	Standard Operating Procedure: **Vehicle and Equipment Maintenance**
University of Virginia	Issue Date: 5/1/2024 Version: 3 Review Frequency: Annual

Scope

This procedure applies to those departments at UVA that have fleet vehicles, mechanized equipment, and other motorized implements that are used or stored outdoors and may be exposed to stormwater. It also applies to individuals and independent contractors who may engage in maintenance activities on UVA property.

Responsibility

Anyone performing vehicle and equipment maintenance while on UVA property must follow these procedures.

Procedures

1. **Operator Inspections**

    a. Before using a vehicle or piece of equipment, operators should inspect it for any obvious signs of leaks or other maintenance problems.

2. **Establish a Routine Maintenance Schedule**

    a. All State-owned vehicles or equipment should receive routine maintenance according to the manufacturer's guidelines, at minimum.

3. **Fleet Vehicle Maintenance**

    a. Vehicle maintenance should occur, at minimum, once a year during State required vehicle inspection. Vehicles should be serviced by UVA Parking and Transportation or another authorized repair shop that is certified to conduct State inspections.

    b. For maintenance needs within the FM fleet, which is the largest vehicle fleet at UVA, the FM Fleet staff should be contacted at fm-fleet@virginia.edu or 434-982-5812.

4. **On Site Equipment Maintenance**

    a. For equipment or machinery that can be maintained on-site using in-house staff, proper precautions should be taken to ensure any leaks, spills, or drips from maintenance operations do not cause stormwater contamination.

    b. Ideally maintenance should occur indoors where equipment cannot come into contact with stormwater.

    c. In the event that maintenance cannot occur indoors, efforts should be made to minimize the possibility of an illicit discharge or stormwater contamination. All maintenance activities should be conducted on an impervious surface as far as possible for stormwater conveyances, ditches, or drains. Additional precautions may include, but are not limited to, the use of tarps or drip pans under equipment during maintenance activities.

    d.   During snow removal events, snow removal equipment should be inspected periodically during usage for signs of leakage. Any maintenance or signs of leakage from FM equipment during snow events should be reported to the FM Landscape Equipment Shop.

5. **Unexpected Repairs, Spills, or Leaks**

    a.   Upon identification of a problem with a vehicle or piece of equipment, it shall receive service as soon as possible. Notify appropriate maintenance personnel so the vehicle or equipment can be taken out of service and repaired.

    b.   Precautions should be taken, such as those described in section 4 so that stormwater contamination or an illicit discharge does not occur before the equipment can be serviced. Actively leaking vehicles or equipment should not be moved until the leak can be stopped. Spills and leaks should be cleaned up immediately upon discovery and contaminated material should be disposed of properly, as described in the [Spill Response SOP](#).

6. **Individuals Performing Maintenance on UVA Property**

    a.   Students and community members are discouraged from performing vehicle or equipment maintenance work on UVA property, including in parking garages and parking lots. In the event these activities take place, proper precautions to prevent stormwater contamination shall be utilized as described in section 4.

7. **Independent Contractors Performing Maintenance on UVA Property**

    a.   Independent contractors desiring to perform vehicle or equipment maintenance on privately owned vehicles located on UVA property must contact UVA Environmental Resources before proceeding with operations.

    b.   Contractors must demonstrate their operations will comply with this policy and that they will not cause an illicit discharge. This will include taking proper precautions to prevent stormwater contamination as described in 4 and having spill cleanup materials on-hand.