

Title: PPM Electric Cart Inspection
Department: PPM Administration
Effective Date: August 23, 2023

PURPOSE

The purpose of this SOP is to standardize frequency and process for PPM electric cart inspections to maintain fidelity with PPM and University safety and stewardship values.

RESPONSIBILITY

Employees assigned the use of PPM carts are responsible for completing monthly inspections and associated documentation.

Engineering Services Director is responsible for delegating inspection responsibility for shared use administrative carts.

Shop Supervisors and/or Leads are responsible for ensuring inspections are completed by shop staff, collecting documentation, and submitting documentation to their area MPP.

Area MPP staff are responsible to ensure all monthly inspections have been completed for their areas and submit inspection documentation to Engineering Services.

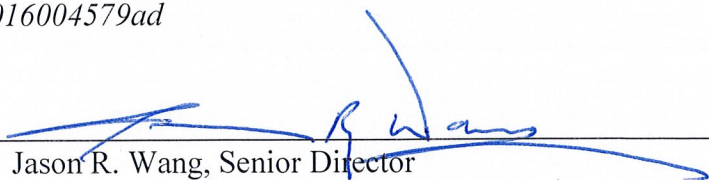
Auto Shop staff are responsible for training new staff as needed on the inspection process.

PROCEDURES

- New PPM employees assigned or authorized to drive carts will be trained in the proper inspection procedures and documentation by Auto Shop staff using the *Cart Safety Inspection Form*. It is the department and employees' responsibility to ensure that this training is completed before they drive any University Cart.
- Employees complete the inspection and *Cart Safety Inspection Form* no less than monthly on or before the last day of the month.
- Forms are completed, routed to Engineering Services, and maintained consistent with the responsibilities listed above.

REFERENCES

- *Cart Safety Inspection Form – 2023*
- *Cart Maintenance Basics video:*
<https://csun.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=a40ad99b-6301-4ef7-9be7-b016004579ad>

APPROVED

Jason R. Wang, Senior Director

08-23-23

Date**APPENDIX**

N/A

Level 1 Inspection Items

Category	Specific Item to Check	Checked	Notes/Recommendations
General	Head & tail light operation		
	Turn signal operation		
	All cables for operation		
	Horn operation		
	Seatbelt operation		
	All accessories for operation		
	Oil or other fluid leaks		
Brakes	Brake operation		
	Parking brake operation and adjustment		
	Service break operation (if applicable)		
	Any brake area fluid leaks		
Steering	Safe operation		
	Steering gear (if applicable)		
	Steering chain (if applicable)		
Wheels	Wheels for damage		
	Lug nuts for proper tightness		
	Tires for wear and proper inflation		
	Tires for damage		
Battery	Battery cleanliness		
	Battery water level		
	Battery posts for damage		
	Battery connections		
Charger	Charger output (if applicable)		
	For wire/cable for wear		
	For case damage		
	For timer shutoff (manual timers only)		
Control	Operation		
	Seat switch operation		
	Key switch operation		

Date _____ Serial Number _____ Model Number _____

Inspector _____ Customer _____

Taylor Dunn _____

Club Car _____

Think Cart _____

Other _____