

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: SHOP EQUIPMENT REPLACEMENT

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DISTRIBUTION:

Fleet Management staff

PURPOSE:

To establish approximate replacement schedules for the replacement of all shop equipment.

PROCEDURE:

Each year, Lee County Fleet Management invests funds in the acquisition of the necessary shop equipment for the diagnosis and repair of the County's Fleet of vehicles and equipment. In order to track each of these assets, the respective preventive maintenance, and the replacement schedules, the assets will be set up in the Fleet tracking system (FASTER).

At the time of acquisition, the equipment information will be entered into the FASTER system including, but not limited to: the year, make, model, serial number, acquisition cost, location, warranty and estimated replacement cycle information.

This information will be tracked for the life of the shop equipment and will be a part of the annual replacement cycles of the County's fleet of vehicles.

**Revision Date: October 2003
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