

MANOLITO'S SCHEDULE

7AM

- DUMPSTER IS CHECKED FOR BLOWN TRASH
- FUEL TANKS ARE VISUALLY CHECKED FOR LEAKS
- EQUIPMENT AND VEHICLES ARE CHECKED VISUALLY EVERY MORNING FOR LOW TIRES
- ROADS ARE CHECKED FOR WASH OUTS
- NORTH GATE ENTRANCE IS CHECKED
- RANCH IS CHECKED FOR COYOTES

9AM

- VISUAL CHECK OF GUN CABINET
- WORK ON VEHICLE MAINTANENCE
- WORK ON PENDING PROJECTS
- SHOP IS CLEANED EVERY MORNING
- CHECK HEATER IN BUNKHOUSE

EVERY TWO WEEKS

- EQUIPMENT IS CHECKED FOR 100 HOUR OIL CHANGE
- RECREATIONAL VEHICLES ARE CHECKED FOR 25-50 HOUR OIL CHANGE
- CHECK VEHICLE FLUID LEVELS
- PREVENTIVE MAINENANCE
- HANGAR RUNWAY IS CHECKED FOR GOPHERS AND WEEDS
- IF THERE ARE WEEDS IT TAKES A DAY TO APPLY CHEMICAL
- HANGAR IS SWEEPED ONCE A MONTH
- MOUSE POISON IS PUT DOWN IN LOG CABIN, LODGE AND YURT
- CHECK VEHICLES FOR PENS, PAPER AND WATER
- TEST PHONES IN CARS
- LEVEL DRIVEWAYS AND WALKWAYS
- CHECK GUN AND AMUNITION INVENTORY
- GRADE FUEL AND DUMPSTER AREA
- CLEAN VEHICLES

ONCE A MONTH (15TH OF EVERY MONTH)

- CHANGE FILTERS AT PUMP STATION
- COMPACT GARBAGE
- CHECK RANCH LIGHTING REPLACE BULBS AS NEEDED
- CHECK SENSORS ON CARS AND FRONT GATE
- CHANGE BUNKHOUSE HEATER FILTERS
- CHECK GUN CABINET
- CLEAN GARAGES AT RANCH CENTRAL
- FIRETRUCK IS RUN
- FOAM TRAILOR IS RUN
- MAINHOUSE CARS ARE RUN
- ROADS ARE GRADED

- VEHICLES ARE CHECKED FOR 3000-4000 MILE OIL CHANGE
- CLEAN OUT BUNKHOUSE WATER HEATER ROOM
- CHECK ALL FIRE EXTINGUISHERS
- CHECK OXYGEN BOTTLES
- WEED CONTROL AND GRADING OF GRAVEL PIT
- WEED CONTROL AT FRONT GATE

EVERY THREE MONTHS

- TEST FOAM PACKS
- ORDER FOAM IF NEEDED

MAY 15TH SPRING MAINTANENCE

- CHECK TO SEE IF SPRINKLERS ARE OPERATIONAL. REPAIR AS NEEDED.
- TEST ALL AC UNITS IN VEHICLES
- SET SPRINKLER TIMERS THAT ARE LOCATED IN THE VAULT NEXT TO THE WOOD SHOP. THE AMOUNT OF WATERING DEPENDS ON THE RAINFALL.
- MOW LAWNS
- WEED WACK
- CHECK TREES FOR TRIMMING

OCTOBER 15TH WINTER MAINTANENCE

- CHECK ICE MELT, SHOVELS AND EMERGENCY SUPPLIES
- CHECK ALL VEHICLES FOR EMERGENCY KITS
- TURN ALL HEATERS ON IN PUMP HOUSE
- WINTERIZE WATER TRUCK
- PLOW SNOW IF NEEDED
- PUT ICE MELT AROUND RANCH CENTRAL IF NEEDED WHEN IT SNOWS
- SHOVEL WALKWAYS AND FRONT GATE WHEN NEEDED