



Utility Cart Program Appendix B

POLICY # IN-FIAD.EHS.15B

Maintenance Requirements

Utility Cart Maintenance

Utility carts on IUPUI campus shall be maintained on a monthly and semi-annually basis. Departments are responsible for the maintenance of their carts. All carts must have an annual safety check documented by the operating department based on the following criteria;

Monthly Maintenance

Battery Maintenance

- Batteries shall be charged daily;
- Check the electrolyte level. Add water as needed;
- Wash battery tops and clean terminals with baking soda/water solution; and
- Insure all battery terminal connections are secure.

Tire Maintenance

- Check tire pressure and adjust if necessary; and
- Examine the tires for excessive wear or potential failure.

General Vehicle Maintenance

- Wash battery compartment and underside of cart. Dispose of waste water properly; and
- Clean up any debris or spills in the cart.

Semi-Annual Maintenance

Brake System

- Check the brake system and replace if necessary;
- Lubricate the brake slide;
- Check the brake cables for damage and replace if necessary.

Electrical Wiring and Connections

- Check for tightness and damage.

Forward/Reverse Switch

- Check the condition of the contacts and wire connections; and
- Make sure the connections are tight.

Front Wheel Alignment and Camber

- Check and adjust if necessary.

Lubrication

- Lubricate as directed by the Periodic Cart Lubrication Schedule.

Daily Safety Inspection

Operators shall conduct a visual safety check daily prior to the operation of the cart. The daily inspection should include the following;

- All lights shall be checked and operations including rotating warning signal light
- The reverse warning signal shall be audible?
- The brakes must work
- All door and rear gate latches shall be in working order
- Check for the correct tire pressure.

Carts that need repairs or do not have all of the safety equipment in operating order shall not be used until repairs are made.