

TO: JRH

INTER-COMPANY MEMO

PLS ADDRESS THIS ISSUE WITH
YOUR PEOPLE.



THKS,
LTW



DATE 8 OCTOBER, 1992

TO DAVID NORVELL, Garage Foreman

TE
2100
20TH

FROM RUSSELL PORTIS, Garage Mechanic *RIP*

SUBJECT Electric Cart Maintenance

Recommend that operators of electric carts perform P.M. on their vehicles.
This would entail:

1. Maintain battery water level.
2. Inspect tires and repair flats.
3. Grease vehicles every three months.
4. Clean battery cables every three months, or as needed.

A P.M. work order is currently generated every three months. This could be routed to the cart operator.

After operator has performed their maintenance, the cart would be brought to the garage for chain adjustment, and to correct any other problems the operator may find.

The work order would then be signed off by a garage mechanic.

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