

U. S. ARMY GARRISON

DIRECTORATE FOR MORALE, WELFARE AND RECREATION

SELFM-CFA-FS-AU

Standard Operating Procedure
04 Feb 02

AUTOMOTIVE CRAFT SHOP

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1. Purpose. This standard operating procedure (SOP) prescribes policies and procedures for the effective administration and operation of the Automotive Craft Shop.

2. Scope. This SOP is to be followed by all Auto Craft employees and patrons. It is an implementing directive, not in conflict with any existing regulations.

3. Responsibilities. It is the responsibility of the Automotive Craft Facility Technician to insure that this SOP is revised as necessary, available to all employees and complied with in all instances to insure proper administration of the facility.

4. Facilities. The facilities available at the Automotive Craft Shop are as follows:

- a. Two bay car wash
- b. Audio Visual classroom/training area
- c. A sixteen bay facility.
- d. A security compound lot.
- e. Oil recycling system.
- f. Battery service area
- g. Three hydraulic lifts and two electrical lifts.
- h. A welding bay.
- i. A machine room.
- j. A tool issue area.

5. Policies.

a. Upon entering the Auto Craft facility each patron will register with the on duty staff.

b. Patrons must show proper Military ID and proof of ownership of vehicle thru valid registration. Vehicles are required to be registered IAW current Provost Marshal requirements.

c. Authorized vehicle owner patrons may have volunteers assist on the repair of the vehicle; however, the authorized owner patron must be present at all times and is the responsible party for fees, tools, cleanup, and the department of the volunteer. People who assist the patron do so strictly on a volunteer basis rather than a paid basis.

d. Patrons cannot invoke the power of attorney for others to see to the responsibility of the repair of the vehicle and payment of fees so incurred.

e. All old parts removed from vehicle will be removed from Auto Shop upon completion of work. Under no circumstances will old parts be left in shop for disposal by shop staff. Old oil containers or filters are not to be put in dumpsters. Containers/filters must be put in proper barrels located in bay #12 or bay #13.

f. Patrons eligible on space availability basis - DOD Civilians, National Guards, Reservists, Coastguard and their dependents, under 23 years of age if accompanied by their military sponsor.

g. Patrons are authorized a maximum of thirty days storage of motors and transmissions. Patrons may store no more than one motor or one transmission at a time. The Auto Craft Shop is authorized a maximum storage of one motor and one transmissions at any one time. Requests for extensions of the thirty days storage time will be made in writing to the attention of the Auto Craft Facility Technician. Submissions will be made prior to the storage deadline. There is a storage fee of \$2.00 per day for each motor and/or transmission.

h. Patrons are authorized a maximum of thirty days storage of their vehicle in the Auto Craft compound lot. Patrons are authorized but one vehicle at a time. Requests for extensions are to be made in writing to the Auto Craft Facility Technician. Submissions will be made prior to the storage deadline.

i. Patrons will insure that the bay utilized will be returned to a cleaned condition. This includes sweeping and mopping bay floors, cleaning bench tops of debris, oil, grease, etc. and removing same to receptacle provided. Patrons will not be cleared until the bay has been inspected by a staff member.

6. Procedures.

a. Upon entering the Auto Craft facility each patron will register at the tool issue area. Each patron will show the on duty staff member a valid military ID and proof of ownership of the vehicle by means of a valid registration.

b. The patron will then complete the appropriate blanks on SELHI Form 1525. These blanks are (a) Printed Name (b) Branch of Service (c) Status (d) Vehicle Identification (e) Signature (f) Social Security Number (g) Date. The staff member will then log on the time clock blank the time in of the vehicle, what service is to be offered, the number of chits issued and which bay is assigned.

c. The staff member will issue chits upon which the number of the assigned bay is stamped. The patron will give one chit for each tool issued by the staff member. When each tool is returned to the issue point, the staff member will return the corresponding chit. Upon completion of work all chits will be returned to the staff member on duty.

d. Bays will be inspected for cleanliness by a staff member before a vehicle is released. (See Policy, Section 5).

e. When the inspection is completed and the bay found clean, the staff member will fill in the OUT time in the time clock block of SELHI Form 1525.

f. The Auto Craft staff will compute the charge indicated in Basis for Charge in the appropriate blank. The patron will initial in the blank signifying the charges were accurately computed. Upon payment, the patron is then free to remove his or her vehicle from the facility.

g. Should the patron need to store his or her vehicle in the compound lot a second form must be completed: SELHI Form 1525. The patron will read the paragraph pertaining to storage regulations and acknowledge compliance by affixing his or her signature in the appropriate blank. The patron will then fill in the blanks (a) Name (b) Social Security Number (c) Organization (d) Local Address (e) Work to be done (f) Post Address (g) Make and Year of car (h) Post Tag (if applicable) and (i) Date. The staff member will fill in the blank that indicates when the car is to be removed and initials. The staff member then assigns the patron a space in the compound lot. Extensions are covered under Policy Section 5.

7. Fees.

a. Work Bay
1.00 - 1/2 hr.

b. Lift
. . 2.00 - 1/2 hr.

c. Grease
.50 per car

d. Brake Drums 4.00
per drum

e. Brake Disks
5.00 per disc

f. Welding - Gas or Arc 5.00
per 1/2 hr.

g. Welding - MIG 10.00
per 1/2 hr.

i. Storage Compound 2.00 per
day

- j. Storage motor/transmission 2.00 per day
- k. Tire Balance
3.00 per tire
- l. Tire Change
2.00 per tire

8. Receipt of Funds.

- a. Payments may be made by cash, check or travelers checks.
- b. Checks will be accepted for the exact amount of the utilization fee only.
- c. Always check patron's ID card for currency, identification and verification of information provided on the check.
- d. Always check bad check list prior to accepting check. Immediately notify supervisory personnel if patron is on this list.
- e. Checks must be made payable to "FMMWRF". Checks must have name, address, social security number, home phone number and work phone number, if applicable.
- f. Auto Craft staff member must insure that "For Deposit Only" is stamped or written on the back of the check.
- g. Insure that the patron signs the check.
- h. Secure the check along with issue form DA 1992, if applicable.
- i. Cash on hand and all sales receipts must balance at the end of the workday.

9. Daily Activity Reports.

a. Reports must be submitted before the end of the month or whenever the cash stored in the safe reaches a total of \$200.00.

b. To prepare the Daily Activity Report, accomplish the following:

(1) Count the cash and checks on hand.

(2) Add up all receipts, i.e., DA Form 1992's.

(3) Complete Daily Activity Report Form and DA Form 4082. Make a copy of these forms for the Auto Craft files.

(4) Complete bank deposit slip to be taken to the bank with cash and checks for deposit.

c. Security of funds is of the utmost importance and must be practiced at all times when handling money. Security discipline must be developed and maintained by all money handling personnel.

10. Hours of Operation. The hours of operation of the Automotive Craft Shop are Wednesday through Friday, 1300-2100, & Saturday and Sunday, 1000-1800. The facility is closed Monday and Tuesday. No patrons after 2000 hours Wednesday - Friday, 1700 on Saturday, and 1630 on Sunday.

11. Participation.

a. The use of the facilities at the Automotive Craft Shop is authorized to all active duty and retired military personnel, their family members and DOD Civilians, Reservists, and National Guard, upon presentation of a valid Identification (ID) Card.

b. Children under the age of sixteen (16) will not be permitted use of the facility unless accompanied by a parent or legal guardian.

12. Duties of Auto Craft Facilities Technician.

a. Serves as Facility Technician, Auto Crafts, with responsibility for daily operation.

b. Oversees maintenance and repairs of the facility.

c. Acquire a thorough knowledge of this SOP, established policies and procedures on the operation of the Auto Craft Shop and enforces adherence.

d. Certifies patrons ability to utilize equipment.

e. Issues tools and equipment.

f. Maintains machinery in good working condition.

g. Assists patrons.

h. Advises Operations Team Leader prior to ordering supplies and equipment.

i. Maintains a good state of police throughout shop and compound lot.

j. Prepares daily attendance records as well as monthly fire and safety reports.

13. Safety.

a. Safety deficiencies noted in the day to day operation of the facility will be immediately reported by building custodian and/or activity supervisor to the FS Safety Representative.

b. Employees sighting safety deficiencies will report same to their supervisor immediately upon detecting deficiencies. If supervisor is not present for duty, employee will report deficiency to the FS Safety Representative.

c. Safety Guards will be utilized on power tools.

d. Safety goggles, face mask and/or helmets will be worn for any task where there is a danger for flying particles or objects, excessive heat, blinding light, rust flakes, etc.

e. Vehicles lifted by floor jacks will be additionally supported by safety stands.

f. Exhaust hose will be attached to tail pipe prior to running vehicle engine in shop.

g. Smoking is prohibited throughout the facility.

h. All malfunctions and deficiencies in tools and/or equipment will be reported to shop supervisor.

i. All hazardous material will be put in marked container in Bay #12 or #13.

j. Patron will exercise all precaution to prevent accidents.

k. Work area will be kept clean and well organized.

l. All tools and equipment will be returned to tool crib, clean and in good working order.

MICHAEL BAKER

Auto Craft Facilities Technician

U. S. ARMY GARRISON

DIRECTORATE FOR MORALE, WELFARE AND RECREATON

SELFM-CFA-FS-AU

Standard Operating Procedure #18
04 Feb 02

AUTOMOTIVE CRAFT SHOP CAR WASH

Paragraph

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1. Purpose. To establish procedures for operation of the Auto Car Wash, Bldg. 1122.

2. Scope. Applies to all Community Recreation Division personnel operating car wash.

3. Patron Eligibility.

a. The use of the facilities is authorized to all active duty and retired military personnel, their family members and DOD Civilians, Reservists, and National Guard, upon presentation of a valid Identification Card. Children under the age of sixteen will not be permitted use of the facility unless accompanied by a parent or legal guardian.

b. Military and construction vehicles are not allowed in the car wash.

4. Responsibilities of the Auto Craft Facility Technician.

a. Insure token drops are emptied minimally twice per week.

b. Oversee the work performed by the Auto Craft staff.

5. Responsibilities of the Auto Craft Staff.

a. Insure proper supplies are on hand or have been ordered in a timely manner.

b. Insure proper security of the car wash facility is observed.

c. Provide care and maintenance of the car wash area.

6. Fees. Tokens that are required to wash car.

7. Administration Policies and Procedures.

a. Operating Hours: The car wash and vacuum system will be available to patrons 24 hours per day. Tokens must be purchased during Auto Craft operating hours of Wednesday - Friday 1300 - 2100, Saturday and Sunday 1000-1800.

b. Token drops will be emptied by Auto Crafts personnel minimally at

1530 Monday and Friday.

c. Maintenance work to be accomplished daily:

(1) Check to make sure all mixing vats are full i.e., soap, wax, tire cleaner, engine cleaner, etc.

(2) Check to make sure vacuum cleaners are cleaned out.

(3) Oil pumps with three drops of oil.

(4) Make sure all trash is policed from the area. Patrons are to carry all trash out with them. No garbage receptacles will be provided.

(5) Make sure car wash is neat and operational before leaving. Shovel snow if necessary.

d. At midday daily:

(1) Check wash bays

(2) Hose area if necessary

(3) Check vacuums.

(4) Check drains, shovel out if necessary.

(5) Check mixing vats, put in more solution if necessary.

e. At 1530 daily:

(1) Clean bays and machine rooms.

(2) Make sure all equipment is in working order.

f. Monthly must:

(1) Clean all filters in vats.

(2) Check oil compression.

(3) Clean drains in bays.

MICHAEL BAKER

Craft Facility Technician

Auto