will be each fiscal year (1OCT-30SEP)

- This GCC truck SOP is effective immediately 03April2019
- 
- POC of contact R. Wayne Pritchard

## Truck Inspection Report

<b>Vehicle ID#</b>	<b>Description of use:</b>
<b>CLEAN INSIDE</b>	
<b>CLEAN OUTSIDE</b>	
<b>REG/INSURANCE</b>	
<b>LICENSE PLATES/TAGS</b>	
<b>SPARE TIRE</b>	
<b>EXTERIOR</b>	
<b>PASS SIDE BODY</b>	
<b>DRIVERS SIDE BODY</b>	
<b>FRONT END BODY</b>	
<b>REAR END BODY</b>	
<b>ROOF</b>	
<b>WINDSHIELD</b>	
<b>WINDOWS</b>	
<b>PASS SIDE MIRROR</b>	
<b>DRIVERS SIDE MIRROR</b>	
<b>TIRES/WHEELS FRONT</b>	
<b>TIRES/WHEELS REAR</b>	
<b>GAS CAP</b>	
<b>INTERIOR</b>	
<b>HORN</b>	
<b>DASH</b>	
<b>INTERIOR MIRROR</b>	
<b>GAUGES</b>	
<b>RADIO/CD/CASS</b>	
<b>WIPERS</b>	
<b>FRONT SEATS</b>	
<b>ROW 1 SEATS</b>	
<b>ROW 2 SEATS</b>	
<b>ROW 3 SEATS</b>	
<b>ROW 4 SEATS</b>	
<b>CARPET/FLOORS</b>	
<b>HEADLINER</b>	
<b>MECHANICAL</b>	
<b>OIL</b>	
<b>TRANS FLUID</b>	
<b>BRAKE FLUID</b>	
<b>WATER/COOLANT</b>	
<b>ENGINE BELTS</b>	
<b>BATTERY</b>	
<b>HEATER/AC</b>	
<b>LIGHTS</b>	
<b>TURN SIGNALS</b>	
<b>REVERSE LIGHTS</b>	
<b>HAZARD LIGHTS</b>	
<b>FUEL TANK</b>	

PLEASE NOTE ON DIAGRAM AN S=SCRATCH D=DENT O=OTHER NA=NOT APPLICABLE



<b>WRITE IN MILEAGE</b>	<b>OUT:</b>	<b>IN:</b>
<b>Notes:</b>		
Staff Check-Out Signature	Date:	Staff Check-In Signature
Inspector Check-Out Signature	Date:	Inspector Check-In Signature

Guam Community College

### Vehicle Trip Ticket

Operator Name: (Print) _____	Dept. / Div.: _____	Date: _____	
Type of Vehicle _____	Purpose of Trip: _____	Veh. Lic.#: _____	
	Trip Authorized By: _____	Fuel: _____	

<u>TIME:</u>	<u>Mileage:</u>
Arrival _____	Arrival _____
Departure _____	Departure _____

<u>Vehicle Condition:</u>	<u>OUT</u>	<u>IN</u>	<u>Vehicle Condition:</u>	<u>OUT</u>	<u>IN</u>
Bumpers & Fenders	_____	_____	Lights	_____	_____
Body	_____	_____	Mirrors	_____	_____
Hood & Trunk	_____	_____	Tires	_____	_____
Interior	_____	_____	Oil & Water	_____	_____
Bed & Tailgate	_____	_____	Grill	_____	_____
Windows	_____	_____	Spare Tire	_____	_____
Safety Belt	_____	_____	Trailer	_____	_____

<u>Destination:</u>	<u>Time</u>		<u>Mileage</u>	<u>Remarks</u>
	Arrive	Depart	Depart	Arrive
From	_____	_____	_____	_____
To	_____	_____	_____	_____
To	_____	_____	_____	_____
TO	_____	_____	_____	_____
To	_____	_____	_____	_____

### 3. OTHER

#### A. INSTALLATION OF A NEW LOCK SET OR LOCK HANDLE

- 1) **F&M** staff shall identify correct and or replace broken door handles or lock mechanisms and give *original* and *all copies* of the keys to Student Support Service (SSS). **F&M** staff shall NOT give a key to anyone other than SSS. F&M shall not duplicate, distribute or assign keys. When a lock is changed *SSS staff or SSS administrator shall sign for the original key(s)*. Students working at SSS CAN NOT sign for the original keys.
- 2) Process:
  - Step 1 – Work Order (WO) is received
  - Step 2 – Identify whether the lock and or door handle is beyond repair
  - Step 3 – RFQ lock set or door handle
  - Step 4 – Coordinate with WO requestor whether to change the lock or the door handle out
  - Step 5 – Change the lock set or door handle
  - Step 6 – When WO is completed, proceed to SSS/BLDG B with ALL original keys
  - Step 7 – Have SSS staff sign for ALL original keys on the original WO that requested to have the lock changed)
  - Step 8 – Submit WO with SSS signature at the end of the work day
  - Step 9 – Request requestor to fill out CSS Survey

#### B. MOVING/TRANSFERRING/RELOCATING GCC FURNITURE OR EQUIPMENT

- 1) The Admin Aide (**AdA**) will forward to Admin Assistant, P&D (**AA-P&D**) request to move, transfer, or relocate GCC furniture or equipment. **AA-P&D** will follow the Transfer of Property SOP and coordinate this process with IMO and **MSPV**.
- 2) *Transfer of Property ... of GCC property/furniture/equipment to a different on campus (to another office or classroom) or off campus (to another classroom or GSA).*
  - a. A requestor completes, obtains appropriate signature(s), and submits "Transfer of Property" form to Inventory Management Officer (IMO) for GCC property/equipment to be relocated to a different office or classroom on or off campus.
  - b. IMO will ...
    - i. Assess form for its completeness.
    - ii. Assess to ensure items will "fit" in the newly identified space. Moot if the GCC property/equipment is to be sent to GSA.



- iii. Assign a “JMENT” or “Report” number on Transfer of Property form.
  - iv. Conduct a site visit to validate property/equipment listed on the transfer form.
  - v. Affix a sticker/tag on each GCC property/equipment to be moved to another office/classroom or off campus (i.e., satellite, etc.). The “yellow” sticker/tag will have an assigned identification number on each property/equipment listed on the Transfer of Property form. IMO shall indicate the same “identification number” on the Transfer of Property form.
  - vi. The IMO will then scan and send the “modified” Transfer of Property form (having included the identification number(s)) to the Requestor **and AdA**.
- c. The requestor shall
- i. Upon receipt of the “modified/updated” Transfer of Property form, the Requestor is now ready and responsible for submitting a Work Order.
    - 1. Send an email, requesting to relocate the GCC property/equipment, to [work.order@guamcc.edu](mailto:work.order@guamcc.edu). Email subject: “Relocate/transfer of property 1 of 2”.
  - ii. Send a separate email to **AdA and** attach the “modified” Transfer of Property form previously received by the IMO. Email subject: “Relocate/transfer of property 2 of 2”. DO NOT attach the “modified” form to [work.order@guamcc.edu](mailto:work.order@guamcc.edu); attaching this or anything else this will crash the eMaint system and database.
- d. **AdA** shall:
- i. Review for completeness of documents, process the WO on eMaint system.
- e. **F&M** staff will ...
- i. **MSDV** will receive/assess the WO, meet Requestor, and schedule move.
  - ii. **F&M** staff shall ONLY move GCC property/equipment listed on the Transfer Property form and having corresponding “yellow” sticker/tag.
  - iii. Upon completion of the move, Requestor will complete a Survey Form.
  - iv. Upon the **MSDV** review and approval, request to Close the Work Order.
- f. **AdA** shall will close the WO.

## C. FUEL

- 1) A fuel card is issued to two **F&M** staff. **F&M** staff shall only use fuel card to obtain fuel for GCC owned vehicles or equipment assigned to **F&M**. Abuse will not be tolerated; **F&M** staff will be reprimanded when abuse is determined. **Albert Toves** and **Jerome Blas** are the approved authorized **F&M** staff to use the fuel card.

#### D. SUPPLIES AND MATERIALS

- 1) A designated **F&M** staff is assigned to acquire supplies and materials. In the absence of the designated staff, the **MSPV** or the Facility Project Manager shall acquire supplies or materials or assign an alternate **F&M** staff to acquire supplies and materials. Friday is the designated day to pick up supplies/materials. When supplies/materials are needed before Friday, the **MSPV / FDM** will designate an alternate date. Albert Toves and Wayne Pritchard are the only staff that can pick up open purchase order items.

#### E. F&M TOOL ROOM

- 1) The primary and secondary (Wayne Pritchard and Joey Roberto) **F&M** staff must ensure that each tool / equipment in the F&M Tool Room is **signed for** by a GCC staff or Administrator. For example, if an individual from BLDG 5000 needs a ladder, the requestor must **sign** to receive it and **sign** to return it. Maintenance Sign In/Out Log will be maintained monthly. On the first of the month, a new Maintenance Sign In/Out Log will be produced. If a tool/equipment is not returned in by the first, the individual using the tool/equipment must sign in the tool to close out the month and then sign for it again on the new Maintenance Sign In/Out Log. After verification that all tool/equipment have been returned for the month the monthly Maintenance Sign In/Out Log will be scanned for record keeping in the **MSPV** google drive.

#### F. CAMPUS READINESS PROCEDURE-A SUPPLEMENT TO GCC'S EMERGENCY PLAN

- 1) **Purpose:** This document is a supplement to GCC's Emergency Plan and serves as a guide when dealing with natural disasters.
- 2) **Campus Readiness Team:** Environmental, Health & Safety Administrator, Program Specialist (Student Support Services and Center for Student Involvement), Assistant Directors (Planning and Development and Communications and Promotions), Department Chairs (Automotive and Construction), Library Technician Supervisor, Bookstore Manager, Data Processing Administrator, Safety Inspector, Associate Dean, TPS, Tool Mechanic, Library Technician II, Program Coordinator I (Center for Student Involvement), Supply Expediter, Facility Project Manager/**MSPV** and Inventory Management Officer. **Ashley Chargualaf**, Environmental, Health & Safety Administrator – 788-2223 **Doris Perez**, Assistant Director, P&D – 689-3287

- 3) Building Assignment (inside and outside) ~ Responsible: Primary staff [secondary staff]**
- a. A, B, C, D – **Primary Staff** – Program Specialist/Night Administration  
[Secondary Staff – Data Processing Systems Administrator]
  - b. 100 – Building under renovation  
[N/A]
  - c. E, 300 & 400 – **Primary Staff** – Environmental, Health & Safety Administrator  
[Secondary Staff – Safety Inspector I]
  - d. 500 – **Primary Staff** – Department Chairs, Automotive and Construction  
[Secondary Staff – Associate Dean, TPS - GHartz]
  - e. 600, & 900 – **Primary Staff** – Department Chairs, Automotive and Construction  
[Secondary Staff – Tool Mechanic, Automotive]
  - f. 1000 & 2000 – **Primary Staff** – Environmental, Health & Safety Administrator  
[Secondary Staff – Safety Inspector I]
  - g. 3000 – **Primary Staff** – Department Chair, Math/Science  
[Secondary Staff – Administrative Assistant, Practical Nursing]
  - h. 4000 – **Primary Staff** – Library Technician Supervisor  
[Secondary Staff – Library Technician II]
  - i. 5000 – **Primary Staff** – Program Specialist, Center for Student Involvement  
[Secondary Staff – Program Coordinator I, Center for Student Involvement]
  - j. 6000 – **Primary Staff** – Bookstore Manager  
[Secondary Staff – Supply Expediter]
  - k. Front doors Campus-wide  
[Secondary Staff – Guards]

**Secondary staff shall assume responsibility should Primary be absent or unavailable. Primary's supervisor shall assume responsibility should Primary and Secondary staff be unavailable.**

**Responsibilities of Primary Staff [secondary staff]** – The President or her designated staff will activate the Campus Readiness Team.

#### **4. Role of PRIMARY STAFF ....**

- **PRE-READINESS CHECKLIST ...**

- ✓ Contact and communicate imminent situation to *secondary staff*.
- ✓ Contact and notify supervisors located within your assigned area(s) of situation and explain expectations. Assigned area(s) include inside and outside of buildings. Expectations are

dependent upon condition, however focus will be to safeguard against potentially hazardous conditions.

**1. Tropical Storm/Typhoon**

- i. Primary shall assess supplies (e.g., trash bags, duct tape) and notify P&D [735-5517 or 735-5514] of your needs.
- ii. Primary shall work with supervisors to ensure shutters, located on the first floor and those within reach are closed and shut securely.
- iii. Supervisors to safeguard workplaces and rooms (to include vacant office space) from water and wind.
- iv. Supervisors to inspect rooms and equipment to ensure appropriate action to secure items have been taken.
  1. Unplug, stow, and cover equipment (e.g., electronic and computer equipment - UPS, printers, etc.) away from windows or potential areas that may experience wind and rain.
- v. **Before leaving for the day, each supervisor will report the status of his/her department to the responsible Primary Staff.**
- vi. When COR2 is announced by the Governor of Guam, GCC's Internet (by MIS staff) – to include wired and wireless (WiFi) network services, MyGCC, Banner, and e-Mail – will be taken off-line and will begin the arduous process of going back on-line once COR4 is announced.
- vii. As MIS begins the shutdown of the UPS system, F&M to ensure that the Building D genset is set to Automatic. After the system is shutdown, F&M must ensure that Building D genset is set to Manual.
- viii. Vehicles:
  1. Departments are responsible as it is preferred to have the government owned or leased vehicles' gasoline tank level half-full.
  2. Supervisors to verify to ensure government owned or leased vehicles are secured – windows up, locked, and parked (away from trees) at building 2000's parking lot or in shop bays by 4p.m.
  3. Supervisors to collect and submit keys to Student Support Services.
  4. **NOTE:** The department chair shall secure academic vehicles (Automotive, Construction, Criminal Justice, etc.) Department Chair shall inspect and provide a Damage Assessment Report to the Inventory Management Officer before the end of the day.

5. Before leaving for the day, each supervisor will report the status of his/her department to the responsible Primary Staff.

ix. Custodial Vendor:

1. Shall empty internal trash receptacles and recycling bins from offices, classrooms, and restrooms by the end of the workday.
2. Shall empty external trash bins into dumpsters by the end of the workday.
3. Shall store exterior emptied trash receptacles in closest restrooms.
4. Secures dumpsters (lids or location) to ensure they do not damage buildings or vehicles

x. Facility Project Manager shall ensure F&M ...

1. Tests and check that generators diesel level is half-full.
2. Secures shutters located out of employees' reach.
3. Secures buildings' entrance-way shutters by the end of the workday.
4. Secures buildings without shutters with plywood as needed.
5. Secures external gas and water tanks.
6. Secures building 550 – Safety is paramount. Maintenance staff shall maintain work areas clean and orderly.

2. **Earthquake/Fire** – Encourage supervisors to report potential safety concerns via [work.order@guamcc.edu](mailto:work.order@guamcc.edu).

✓ Primary Staff shall immediately notify Environmental, Health and Safety Administrator before leaving for the day ...

- a. of hardships encountered when implementing Pre Readiness Checklist;
- b. additional supplies required; and
- c. status of building(s). Report concerns, what was not accomplished or what remains to be secured.

■ **POST READINESS CHECKLIST ...**

- ✓ Contact and communicate to *secondary staff* to assess buildings' interior damage.
- ✓ Facility Maintenance Supervisor and staff to assess buildings' exterior damage.

- ✓ Primary, Facility Project Manager, and Facility Maintenance Supervisor to inspect, compile, and submit Damage Assessment Reports, by the end of the business day, to the Environmental, Health & Safety Administrator.
- ✓ **Vehicles** – Inspect, compile, and submit Damage Assessment Reports, by the end of the business day, to the Environmental, Health & Safety Administrator.
  1. **NOTE:** The department chair shall secure academic vehicles (Automotive, Construction, Criminal Justice, etc.) Department Chair shall inspect and provide a Damage Assessment Report to the Inventory Management Officer before the end of the day..

## G. REPORTS

- 1) **MSPV** will electronically submit weekly a) Daily Submission Report and b) Progress Report..
- 2) **ACRMII** (Refrigeration Mechanic II) shall maintain a Refrigerant Log to include the following information:
  - (a) Use of refrigerants (Freon), recovered refrigerants, and disposal.
  - (b) A copy of the log will be provided to the **MSPV** every 1<sup>st</sup> of the month [1/16/15].
  - (c) Submit a quarterly inventory of refrigerants.
  - (d) Once tank is empty, ACRM will drill a hole at the top and dispose container in metal waste. "Scheduled ... first-in-first-out (FIFO); then
- 3) **ACRMII** (Refrigeration Mechanic II) shall maintain a AC Log to include the following information:
  - (a) Date, room number, and service provided.
  - (b) Shall include PM&I

## H. MAINTENANCE SUPERVISOR **MSPV**

- To prioritize and equally-distribute WOs to **F&M** staff daily for completion within the 40-hour workweek.  
**MSPV** will assign F&M staff to WO or task when emergencies arise.

**STEP 1:** Categorize WOs by severity (i.e., Major expertise/ 2-persons required vs. Minor jack-of-all-trades/1-person); then

**STEP 2:** Prioritize Major \* Minor WOs as follows:

1. URGENT ... health / operational affecting (e.g., A/Cs, fire hazard, environmental settings, etc.)
2. IMMEDIATE ... potential hazard requiring short-term resolution
3. SCHEDULED ... first-in-first-out (FIFO); then

**STEP 3:** Equally-distribute WOs to Staff based on competence levels, for completion within the 40-hour workweek & its 32-hour productivity windows as outlined in SOP #1.i. above.

Maintenance Supervisor (**MSDV**) will review incoming WOs and may assign facility staff to WO or task weekly as determined by the following sequential priorities.

**STEP 1:** Categorize WOs by severity (i.e., Major expertise/ 2-persons required vs. Minor jack-of-all-trades/1-person); then

**STEP 2:** Prioritize Major \* Minor WOs as follows:

- URGENT ... health / operational affecting (e.g., A/Cs, fire hazard, environmental settings, etc.)
- IMMEDIATE ... potential hazard requiring short-term resolution
- SCHEDULED ... first-in-first-out (FIFO); then

**STEP 3:** Equally-distribute WOs to Staff based on competence levels, for completion within the 40-hour workweek & its 32-hour productivity windows as outlined in SOP #1.i. above.

- To validate (sign) completion of ALL WOs prior to submission to **FDM** or **AD**. [4/2012; 7/2016]
- To ensure **F&M** staff is assigned every six months to one of four zone (Northeast, Northwest, Southeast, and Southwest) [4/2013].
- To ensure accuracy of Attendance Sheet to include the WO number and the name of **F&M** staff and/or individual who assisted.
- To monitor and ensure **F&M** staff close WOs he received during the six month period.
- To ensure **F&M** staff do NOT deviate from assignment or zone unless required by the **MSDV** or in an emergency.
- To ensure there is a designated **F&M** staff to be on call monthly. **F&M** staff understands that while “on call” he shall be readily available to proceed to the campus any day/time when required. Work week hours will be modified to ensure flex time is NOT utilized.
- To ensure that flex-time is authorized by **FDM** or **AD** prior to use and to ensure it is exhausted by the end of the payroll week. Flex time shall NOT be accumulated.
- To ensure completion of WO, the **MSDV** will conduct “quality control” inspections on three completed work orders and report findings at P&D’s weekly meeting.

## **I. ADMINISTRATIVE**

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- 1) Maintenance work gear –, Maintenance Staff T-shirt, GCC Employee ID (badge) and safety shoes are standard work gear and shall be used during work hours. [6/29/12]

## **2. REPORTS**

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- 2) AC Refrigeration Mechanic must maintain a log book on refrigerants. At a minimal, the log book should include the WO number and (1) use of refrigerants (Freon), (2) recovered refrigerants, and (3) disposal. A photocopy of the log book will be provided to the **MSPV** every 1<sup>st</sup> of the month [1/16/15].
- 3) **MSPV** provides weekly reports to **AD and FDPD and AA-P&D.**



**GUAM COMMUNITY COLLEGE**  
PLANNING & DEVELOPMENT OFFICE  
CAPITAL IMPROVEMENT PROJECTS  
**STANDARD OPERATING PROCEDURE (SOP)**

**Introduction:** The Planning and Development Office (P&D) is responsible for the coordination, implementation, and monitoring of GCC's Capital Improvement Projects (CIPs). Accordingly, this document outlines procedures necessary to successfully realize these projects.

**Purpose/Scope:** To provide the basis to have a facility that is safe for GCC's stakeholders to use.

**Responsibility:** P&D is responsible for the development, implementation, and monitoring of Capital Improvement Projects.

**A. Post Award/Pre Construction:**

1. Procurement Administrator, Assistant Director, Facility Project Manager, EHSA Officer, and vendor meet to discuss the project scope, timelines, safety, and personnel.
2. Vendor then submits names of employees and ID's to GCC; GCC will then run these names through the Guam sex offender registry and clearances will be given to individuals who are cleared.

**B. Construction Coordination Meetings:**

1. Meetings are held every Thursday of the month at the SSA conference room
2. Stakeholders involved in these projects include, Assistant Director Planning and Development, Facility Project Manager, EHSA Officer, MIS, TRMA, and Project Engineer for the contractor.
3. This meeting is an overall assessment of the current project schedule and any on-going issues at the site. GCCs' A/E firm (TRMA) is present to facilitate all discussions.
4. Meeting agenda's consist of: Action Items, Schedule review and current work in progress, Invoice and payment status, 2-week look ahead, RFI's, Material approval submittals, and associated change orders.
- 5.

**C. Payment Applications:**

1. Payment applications are submitted to GCC for review and approval prior to payment
2. Facility Project Manager will review and ensure that the payment submitted is in fact for work completed. Once this is validated, FPM will make a recommendation to make payment
3. Administrative assistant ensures that....

**D. Project Closeout:**

**GUAM COMMUNITY COLLEGE**  
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CAPITAL IMPROVEMENT PROJECTS  
**STANDARD OPERATING PROCEDURE (SOP)**

1. Upon project completion, GCC will request a punch list and a walk-through to be done. All stakeholders will be invited to join.
2. Contractor will request for Guam Fire Department to inspect the building for a full occupancy permit.

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**Purpose/Scope:** To provide the basis to have a facility that is safe for GCC's stakeholders to use.

**Responsibility:** P&D is responsible for the appropriate and correct payments to vendors and contractors.

**A. Receipt of Invoice / AIA:**

1. Procurement
2. Dd

**B. Review Invoice for Completeness:**

1. Meetings
- 2.

**C. Process for Approval:**

1. Ensure purchase order and amount on the invoice/AIA is correct
2. Forward to Assistant Director for approval for payments under \$5,000. Payments exceeding \$5,000 is initiated by the Assistant Director and forwarded to the President for approval.
3. .

**GUAM COMMUNITY COLLEGE**  
PLANNING & DEVELOPMENT OFFICE  
CAPITAL IMPROVEMENT PROJECTS  
**STANDARD OPERATING PROCEDURE (SOP)**

**D. Approved Invoice/AIA:**

1. Copy original invoice
2. Submit both original and copy to materials management

**E. Follow up on Payment to vendors/contractors:**

1. Contact vendor/contractor of status