

EQUIPMENT & FLEET PROGRAM

From run-to-failure to run-on-purpose. Hours are the heartbeat; the gate is the law.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	OWNER	RUNS IT
NU-OPS-006	1.0	July 7, 2026	Adam Pelewski, Owner	Supervisors + operators; EA checks daily

WHY THIS PROGRAM EXISTS

One of three drill rigs is in the shop right now, and it got there the way every breakdown here has: run to failure, then a scramble, then a repair we finance instead of budget. That ends with three moves: **(1) every machine's hours get logged daily** (already required in the app with production), **(2) service triggers off those hours** on the cards below, and **(3) the gate: a machine with overdue service or an open red tag does not roll**. Same funnel logic as hiring — nothing advances without passing its gate.

THE TAG SYSTEM — THREE STATES, NO ARGUMENTS

- **GREEN (no tag):** service current, no open faults. Rolls.
- **YELLOW tag — SERVICE DUE:** a card interval has come due. Machine may finish TODAY, then it does not roll again until serviced. Yellow ignored for 2 days becomes red.
- **RED tag — DO NOT OPERATE:** safety fault or overdue-past-grace. Nobody runs it, nobody pulls the tag except the Supervisor after the fix is verified. Running a red-tagged machine is a firing offense (NU-OPS-002).

WHO DOES WHAT (BUILT FOR A COMPANY WITH NO MECHANIC)

ROLE	DUTY
Operators / crews	Daily checks (already in your booklet), log hours with production, grease per the card, hang yellow/red tags the moment a trigger or fault appears.
Supervisors	Enforce the gate at the morning yard walk: tagged machine = swapped plan, not a debate. Verify fixes before pulling a red tag. Fridays: check the register's "next due" column.
Dealers / shops	Everything beyond the cards: engine work, hydraulic pumps, DOT inspections. Booked off the register, not off a breakdown.
EA (Claude)	Daily checker: hours logged? service coming due within 25 hrs / 500 mi? down-machine sitting more than 2 days? Exceptions land in Adam's morning brief — one list, not thirty questions.

SERVICE CARDS — PRINT, LAMINATE, ONE PER MACHINE CLASS

Intervals below are standard for these machine classes. **Confirm each against the operator's manual for your exact units, then strike this note.**

CARD 1 — TRUCKS (ALL 7)

- **Daily (driver/crew):** pre-trip per your booklet; fuel below half = fill on the way in.
- **Every 5,000–7,500 mi or 6 months:** oil + filter, tire rotation, brake look. Logged in the register.
- **Annually:** DOT inspection (any truck/combo over 10,001 lbs GVWR) — sticker date in the register.
- **Trigger source:** odometer written on every fuel receipt (already a Driver duty).

CARD 2 — HDD DRILLS (10X15-CLASS, ALL 3)

- **Daily:** grease per the lube decal (spindle, breakout, pipe loader), fluids, rod wear glance, mud pump check — per your booklet.
- **Every 50 hrs:** all filters checked, gearbox oil level, anchor system, breakout jaws, beacon housing threads.
- **Every 250 hrs:** hydraulic filter change, gearbox service, mud pump rebuild check, full rod string inspection (measure wear, cull bad rod — a twisted-off rod is a lost bore).
- **Trigger source:** engine hours logged daily in the app with production.

CARD 3 — MINI EXCAVATORS (ALL 3)

- **Daily:** grease boom/stick/bucket pins, tracks tension glance, fluids — per your booklet.
- **Every 250 hrs:** engine oil + filter, hydraulic level check, track hardware.
- **Every 500 hrs:** hydraulic filter, final drive oil check.

CARD 4 — HYDROVACS

- **Daily:** water level, boom function, vac filters knocked clean, hoses/wands for cuts, spoils tank emptied LEGALLY (never a storm drain).
- **Weekly:** blower/pump oil check, water pump screens, door seals.
- **Every 100 hrs:** full filter service, boom pivot grease.

CARD 5 — TRAILERS (ALL)

- **Every hookup:** lights, tires, coupler, chains — per your booklet.
- **Monthly:** brake function test, breakaway battery, deck boards, ramp hinges.
- **Annually:** wheel bearings repacked, brakes inspected — before they fail on I-85 with a drill on the deck.

CARD 6 — TOOLING (BITS, REAMERS, MISSILES, ROD)

- Every bit/reamer/missile has a home on the truck or in the yard — checked OUT and IN like the tool count.
- Dull or damaged tooling gets reported at day's end (maintenance list in the crew chat), not discovered at the next bore.
- Missiles: check strike face and tail threads weekly; a mushroomed missile is a stuck missile.

THE MACHINE-DOWN WORKFLOW (the funnel for breakdowns)

1. **Tag it.** Red tag on, photo of the fault, machine flagged in the app. Clock starts.
2. **15 minutes of basics** — operator + crew lead: connections, fuses, filters, obvious leaks. Fifteen, not sixty (NU-OPS-002 rule).
3. **Supervisor call:** keep the crew producing on hand work. Decide: field fix, shop run, or dealer.
4. **The \$500 gate (NU-OPS-005):** under \$500 the Supervisor authorizes; over \$500 the Owner gets the number AND a recommendation in one call.
5. **Track it:** every down-day logged in the register. A machine down more than 2 days appears on the Owner's morning brief automatically until it's back.
6. **Back-in-service:** Supervisor verifies the fix, logs cost + cause in the register, pulls the tag. One line of root cause — "hydraulic hose chafed at the boom pivot" — is how the same failure stops repeating.

Done when: the register shows what broke, what it cost, how long it was down, and why — and the same failure never surprises us twice.

THE FLEET REGISTER (COMPANION FILE: NOVA FLEET REGISTER.CSV)

One row per unit: ID, serial, hours/odometer, next service due, lien/payoff (CCG), insured value, tag status, repair log.

Supervisors update hours weekly from the app; the EA flags anything due. This register is also what a buyer prices your iron off — documented machines sell at machine value, undocumented ones at auction value.

NEVER

- Never run a red-tagged machine or pull someone else's tag.
- Never "finish the week" on a yellow tag. It finishes the day, then it gets serviced.
- Never pay for a repair over \$500 without the Owner hearing the number first.
- Never let a machine sit down more than 2 days without the Owner knowing — a quiet down-machine is quiet lost revenue.
- Never dump hydrovac spoils or wash water anywhere but a legal disposal point.