

TRUCK HOUSEKEEPING & ORGANIZATION

A clean truck is a found tool, a passed inspection, and a crew that rolls on time. A place for everything; everything back in its place, every day.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	OWNER	RUNS IT
NU-OPS-006-B	1.0	July 14, 2026	Adam Pelewski, Owner	Drivers + crews daily; Crew Lead checks, Supervisor audits weekly

WHY THIS STANDARD EXISTS

Cleanliness is creeping up on every truck — and a dirty truck is never just a dirty truck. It is the ten minutes a crew loses every morning digging for a strap that has no home. It is the missing impact that walks off because nobody logs a tool in and out. It is the DOT officer or the insurance adjuster who sizes up the whole company from the cab floor. It is the loose binder that becomes a projectile in a hard stop.

One of our guys already had this solved — he ran his own procedures for keeping his truck organized and it showed. The problem: the standard lived in his head, so it never spread to the rest of the fleet and it walked out the door with him. This document puts it on paper so the standard belongs to Nova, not to one person's habits.

Same logic as the Fleet Program (NU-OPS-006): the truck is checked daily, the standard is identical on every unit, and **the gate is the law** — a truck that fails the check does not roll until it is right.

THE THREE RULES — NO ARGUMENTS

- **A place for everything.** Every tool, strap, and consumable has one labeled home. If it does not have a home, it does not ride loose in the cab — it gets a home or it stays in the yard.
- **Back in its place, every day.** The truck leaves the yard clean and stocked and comes back reset the same way. The reset happens at day's end — not “when we get to it,” because we never get to it.
- **Clean is a gate, not a chore.** A truck that fails the Daily Truck Log does not roll the next morning until it is fixed — the same way a red-tagged machine does not roll. Housekeeping is an operating requirement, not a favor.

THE STANDARD TRUCK LAYOUT — A HOME FOR EVERYTHING

Every truck is set up the same way, so any crew can work out of any truck. Set it once, label it, and tape a photo of the layout inside each toolbox lid — then “where does this go?” is never a question.

ZONE	WHAT LIVES HERE	THE STANDARD
Cab floor & seats	Nothing but the crew	Clear. No tools, no bottles, no wrappers, no paperwork on the floor. Ever.
Dash & console	Log book, DVIR, pens, phone mount	Flat and wiped, nothing sliding around. Loose receipts go in the receipt envelope, not the dash.

Door pockets	Gloves, safety glasses, ticket book	One item type per pocket — not a junk drawer.
Behind the seat	First-aid kit, spill kit, charged fire extinguisher, triangles, spare fuses & 7-pin pigtail	Strapped or bracketed so it can't fly forward. Checked stocked every Friday.
Driver-side toolbox	Hand tools, cordless tools + batteries, striker, tape, marking paint	Shadow-boarded or foam-cut where possible — every tool visible, every empty spot obvious at a glance.
Passenger-side toolbox	Rigging: rated straps, chains, binders, edge protectors	Straps coiled and banded, chains hung or binned — never a tangled pile. Count matches the truck's rigging list.
Headache rack / deck	Shovels, bars, cones, water cooler	Racked in holders, cones nested, nothing rolling loose on the deck.
Consumables bin	Marking paint, flags, tape, zip ties, rags, trash bags	Restocked to the “par” line at the Friday deep-clean; low items go on the crew-chat maintenance list.
Trash	One bag, one home	Emptied every single day. A truck is never parked with trash in it.

THE DAILY RESET — END OF DAY, EVERY DAY

BEFORE YOU LEAVE THE YARD (5–10 MINUTES)

- 1. Trash out.** Every bottle, wrapper, and bag — cab and deck. Bag to the dumpster, fresh one back in.
- 2. Tools home.** Every tool back to its home. An empty spot means a tool is missing — find it now, not at the next bore.
- 3. Rigging stowed.** Straps coiled and banded, chains hung or binned, binders latched. Count them against the truck's rigging list.
- 4. Cab wiped.** Dash, console, seats, wheel, door panels. Glass and mirrors clean — you can't drive safe through a filmed windshield.
- 5. Floor cleared & swept.** Nothing on the floor; mats knocked out if muddy.
- 6. Deck cleared.** Shovels and bars racked, cones nested, mud knocked off, nothing rolling loose.
- 7. Restock the quick stuff.** Paint, flags, water — topped up so tomorrow doesn't start with a supply run.
- 8. Paperwork turned in.** Fuel receipts, DVIRs, delivery confirmations to the Supervisor. Nothing left loose in the cab.
- 9. Log it.** Fill and sign the Daily Truck Log; the Crew Lead eyeballs the truck and signs.

Done when: the next crew could climb in tomorrow, find every tool in its home, and roll on time — because you left it that way.

THE WEEKLY DEEP CLEAN — FRIDAY / WASH DAY

EVERY FRIDAY, BEFORE THE WEEKEND

- 1. Wash the exterior.** A clean truck with clean decals is a rolling billboard; a filthy one tells every customer how we work. Wheels and mud flaps too.
- 2. Vacuum & detail the cab.** Seats, mats, vents, cupholders. Wipe every surface.
- 3. Empty and re-sort both toolboxes.** Everything out, box wiped, tools back to their homes. This is when you catch the drift before it becomes a mess.
- 4. Inventory rigging against the count.** Every strap, chain, binder, edge protector accounted for and checked for cuts or frays — pull anything damaged out of service.
- 5. Check the safety kit.** First-aid restocked, spill kit full, fire extinguisher charged and in date, triangles and fuses present.
- 6. Restock consumables to par.** Paint, flags, tape, zip ties, rags, trash bags — back to the par line.

7. Photo the reset truck. One photo of the clean cab and each open toolbox to the crew chat — the weekly proof.

Done when: the truck is washed, sorted, fully stocked, and photographed — ready to run Monday with zero prep.

WHO CHECKS WHAT — THE GATE

ROLE	DUTY
Drivers / crews	Own the daily reset and the Friday deep-clean on the assigned truck. Fill and sign the Daily Truck Log every day. Report anything missing or damaged the same day on the crew-chat maintenance list.
Crew Leads	Eyeball the truck at yard-in and sign the Daily Truck Log. A truck that comes back trashed gets reset before anyone goes home — catching it tonight beats it riding overnight.
Field Supervisors	Run the weekly housekeeping audit at the Friday yard walk: score every truck, photo the worst, enforce the gate — a truck that fails Monday morning does not roll until it is right. Keep spare straps and kit stocked in the yard.
EA (Claude)	Daily checker: was every truck's log turned in? Any truck flagged for missing gear or damage? Weekly: which truck scored lowest on the audit? Exceptions land in Adam's morning brief — one list, not thirty questions.

THE GATE, IN PLAIN TERMS

- A truck that isn't clean and stocked does not leave the yard. Fix it, then roll.
- A truck that comes back trashed gets reset before the crew clocks out. The reset is the crew's own — never the next crew's.
- First miss is a coaching conversation. A pattern moves to the write-up ladder in the employee manual — the same discipline path as any other standard. *(Manual still to be built — NU-OPS-001 Decision 3.)*

NEVER

- Never let trash, food, or bottles pile up in the cab. It fails a DOT look and an insurance photo before a word is spoken.
- Never leave a tool, strap, or binder loose in the cab. In a hard stop it becomes a projectile.
- Never park a dirty, unstocked truck for the next crew. The reset is yours — handing it off is how the whole fleet slid.
- Never pull a tool from another truck's home without logging it. Empty homes are how mornings get long and tools go missing.
- Never sign the Daily Truck Log for a reset you didn't do. Pencil-whipping the log is the same offense as pencil-whipping a DVIR.