

Texas A&M AgriLife Extension Service Procedures

21.01.08.X0.05 | Farm Equipment Operation and Maintenance

Approved: July 21, 2001

Revised: December 14, 2010

Reviewed: December 7, 2015

Next Scheduled Review: December 7, 2020



PROCEDURE STATEMENT

The safe operation and proper maintenance of farm equipment provides endurance for the equipment and enhanced safety for the operators.

REASON FOR PROCEDURE

This procedure establishes the guidelines for the maintenance and operation of farm equipment to enhance the safety of Texas A&M AgriLife Extension Service (AgriLife Extension) employees.

PROCEDURES AND RESPONSIBILITIES

- A. Train personnel to operate the equipment safely following AgriLife Extension procedure 24.01.01.X0.04, *Occupational Health and Safety*.
- B. Perform routine maintenance (to include lubrication, oil and oil filter replacement, air filter replacement, battery check) on equipment.
- C. Retain maintenance records for all equipment serviced in the Laserfiche Document Management System in section 5.6.1 by the equipment item in accordance with the System Records Retention Schedule Section 5.6.
- D. House equipment—where possible—to protect it from the effects of weather.
- E. Number and identify all equipment in accordance with the procedures in AgriLife Extension Procedure 21.99.99.X0.01, *Inventory Procedures*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 21.01.08, *Vehicle Fleet Management*](#)

[AgriLife Extension Procedure 21.99.99.X0.01, *Inventory Procedures*](#)

[AgriLife Extension Procedure 24.01.01.X0.04, *Occupational Health and Safety*](#)

CONTACT OFFICE

For questions concerning this procedure, contact Texas A&M AgriLife Property and Fleet Management at 979-845-4791.