



## **Mastic Machine Usage Guidelines For Racine County Machines**

Racine County has a user agreement that shall be submitted each time the machine is requested and accepted from the user prior to use. Reservations will not be made until we receive the form. We only need the hold harmless and Certificate of Insurance once a year. Usage by a user will not exceed 30 days.

Contact Asst. Highway Superintendent Michael Kirschling (262-770-9690) or Shop Operations Manager Brett McDonald (262-770-1409) to schedule usage of machine.

Machine has a 7-blade trailer connector. Please ensure the tow vehicle has the correct connection/adaptor prior to arriving.

Prior to EACH use, the machine will be checked out from Racine County. Allow time for us to check/maintain machine prior to next checkout. Someone of authority (i.e., supervisor or foreman) must be there to go through the check-out procedure. A copy of check out form will go with user.

Any County that notices repairs will be needed before the next use should immediately notify the Racine County\*\*. Racine County will contact the next user if delays in the schedule may occur. Communication and cooperation is essential for this to work.

After use, equipment needs to be returned to us and checked in by **3:00pm** Monday thru Friday. We will be completing same form used at check out. Again, a copy of the completed form will go with user. Please make every attempt to return machine in the same condition that it was checked out. This includes fuel/oil/mastic levels (within **160** LBS on our scale). It is necessary any repairs or concerns need to be noted on the form and discussed with Racine County at check-in. No one wants to take the equipment to their County work site and realize it has problems, and can't perform the work. We will do all necessary repairs/maintenance prior to releasing it to the next user. We **DO NOT** allow another county to come and get it from you.

Please have people who know how to use the machine use the machine. If training is needed, please contact us or Dan at Sherwin.

Any repairs or adjustments to the equipment by the user are not allowed without prior authorization from Racine County. We will make the determination if the user can do the repair or it needs to be returned to Racine County or taken to vendor for repairs.

Again, cooperation is essential!