

Snowmobile North Dakota Trail Program

State Owned Groomer Maintenance/Repair Timecard



| | | |
|--------------------------|---------------------------------------|--------------------------------|
| <u>Trail Association</u> | <u>ICN#</u> (refer to equipment list) | <u>Date</u> |
| <u>Groomer Mechanic</u> | <u>Beginning Time</u> | <u>Ending Time</u> |
| | | <u>Total Maintenance Hours</u> |

| Groomer Odometer Information | | Maintenance Description |
|------------------------------|-----------------------------------------------------------|-------------------------|
| <u>Total Miles</u> | PLEASE USE SEPARATE TIME CARDS FOR EACH GROOMER MECHANIC! | |
| <u>Hours</u> | | |

| <u>X</u> | <u>Description</u> | <u>Hours</u> | <u>X</u> | <u>Description</u> | <u>Hours</u> |
|----------|------------------------------------------------------------------------|--------------|----------|-------------------------------------------------------------------------------------|--------------|
| | PODS, TRACKS, IDLERS, AXLES (1 or More Personnel) | | | ENGINE COMPARTMENT | |
| | Top Drive Sprocket Remove & Replace (1) | 3.5 Hrs | | R & R Alternator Assembly | 1 Hr |
| | R & R Rubber Track (1) | 2.5 Hrs | | R & R Fan Belt | 1 Hr |
| | R & R Leaf Spring Assembly | 2 Hrs | | R & R Air Filter Assemblies (dry type) | .5 Hrs |
| | Tension all 4 Tracks | 1.5 Hrs | | R & R Batteries | 1 Hr |
| | R & R 1 Idler Wheel and/or Bearings (#1, #3, #5) | 3.5 Hrs Each | | MAINTENANCE | |
| | R & R 1 Idler Wheel and/or Bearings (#2, #4) | 2 Hrs Each | | Change Oil, Filter, Lube Chassis | 1 Hr |
| | SUSPENSION, STEERING, TABLES, POWER TRAIN (1 or More Personnel) | | | Check & Top all Oil Levels | 1 Hr |
| | R & R Front Driveshaft & U Joints | 2.5 Hrs | | R & R Fuel Filter | .5 Hrs |
| | R & R Rear Driveshaft & U Joints | 2.5 Hrs | | Change Automatic Transmission Fluid & Filters (filter in pan, spin filter at frame) | 2 Hrs |
| | R & R Connector Driveshaft & U Joints | 4.5 Hrs | | Change Oil in 1 Differential (2 per machine) | 1 Hr |
| | Re-tension Front or Rear King Pins | 1.2 Hrs | | R & R Strobe Light Assembly | 1.2 Hrs |
| | R & R Differential Pinion Seal | 1.5 Hrs | | R & R Strobe Bulb | .4 Hrs |
| | GLASS, BODY, LIGHTS | | | R & R Front Wiper Arms or Blade | .4 Hrs Each |
| | R & R Headlamp Assemblies | .5 Hrs Each | | R & R Rear Wiper Motor Assembly | 1.2 Hrs |
| | CAB INTERIOR | | | DRAG (1 or More Personnel) | |
| | R & R Radio Assembly | 1.4 Hrs | | Adjust Skags on Outside of Drag (Total of 2) | 1 Hr |
| | | | | Adjust Internal Skags in Clean Pan (Total 3 or 4) | 2 Hrs |
| | | | | Clear Snow Filled Pan to Make Skag Adjustment | 1.5 Hrs |
| | | | | Maintain Wheel Bearings (Repack) | 2 Hrs |
| | | | | R & R Drag Plastic | 28 Hrs |

*R & R: Remove and Replace
 *Please (X) the work that was completed on the state grooming equipment or write a description in the maintenance description listed above.
 *Sections labeled (1 or More Personnel) may take more than one person to complete the maintenance item. If more than 1 person completes the maintenance item, SNDTP will only reimburse the maximum hours listed above for the personnel.

| Reimbursement Requested | | | | |
|----------------------------------------|--------------------------|-----------------------|-----------|-----------------------------------------------|
| Thaw Timer | <input type="checkbox"/> | @ \$25.00 | \$ | Donating Time <input type="checkbox"/> |
| Total Maintenance/Repair Hours: | | @ \$30.00/hour | \$ | |
| Total Reimbursement | | | \$ | |

| | | | |
|------------------------------------|-------------------|---------------|-------------|
| <u>Groomer Mechanic Signature</u> | <u>Print Name</u> | <u>Phone#</u> | <u>Date</u> |
| <u>Trail Coordinator Signature</u> | <u>Print Name</u> | <u>Phone#</u> | <u>Date</u> |

THIS INVOICE APPROVED FOR PAYMENT BY (Office Use Only):

| | | |
|-----------------------|------------------------|------------------|
| Date Received: | Date Processed: | Initials: |
|-----------------------|------------------------|------------------|