



Administration and Finance  
Operations Detail: #11-01

## **FACILITIES PLANNING AND MANAGEMENT**

Tree Crew Bucket Truck #355 – Requesting Permission to Use and Guidelines  
June 20, 2022

### **1.0 PURPOSE**

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The Landscape Services Department recognize the importance of sharing resources in a collaborative manner across all departments of FP&M. This document outlines the protocols for other FP&M Departments interested in reserving the Bucket Truck #355 from the Landscape Services Department.

### **2.0 BACKGROUND**

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Bucket Truck 355 is used by the Landscape Services Department (specifically the Tree Crew) in the following manners:

1. Routine tree trimming services
2. Emergency tree trimming services
3. Installation of the baseball field's screening (batter's eye)
4. Storage of the Tree Crews equipment and tools

### **3.0 OVERVIEW**

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Safety:

Only officially trained FP&M personnel should operate Bucket Truck 355. Please keep the deck clear of any trash and debris. If anything malfunctions or is broken during use, please report the incident to the Landscape Department (Brian Lake), so that the truck can be turned in for service as soon as possible.

### Storage Compartments on the Bucket Truck:

The Tree Crew is the primary user of Bucket Truck 355. The truck is equipped with storage compartments for their necessary gear to respond to an emergency at a moment's notice. No FP&M personnel expect the tree crew will have access to the storage compartments.

## **4.0 CITATIONS**

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None.

Bucket Truck 355 Owner's Manual is stored in the glove compartment.

## **5.0 PROCEDURES**

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Protocols to Reserve:

1. Email a request to use Bucket Truck 355 to Brian Lake, Pamela Jordan, Jesus Enriquez-Acero, and Jose Solano of the Landscape Department. Include in the email the date(s), time frame for each date(s), and location(s).
2. Request will be reviewed by the Landscape Department team members listed above.
3. A response of APPROVED or DENIED will be given within one day of receiving the request.
4. After gaining approval, obtain the keys for Bucket Truck 355 from the lock box in Building 81.
5. Upon daily completion of bucket truck use, return Bucket Truck 355 to its assigned parking spot in the Landscape Services Yard and return keys to the Building 81 lock box.

## **6.0 DEFINITIONS**

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APPROVED: The Tree Crew has no planned use of Bucket Truck 355 and it is available for requesting department to use. If an emergency arises, the Tree Crew's needs will override the approved request.

DENIED: While the Landscape Services Department recognize the importance of sharing resources in a collaborative manner across all departments of

FP&M, unfortunately the Tree Crew already has plans to use the truck on your requested date. A declined request will be provided with alternative date(s)/time(s) when the truck can be available, absent an emergency.

## 7.0 CONTACTS

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## 8. REVISION TRACKING

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### Revision History

Revision Date	Revised by	Summary of Revision	Section(s) Revised
05/16/2022	Pamela Jordan	Initial draft	All
06/20/2022	Brian Lake	Final draft	All

### Review/Approval History

Revision Date	Revised by	Summary of Revision	Section(s) Revised