



Standard Operating Procedure: FM Yard Vehicle and Equipment Wash Locations

Issue Date: 5/1/2024 Version: 4 Review Frequency: Annual

Scope

This procedure describes the proper use of the washing stations located in the FM Leake Yard. These stations are designed for washing UVA vehicles, equipment, and containers and are equipped with a drain that discharges to the sanitary sewer. Washing items can generate wastewater contaminated with detergents, oils, plant litter, grease and heavy metals. Using this station will appropriately direct this wastewater to the sanitary sewer. Any equipment, vehicles, or items needing to be washed, such as trash cans or tools, within the FM Yard must follow these guidelines. Vehicle and equipment washing operations must also follow the [SOP for Exterior Surfaces Washing](#).

Responsibility

Anyone performing washing activity in the FM Yard is responsible for following this procedure.

Procedures

1. The approved locations for equipment and container washing in the FM Yard include the following drains which connect to the sanitary sewer:
 - a. The drain within the vehicle washing station located north of the shops building
 - b. The drain under the small covered Landscape storage area east of the Landscape Building
 - c. The trench drain in front of the salt/sand storage shed.
2. All chemicals or detergents used must be suitable for disposal in the sanitary sewer. Even if detergents or solvents will not be used, the resulting wastewater run-off may contain pollutants which must not enter the storm system.
3. If it is observed that the drain system is clogged, washing activities will be stopped immediately and the service desk contacted to report the situation if the user cannot promptly remove the clog.
4. **Using the Vehicle Wash Bay**
 - a. The vehicle wash bay in the FM yard is paved, bermed, sloped, and designed so that when water is being used from the wand or the spigot to clean a vehicle or equipment, the system directs the water from the central drain to the sanitary system.
 - b. The drain immediately outside of the wash bay is directed to the storm sewer at all times. Under no circumstances should any runoff from washing operations be allowed to enter this drain.
 - c. Any vehicle being washed in the wash bay must be pulled completely forward. No portion of the vehicle should be outside of the designated yellow striped area.

FM Yard Vehicle and Equipment Wash Locations

- d. Before washing begins, all excess plant debris, trash and dirt should be removed from the item to be washed through means such as brushing, sweeping or hand removal and disposing these materials as trash or compost as appropriate. If the grate over the sanitary drain is covered with previously deposited materials, dispose of them as appropriate prior to beginning washing operations.
- e. If items other than vehicles are intended to be washed in the wash bay, they should be placed within the confines of the wash bay such that runoff from the washing is directed to the sanitary drain and does not leave the wash bay area.
- f. Prohibited activities inside the wash bay include:
 - i. Dumping sand or salt from vehicle beds,
 - ii. Oil changes, mechanical maintenance, or detailing,
 - iii. Dumping paint, grease, or any other liquid chemicals down the drain.
 - iv. Personal vehicle or equipment washing
- g. If any debris is deposited onto the concrete pad area, it should be swept and cleaned up as much as possible. The debris can be disposed of as trash or compost as appropriate. Debris should not be flushed into the drain as this will clog the drain. The pad and surrounding area should be left clean when washing is complete.
- h. If this drain becomes clogged and cannot be promptly fixed, the Academic Customer Support Center (434-924-1777) should be notified so that a work order can be generated. Washing activities should immediately stop if the drain becomes clogged, as overflow may discharge pollutants downhill to the storm sewer and Meadow Creek.
- i. If soaps or other chemicals with a pH outside the range of 6-9 are used to clean vehicles or equipment within the wash bay, follow the procedures for washing with cleaning chemicals listed in the Vehicle and Equipment Washing SOP.

5. **Washing at Other FM Yard Locations**

- a. Washing of vehicles, including non-traditional vehicles such as Kubotas, should only take place at the wash bay.
- b. Rinsing of small incidental equipment, such as shovels, rakes, buckets, etc. may take place under the small landscape roof provided wash water goes into the open round grate, which is a sanitary drain located under this roof, or using the trench drain in front of the salt and sand storage areas if the wash bay is unavailable. Both the drain under the small landscape roof (not the large T-shed) and the trench drain in front of the salt and sand storage shed are sanitary drains.
- c. Washing must take place in such a way that all runoff is directed into the designated sanitary drains and that no residual material remains on the ground that could run off into a storm drain.
- d. Sweep up any debris left when washing is complete and dispose of as trash or compost, as appropriate.