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All,

Winter weather presents hazards including slippery roads/surfaces, strong winds and freezing/cold conditions. As we are going into the winter-season we must start preparing our equipment now for those conditions. The number one item that is important to us all here at Pipeline Systems is safety to all employees and care of equipment.

The following actions must be taken to ensure our equipment's longevity and functionality for our daily operations:

1. Warm all vehicles and equipment up properly prior to use
2. Make sure all windows and mirrors are free from snow and ice to provide visibility to prevent accidents
3. When leaving equipment at the end of each day, please leave it in a spot and condition that allows it to have every chance possible of being able to start the next day; i.e: tracks must be cleaned, equipment is to be greased and equipment needs to be full of fuel. ****Note: when filling fuel, add K-100 to tanks each time****
4. Daily please drain the water off bottoms of tanks and filters. This MUST happen when we are shut down for a duration of time due to holidays or weather conditions
5. Excavators can be plugged into a light plant if need as most of them have block heaters to help start for future use (If we need to acquire more light plants for this purpose we can do so)
6. Keep engine compartments on all equipment covered with concrete blankets
7. We do NOT use starting fluid or ether on any of our equipment as it causes engine damage
8. If machines are sitting idle, please take off auto turn up RMP to approx. 2500 to prevent unnecessary exhaust regeneration Do NOT abort regeneration as this causes more problems and then a mechanic must be called to force lengthy regeneration
9. When using propane torches around equipment please use caution as in the past we have had issues of burning up fuel wiring and oil lines. Make sure torches are shut off after use when using them around diesel equipment as the gas from these will make the diesel run wild causing extensive engine damage
10. Put skids or tires under tracked equipment to help prevent tracks being frozen to the ground and prevent damaging final drives
11. Do NOT use other equipment to clean tracks as this can cause potential damage to both pieces of equipment
12. On diesel tanks on our trucks, please keep fuel filters changed regularly
13. Please put K-100 in on site fuel tanks periodically to absorb any condensation in them as we want the cleanest, dry fuel available to be use in our equipment
14. Starting now, when ordering fuel, please specify that we only want treated fuel for the winter season. Do not take for granted they are going to send treated fuel
15. As always, maintain equipment at specified intervals which might require some planning ahead and schedule service and get it done before equipment is due to leave your site. 50 hours out from when the service is truly due on a piece of equipment is when I would like you to start planning and scheduling your services to be done

As always, please use extreme caution when operating equipment during these harsh conditions to prevent any slides or tip overs. We must run efficiently in the upcoming cold weather and accomplish our goals as a team. Preparation is everything, this includes all the above actions and your help in this is greatly appreciated.

Let's all have a safe and productive winter.
Thank you for your attention in this matter,

Mark Gildea
President