

Safety Weight Enforcement Facility Maintenance Manual

Definition

A. Purpose

The SWEFM Program Manual provides information useful for the efficient provision of quality janitorial and maintenance services at Wisconsin Department of Transportation, Division of State Patrol, Safety Weight Enforcement Facilities (SWEF). The manual contains guidelines, technical information and operational information that will aid in clarifying duties and responsibilities, methods of operation, and WisDOT requirements in providing these services.

Adherence to the policies and guidelines presented herein will ensure that program responsibilities of WisDOT are met. The use of standardized procedures will promote statewide uniformity and this in turn will allow for efficient and effective maintenance of Wisconsin's SWEFs.

B. Scope

The Program Manual is a compilation of forms, lists, policies, guidelines, and procedures either written or obtained from other sources, which have been approved by WisDOT for use in providing maintenance services at SWEF Program sites. In this capacity, the manual will:

- Provide general information about the program.
- Be a receptacle for the most current policies, guidelines, and procedures used to provide maintenance services at sites in the SWEFM Program.
- Stress safe, cost-effective delivery of services, which meet state and federal requirements.
- Assist maintenance managers to provide services which meet WisDOT specifications.

The Program Manual does not offer a complete technical and administrative discussion of every type of SWEF maintenance activity. Only activities with a high frequency of occurrence are discussed, and all information offered is meant to promote understanding as well as provide guidance.

C. Use

This manual was prepared as a guide for all personnel involved in maintaining SWEF facilities. The information herein applies to various types of maintenance including emergency, reactive, preventative, and planned.

This manual is not designed as a book to be read. Rather, this manual is an assemblage of reference documents. Each document is designed to cover one subject.

Manual documents provide accepted policy and guidelines. Exceptions were expected when the document was written. When research, problem analysis or product evaluation reveals a better alternative, then an exception should be requested or documented in writing.

Updates should be issued periodically so that the manual will remain current and useful. Suggestions for additions, changes, modifications, and deletions are welcome, as are references to existing errors, discrepancies, and contradictions.

D. Initial Issuance

The initial issuance of the Program Manual and/or each new document represents the best approach for that point in time.

Official written documents do not prevent maintenance managers from being creative or limit their professional judgment. Written policy and guidelines will promote statewide uniformity, providing uniform maintenance for Wisconsin's SWEFs.

E. Manual Content

This Program Manual does not include all SWEF maintenance subjects or areas. The documents included may have existed as informal policy or guidelines. Whether policy and guidelines should be formal or informal is a management decision by the Wisconsin Department of Transportation and Kapur (as Program Manager).