

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>		

X	Description	Hours	X	Description	Hours
	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:		@ \$50.00/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:
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