CTEM Maintenance Facility Attesting Criteria		
		Qualified
Section 1	Shop Organization	
1.1	**Tools in proper place**	
1.1.1		No tools are on the floor OR tools that are on the floor are being used.
1.1.2		No tools are on benches OR tools that are on the benches are being used.
1.1.3		Lighting is adequate to work in this area (can use portable lighting.)
1.2	**Properly marked or documented areas**	
1.2.1		For the shop, **eye protection** areas have signage and/or procedures are documented where eye protection is mandatory.
1.2.2		For the shop, **ear protection** areas have signage and/or procedures are documented where ear protection is mandatory.
1.2.3		For jobs in the shop, procedures that require **respiration** have signage and/or documented.
1.2.4		For jobs in the shop, procedures that require **gloves** have signage and/or documented.
1.3	**Welding/grinding/fabrication area**	
1.3.1		If the shop has a dedicated welding / grinding / fabrication area, it is properly marked with signs (for example: welding area, grinding area, fabrication area as appropriate), may include floor markings.
1.3.2		Equipment manager and any assistant technicians have proper training on use of PPE (verbal or written) for the welding / grinding / fabrication area.
1.3.3		For jobs that require gloves, the appropriate gloves are available.
1.3.4		Portable welding screens are available when welding / fabrication is occurring (blue light). If in a separate room, do not need welding screen. If out in the open, need welding screens if possible. If small shop, have a process to inform everyone if going to weld and have a process to keep people safe from the light.
1.3.5		Equipment manager and any assistant technicians have proper PPE for the welding/grinding/fabrication area (including welding helmet, green glasses, welding glasses gloves, jacket, respirator, etc. as appropriate.)

1.3.6		There is proper ventilation (outside, cross ventilation in shop, fan to the outside) in the welding/grinding/fabrication area of the shop.
1.3.7		There are NO combustible materials directly surrounding the welding/grinding/fabrication area (machinery with gas, gas cans, rags, etc.)
1.3.8		Lighting is adequate to work in this area (can use portable lighting.)
1.3.9		Shop bench grinder guards are operational according to local regulations. If old and do not have guards, can explain how guards would function.
1.3.10		Shop bench grinder rest is set to specification. If old and does not have rest, can explain how rest would function.
1.3.11		Shop reel grinder guards are operational. If old and do not have guards, can explain how guards would function.
1.3.12		Shop reel grinder safety switches (interlock) are operational. If old and does not have safety switches, can explain how safety switch would function.
1.3.13		Shop bed knife grinder guards are operational. If old and do not have guards, can explain how guards would function.
1.3.14		Shop bed knife safety switches are operational. If old and does not have safety switches, can explain how safety switches would function.
1.4	**Lifts and hoists**	
1.4.1		Lifts have proper certifications (safety inspections according to local codes.) If not required by local regulations, completes a self inspection.
		Hoists have proper certifications (safety inspections according to local codes.) If not required by local regulations, completes a self inspection.
1.4.2	Show stopper	Shop lift locks are operational. Examine the lock. Locks have NOT been bypassed (Any Tampering would result in a 0.)

1.4.3		Lifts have proper safety labels and they are legible per local code.
		Hoists have proper safety labels and they are legible per local code.
1.4.4		Lighting is adequate to work in this area (can use portable lighting.)
1.5	**Lubrication and lubrication storage area**	
1.5.1		Lubrications have secondary containment as appropriate (bulk storage.)
1.5.2		Lubrications are organized and safely stored (not by heat source, not leaking, no environmental hazard etc.)
1.5.3		Lubrications have proper labeling on ALL containers.
1.5.4		Lubrications have the proper dispensary for large containers (transferring fluid from the large to a smaller container - for example: drum pumps, etc.)
1.5.5	Show stopper	Lubrications and used oil are properly disposed of (follow local code and HazMat manifests.)
1.6	**Ease of access (walking paths)**	
1.6.1		Floor is free of trip, slip and fall hazards (walking paths are clear, if hose/cord is across walking area mark by a cone.)
1.6.2		Shop space is being effectively used (no engines laying around etc.) (Space the equipment manager is responsible for.)
1.6.3		Lighting is adequate to work in this area (can use portable lighting.)
1.7	**Spray can painting (rattle can)**	
1.7.1		Equipment manager and any assistant technicians have proper PPE for spray can painting including correct respirators, gloves, and safety glasses.
1.7.2		There is proper ventilation when spray can painting occurs or painting occurs outside.
1.8	**Industrial painting area and paint/solvent storage**	
1.8.1		There is proper ventilation if painting occurs. If no painting occurs, can explain proper ventilation.
1.8.2	Show stopper	Equipment manager and any assistant technicians have proper PPE for painting including correct respirators, gloves, and safety glasses (if using rattle can, use respirators and safety glasses). If no painting occurs, can explain the proper use of PPE.

1.8.3		Painting area is set up to address flammability issues. If no painting occurs, can discuss how to address flammability issues.
1.8.4		Paint and solvents cabinet is labeled. If no painting occurs, can explain how labeling should be done.
1.8.5		Paint and solvents are properly labeled. If no painting occurs, can explain how labeling should be done.
1.8.6		Paint and solvents have proper dispensary according to local code. If no painting occurs, can explain how proper dispensary should be done.
1.8.7		Paint and solvents are organized and safely stored according to local code (fireproof cabinet, not by heat source, not leaking, no environmental hazard etc.) If no painting occurs, can explain organization and how safe storage should be done.
1.8.8	**Show stopper**	Paint and solvents are properly disposed of according to local code and HazMat manifests. If no painting occurs, can explain proper disposal.
1.8.9		Lighting is adequate to work in this area (can use portable lighting.) If no painting occurs, can explain the lighting that would be needed.
1.9	**Cleanliness**	
1.9.1		Workbenches are free from clutter and trash.
1.9.2		Floors are free from dirt, oil, and grease.
1.9.3		Safety signage is available if needed for slip hazards on floor.
1.10.	**Organized parts /tool storage area**	
1.10.1		Parts storage is organized.
1.10.2		Equipment manager and any assistant technicians tools are organized. Does NOT include the shop box.
1.11	**Equipment wash area (as much is as part of their job)**	

1.11.1		The equipment wash area meets the local code for rinseate pads. If not their responsibility, can discuss local regulations.
1.11.2		The water that drains after washing the equipment follows local code for disposal. If not their responsibility, can discuss local regulations.
1.11.3		The wash area is clean and organized (no clumps of grass, hoses rolled up when not in use, etc.) If not their responsibility, can discuss how it should be cleaned and organized.
1.11.4		The water recycling system is maintained to specifications. If being repaired, can explain how it operates. If not their responsibility, can discuss how one would be maintained.
1.12	**Air compressor**	
1.12.2		The air compressor has a current safety inspection (certification) completed by an external entity according to local codes or self inspected according to owner's manual. Review inspection sheet.
1.12.3		The air compressor has safety labels present and legible.
1.12.4		Any air compressor guards are in place where applicable. Examine the guards.
1.12.5		Air lines are compliant with local code.
1.12.6	Show stopper	Shop air compressor emergency air release valve is operational.
1.13	**Other (as much as it is part of their job)**	
1.13.1		Electrical fixtures follow local code/codes (shatter-proof guards, spark proof light figures, etc.) If not part of their job, can explain how it should follow local codes.
1.13.2		Have a system/plan for how equipment is parked in an orderly fashion if applicable. If not part of their job, can explain the system/plan.
Section 2	Safety	
2.1	**Equipment safety and training**	

2.1.1		Equipment manager has trained (verbal and/or written) any assistant technicians to use shop equipment safely. If do not have assistant technicians, can explain how they would train them.
2.1.2	Show stopper	Equipment manager and any assistant technicians are trained in the operation of the operator present system for turf safety equipment (Seat switch). Demonstrate and explain safety for one piece of equipment.
2.1.3		Equipment manager trains others on new machines with a focus on safety. If not responsible for this, can explain how they would conduct the safety training.
2.2	**Eye protection**	
2.2.1	Show stopper	Has appropriate eye protection for work being performed (safety glasses, welding helmet, face shield, goggles, etc.)
2.2.2		Equipment manager and any assistant technicians are trained in correct use of eye protection.
2.2.3		Eye wash station(s)/solution is functional and accessible in areas that require one (i.e., area with solvents, batteries.)
2.2.4		Equipment manager and any assistant technicians trained in correct use of eye wash station(s)/solution.
2.2.5		Eye wash station(s)/solutions is up to specs to local code (water changed as needed, etc.)
2.3	**Ear protection**	
2.3.1	Show stopper	Has appropriate ear protection for work being performed (ear plugs and ear muffs.)
2.3.2		Equipment manager and any assistant technicians are trained in correct use of ear protection.
2.4	**First aid kit (if it is their responsibility)**	
2.4.1		Has First Aid Kit adequate for size for the number of staff working in the shop and is stocked. If not their responsibility, they can discuss the size needed.
2.4.2		First Aid Kit is accessible at all times to all employees in the shop. If not their responsibility, can discuss how to make First Aid kit accessible.

2.4.3		Shop First Aid Kit contains no outdated products. If not their responsibility, can discuss plan to have no outdated products.
2.4.4		Equipment managers and any assistant technicians trained in correct use of **basic** first aid procedures (clean a cut, put on dressing, know when to call emergency services, etc.)
2.4.5		AED unit is located in the maintenance facility according to local code. If not located in the facility, the equipment manager can describe what it is.
2.4.6		Equipment manager trained in AED and CPR. Training is current. If facility does not require this training, the equipment manager can describe what the AED and CPR is and when they should be used.
2.4.7		Emergency shower or procedure to wash someone down in available in the maintenance area. If not their responsibility, can discuss the procedure that should be followed.
2.5	**Fire safety**	
2.5.1		Proper Exit signage is posted by all exists according to local codes including stairwells. Exit signs have proper backup power according to local code.
2.5.2		Fire safety inspections are current according to local codes.
2.5.3		Know where the fire safety inspection documentation is located according to local codes. If no documentation, can discuss the outcome of the last fire safety inspection.
2.5.4		Proper signage is posted indicating location of fire extinguishers according to local codes.
2.5.5		Fire extinguishers are safely secured according to local codes.
2.5.6	Show stopper	Fire extinguishers are charged.
2.5.7	Show stopper	Fire extinguishers have been checked by the appropriate company/person according to local codes.
2.5.8		There is the required minimal number of fire extinguishers for the shop according to local fire code.

2.5.9		Shop has an operational fire suppression system according to local code. If does not have a fire suppression system or not required to have one, can discuss how they operate.
2.5.10.		Shop has a complete Emergency Key Box (Knox Box) according to local codes. If not required to have an Emergency Key Box, can discuss how they operate and its importance.
2.6	**Emergency evacuation plan/response plan**	
2.6.1		There is a documented emergency evacuation plan/response plan as appropriate. If not their responsibility, can discuss the emergency plan that should be in place.
2.6.2		Emergency evacuation plan map is posted by doors as required by local code. Should also include locations of fire extinguishers, spill kit(s), AED, first aid kits, and You are here indication. If not their responsibility, can discuss how it should be done.
2.6.3		Equipment manager and assistant technicians are trained in the emergency evacuation plan/response plan as appropriate.
2.6.4	Show stopper	All essential emergency contact numbers are **posted** as appropriate (i.e., supervisor numbers, poison control, HazMat, police and fire departments (911), HR Director, mental health, etc.), and are accessible at all time. Employees know where the list is located. Review and discuss the posted numbers to verify it is complete.
2.7	**Safety devices for turf equipment**	
2.7.1	Show stopper	All safety features for turf equipment are operational. Demonstrate one piece of equipment (operator present switch, seat belts, roll over protection system (ROPS), brake switch, neutral switch, etc.) or have them explain how it works.
2.7.2	Show stopper	Examine locking mechanisms for hydraulic lifting cylinders to make sure they are functional. Demonstration two pieces of equipment.
2.8	**Hazardous waste**	
2.8.1		Has a copy of the documented HazCom program as appropriate.

2.8.2		Equipment manager has HazCom records they are responsible for or know where the records are located. (Receipts for hazardous waste pickup, SDS sheets, etc.)
2.8.3	Show stopper	Disposes of hazardous waste (i.e., contaminated fuel, battery acid, spent parts washer solvent) according to local codes and HazCom program as appropriate.
2.8.4		Has the phone number of the company that picks up the hazardous waste in a location that can be seen so it can be referenced by others
2.8.5		Has a safe rag disposal procedure following local codes.
2.8.6		Spill response procedures follow local codes.
2.8.7		Has a universal emergency spill kit (i.e., 20 gallon minimum)
2.8.8		Has spill kit labeled or sign(s) indicating location of spill kit, if required.
2.8.9		Used oil is properly labeled.
2.8.10.		Contaminated fuel is properly labeled.
2.8.11		Used antifreeze is properly labeled.
2.8.12	Show stopper	Used antifreeze is properly disposed of according to local codes and HazMat manifests.
2.8.13	Show stopper	Has a procedure for proper tire disposal and recycling according to local codes.
2.8.14	Show stopper	Has a procedure for proper florescent light bulb disposal according to local codes.
2.8.15	Show stopper	Has a procedure for proper battery disposal according to local codes.
2.9	**SDS sheets for shop supplies**	
2.9.1	Show stopper	SDS sheets about equipment supplies and equipment repair supplies are accessible for reference.
2.9.2	Show stopper	Equipment manager and any assistant technicians are trained on where to access SDS sheets for everything and how to find needed information.
2.10.	**Lock out tag out**	
2.10.1	Show stopper	Equipment manager and any assistant technicians follow a documented system/procedure to lock out and tag out all types of equipment (grinders, electrical outlets, electrical panels, mowers, hydraulics, etc.) before working on the equipment. The system is operational.
2.10.2		Has a Lock Out Tag Out kit that is complete and accessible.
2.11	**Chain saw safety**	
2.11.1		Chain catch, palm guard, and chain brake are operational on the chain saw
2.11.2		Chain saw safety equipment - safety glasses, chaps, etc.

2.11.3		Equipment manager and any assistant technicians are trained on chain saw safety and teach others.
Section 3	Maintenance Program	
3.1	**Documentation of maintenance**	
3.1.1	Show stopper	Has documentation of maintenance/repairs/preventative maintenance on all equipment (i.e., printed, electronic, etc.)
3.1.2		Has documentation or process to track machine hours, if appropriate
3.1.3		Follow manufacturer recommendations for maintenance for all machines, if possible and as appropriate.
3.1.4		Has a system to organize manufacturer manuals (service, parts, operator.)
3.2	**Operating procedures**	
3.2.1		There is documentation or a process for reporting maintenance needs for equipment.
3.2.2		Use established process to guide repair/adjust machines or add information on work order.
3.2.3		Has a process to train any assistant technicians on how to repair/adjust machines. Has Job Aids as appropriate. If does not have an assistant, can explain how the training should occur.
3.2.4		All necessary documents/job aids for any assistant technicians are translated as appropriate. If do not have assistant technicians or do not need to translate any documents, can discuss the importance.
3.2.5		Conducts annual assistant technician review outlining goals, strengths, weaknesses etc. if have an assistant. If does not have an assistant, can explain how it should be done.
3.3	**Expenditure records**	
3.3.1		Has a system to document expenditures (monthly/yearly budget) as appropriate. If they are not responsible for this, can discuss the importance and how it should be done.
3.4	**Communication**	

3.4.1		Utilizes various communication methods (email, text, verbal, etc.) with **management and managers from other departments** to effectively gather and present information
3.4.2		Utilizes various communication methods (email, text, verbal, etc.) with any **assistant technicians** to effectively gather present information.
3.4.3		Utilizes various communication methods (email, text, verbal, etc.) with **equipment operators** to effectively gather and present information
3.5	**Shop Tours**	
3.5.1		Visit or host shop tours for ideas when appropriate. (can do both). Educational events at another shop count as a shop tour.
3.6	**Dress code**	
3.6.1		Equipment manager and any assistance technician have presentable appearance in keeping with the course dress code.
3.6.2		Equipment manager and any assistant technicians wear breakaway rings and have no loose jewelry for safety while working on machinery.
Section 4	Fuel Storage Area	
4.1	**Outside fuel storage**	
4.1.1		Fuel tanks pass local inspections (painted, etc.) as required by local code.
4.1.2		Area in front of fuel tanks is clear so they are accessible at all times for fuel delivery trucks and equipment refueling.
4.1.3	Show stopper	Fire suppression system is operational as required by local code. If not required to have a fire suppression system, can discuss how they operate.
4.1.4		Correct fire extinguisher for the type of fire is located by the fuel tanks according to local code.
4.1.5		Emergency stop is accessible according to local code.
4.1.6		Emergency stop is labeled according to local code.
4.1.7	Show stopper	Emergency stop is operational, if required, according to local code.
4.1.8	Show stopper	Any existing **fuel tanks and pumps** safety features are operational according to local code (high fill alarm, containment center, interstitial tank (space), etc.)

4.1.9		Proper signage is posted according to local codes (*no smoking, flammable, DOT codes, etc* .)
4.1.10.		Above-ground fuel **tanks and pumps** are protected according to local codes (bollards, bumper poles, concrete, etc.)
4.1.11		Fuel tanks have secondary containment according to local codes (interstitial tank, etc.)
4.1.12		Has a procedure to ensure that fuel storage tanks are not leaking (above and below ground)
4.2	**Inside fuel storage**	
4.2.1		Small fuel cans are stored as required by local codes (fireproof cabinet, etc.)
4.2.2		Small can fuel storage **cabinet** is labeled.
4.2.3		Small fuel **cans** are labeled appropriately.
Section 5	Turf Review	
5.1	**After cut appearance**	
5.1.1		**Greens** have a clean quality of cut and an appropriate after cut appearance. If not, the Equipment manager can explain what they would fix if they had the budget.
5.1.2		**Approaches** have a clean quality of cut and an appropriate after cut appearance. If not, the Equipment manager can explain what they would fix if they had the budget.
5.1.3		**Fairways** have a clean quality of cut and an appropriate after cut appearance. If not, the Equipment manager can explain what they would fix if they had the budget.
5.1.4		**Tees** have a clean quality of cut and an appropriate after cut appearance. If not, the Equipment manager can explain what they would fix if they had the budget.
5.1.5		**Roughs** have a clean quality of cut and an appropriate after cut appearance. If not, the Equipment manager can explain what they would fix if they had the budget.
5.2	**Cutting Unit Setup**	

5.2.1	**Show stopper**	Demonstrate checking a cutting unit for quality and height of cut. Checking with height of cut gauge and paper. Explain procedure for checking the cutting unit
5.2.2		Explain how to parallel a cutting unit.
	end	