

To: Public Works & School Department Transportation Personnel

From: Robert C. Malley, Director of Public Works

Date: August 7, 2017

Re: Vehicle Washing Policy

In accordance with the Department's Stormwater Pollution Prevention Plan, the washing of vehicles and/or equipment using any type of soap product will no longer be allowed outside of the Public Works facility. Given this restriction, I have been asked to consider allowing the use of the Wash Bay to wash personal vehicles. After discussing the request with the Town Manager, I will allow personal vehicles to be washed inside the Wash Bay under the following conditions:

- Department equipment storage and/or maintenance-related use of the Wash Bay takes priority over any personal use of the facility. Any vehicle tagged as "Out of Service" in the Wash Bay shall not be moved in accordance with the Department's Lock Out/Tag Out Policy.
- All washing shall be done outside of regular business hours, including lunch breaks. This means no washing after 7:00 AM or before 3:30 PM.
- Individuals shall provide their own soap and/or cleaning supplies, however, the cleaning brushes hung on the wall may be used.
- The heat shall not be adjusted for any washing/cleaning activity and will be set by the Garage Foreman per instructions by the Director of Public Works.
- Only personal vehicles utilized by an employee and/or spouse will be allowed in the facility. No children's, extended family member's, or vehicles owned by acquaintances will be allowed to be washed inside the facility.

- The only activities allowed in the Wash Bay will be exterior and/or interior cleaning of personal vehicles. No mechanical-related cleanings and/or repairs will be allowed to be performed at any time. This includes, but is not limited to; pressure washing, oil changes, tire rotation, body work, painting, brake repairs, accessory installation, etc.

- The Wash Bay shall be left clean after each use. This includes the cleanup of any residual sand, mud, grease, etc. Brushes shall be hung back on the wall; hose coiled on the hangar, buckets dumped and any excessive water shall be squeegeed into the drains.

- Any individual who violates any one of these conditions shall lose their privilege to utilize the Wash Bay for a period of 60 days. A second violation will result in the permanent loss of the privilege. Remember this is a privilege and not a right.

- This policy will be in effect for one (1) calendar year from the date of issuance. It will be reviewed for any issues, problems or violations that occurred in the past year. Renewal of the policy is subject to the approval of the Town Manager and/or the Director of Public Works.

Cc: Matthew Sturgis, Town Manager  
James Green, Supervisor  
Sean McCue, Garage Foreman  
Scott Smart, Parks Foreman  
Pat Fowler, Facilities & Transportation Office  
Steve Young, Transportation  
Bulletin Boards