

M E M O R A N D U M

DATE: August 10, 2004

SUBJ: Tow Motor Check Sheet

A check sheet has been placed on each of the three tow motors that we currently have. ***This check sheet should be completed by the first person to operate the tow motor each day.*** The completed check sheet will be collected by John Hebner at the end of the day. Please note that only certified personnel may operate any of the tow motors on campus.

Please instruct the certified operators in your area of this requirement.