

# Checklist for Bus Garage Repair Facilities

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The requirements listed here are based on federal environmental and health and safety regulations, as well as nationally recognized fire code. While the checklist includes the primary concerns of regulatory inspections, it is not intended to be a comprehensive statement of compliance requirements.

## **Hazardous Materials & Waste Storage**

- Flammable and hazardous liquids are stored in approved containers.
- Lids are tight-fitting and sealed, and bungs are closed.
- Containers, tanks, and flammables cabinets are labeled.
- Waste storage area is labeled and limits of area are marked.
- Flammable liquids are grounded and bonded during transfer, and grounded during storage.
- There are no leaks or excessive spillage.
- Drums of materials and wastes stored outside of the building have secondary containment.
- Compressed gas cylinders are segregated by chemical and chained.
- Use approved pumping device, when a flammable liquid.
- Use paint spray booth for paint spraying.
- Booths shall be protected with an automatic extinguishing.
- Booth shall be equipped with Class I, Division I electrical if flammable liquids are used.

## **Building**

- Adequate size and number of fire extinguishers.
- Employee training on fire extinguisher use.
- Aisles and emergency exits are clear, and exit signs are posted.
- No smoking.
- Maintain electrical adequately.
- Central ventilation and local ventilation to vent CO from exhaust systems.
- Fire doors equipped with automatic closures.
- Provide adequate lighting.
- Floor drains are connected to the sewer or equipped with an approved oil-water separator or tight tank.

## **General Equipment**

- Adequately guard machinery and equipment.
- Secure non-portable equipment to the floor or bench to prevent displacement or tipping.
- Waste oil furnaces have approval of local agency.
- There are no illegal furnaces or space heaters in use.
- Lifts have operable safety locks, and are tested and serviced monthly.
- Electrical cords are intact and have grounding prongs.
- Cranes, hoist and chain fall shall have the rated capacity attached to them.

## **Housekeeping**

- Use cover metal containers for disposal.
- Maintain floors to prevent S, T & F.
- Clean up after each vehicle serviced.
- Drained waste fluids such as waste oil, antifreeze, and solvents are stored in separate drums or tanks.
- Waste oil is removed by a licensed transporter or burned on-site in an approved heater.
- Oil filters are punctured and hot drained over waste oil drum.

## **Battery and Tire Storage**

- Store batteries in a single layer on pallets or shelving with an impermeable base, and are properly recycled.
- Tires should be stored outside and are covered and properly disposed.

## **Health & Safety**

- Have a written contingency plans for fire prevention, emergencies, and spill control.
- Spill control materials are available on site.
- Material Safety Data Sheets (MSDSs) are available for all toxic chemicals.
- No food is consumed in the shop area.
- Provide eyewash and showers providing 15 minutes of continuous flush in areas where acids and bases are used.
- Train employees in chemical hazard, safety, and emergency preparedness.
- Employees shall not place his body under a vehicle supported only by a jack, overhead hoist or chain fall. Safety stands having a yield of not less than 1 1/2 times its rated capacity shall be used to support the vehicle.

## **Solvent Parts Cleaner**

- Solvent parts cleaner is kept closed.
- A licensed transporter picks up and recycles solvents or disposes solvents as hazardous waste.
- Parts cleaner is labeled with material name and hazard type.
- If a flammable solvent is used, the parts cleaner has a fusible link that locks shut in the case of fire.
- Parts cleaner is registered with the state environmental agency (if required).

## **Belt Servicing**

- An employee adjusting or testing the tension of a belt, installing or removing a belt on a vehicle, shall do so when the motor is off and without turning the engine over.

## **Air Conditioning and Refrigeration Servicing**

- Use a check valve to prevent refrigerant system pressures from flowing back to the refrigerant charging container unless such containers are equipped with a pressure relief valve.
- Refrigerant recovery machines are licensed by U.S. EPA.
- Refrigerant recovery operators are certified by U.S. EPA.
- Antifreeze is labeled and recycled or disposed properly.
- If radiator repair includes brazing, procedures are in place to control and monitor lead.

## **Wash Bays/Conveyors**

- Outline the conveyor track or chain by a 4 inch strip of yellow zone paint or other warning means located within 8 inches of the hazardous area.
- Guard all pinch points.

## **Parking Lot**

Parking lot is free from slip, trip & fall hazards.

## **Personal Protective Equipment**

- Use appropriate PPE.