

Operations, Enterprise Services, and Facilities

Standard Operating Procedure for Weekly Electric Cart Maintenance Inspection

**PURPOSE**:

To ensure the safe, reliable, and efficient operation of all electric carts by conducting a standardized weekly inspection, identifying maintenance needs, and documenting findings in accordance with SDCCD’s vehicle safety protocols

# **SCOPE:**

This procedure applies to all Facilities personnel responsible for the operation, inspection, and maintenance of electric carts used throughout the San Diego Community College District (SDCCD).

**PROCESS:**

* Perform the inspection once per week prior to cart use.
* Use the checklist below to assess each cart component.
* Mark each item “Yes” if in proper condition or “No” if attention is needed.
* Add comments where necessary to provide details or note deficiencies.
* Complete the “Description of Needed Attention” section for any items marked “No.”
* Submit the signed checklist to your supervisor and retain a copy in the vehicle maintenance logbook.

**REQUIRED APPROVALS:**

* Technicians/Operators are responsible for performing the weekly inspection using this checklist and reporting any issues immediately.
* Supervisors are responsible for reviewing completed checklists and ensuring all corrective actions are taken in a timely manner.

**Inspection Checklist**

| **Inspection Item** | **Yes** | **No** | **Comments** |
| --- | --- | --- | --- |
| Battery: Water is at correct level (Deionized Water only) | ☐ | ☐ |  |
| Battery Cables: Tight, clean, and free of corrosion | ☐ | ☐ |  |
| Lights: Front and rear fully operational | ☐ | ☐ |  |
| Electrical Plug and Cord: Good condition, no frays or damage | ☐ | ☐ |  |
| Charger: Activates properly when connected | ☐ | ☐ |  |
| Horn: Present and functioning | ☐ | ☐ |  |
| Gas/Accelerator Pedal: Responds properly and doesn’t stick | ☐ | ☐ |  |
| Brakes: Brake and Emergency Brake function correctly | ☐ | ☐ |  |
| Tires: Inflated properly, no visible wear or damage | ☐ | ☐ |  |
| Leaks: No visible fluid leaks under the cart | ☐ | ☐ |  |
| Damage: No new physical damage | ☐ | ☐ |  |
| Cleanliness: Cart is clean, free of trash and loose materials | ☐ |  |  |

### **Description of Needed Attention**

(Use this space to describe any issues identified above)

### **Documentation and Recordkeeping**

Submit the completed checklist to your supervisor. A copy must be retained in the electric cart’s maintenance record or uploaded to the CMMS where applicable. Records are subject to audit and must be kept for a minimum of one year.

**Technician Name (Print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_