Servicing University of Michigan Vehicles Standard Operating Procedure

Revision: December 2, 2025

Applies To: University of Michigan (U-M) employees using and servicing U-M vehicles.

Washing

Go to:

- Transportation Services, 1213 Kipke Dr.
- Dean Road Transportation Facility, 1665 Dean Rd.
- North Campus Grounds Service Facility, 2550 Draper Rd.
- Use a commercial carwash

Fueling

- Make sure that dispensing hoses are equipped with automatic shutoff valves and that these valves work
- Minimize the impact of leaky temporary fuel tanks by keeping them in a bermed, paved area.

  NOTE: Design the area to completely contain at least 110% of the tank's volume.
- Always verify that the vehicle fuel cap is in place when fueling is completed
- Stay with the vehicle while fueling
- Make it standard practice to stop filling the fuel tank when the pump shuts off the first time and avoid "topping off" fuel tanks
- On warm days, fill tanks in the morning hours while it is still cool to help reduce air pollution
- Make routine maintenance checks a part of the fueling procedure

Maintenance

- Use funnels when pouring liquids
- Use secondary container when carrying materials from one location to another
- Place trays under open containers and spouts of liquid storage containers
- Check for fluid leaks and repair immediately
- Use an approved absorbent material to clean up spills from leaks
- Complete maintenance work in a designated area away from storm drains and where spills can be contained
- Recycle fluids, batteries, tires, and used motor oil and filters
- Properly dispose of waste materials