

RECORDS - ARE YOURS UP TO DATE?

As golf rolls into mid-season it may be necessary for many of us to take a good look and see if we are maintaining our office files as well as our golf courses. Although we are aware of the importance of records, some items may slip by while we give our full attention to the mainstay of our business - growing grass. So, here are a few items one might want to make sure are being included in your records.

First and most important are records of fertilizer and pesticide applications. These records should include the following: **when** the material was applied, **what** the material was, **where** it was applied, **how much** was used, and finally make a short notation as to **why** the application was made at this point in time. I would like to stress the point that this information should be recorded for every fertilizer, fungicide, herbicide, or insecticide application made anywhere on the grounds of your golf course. Do not neglect to keep track of the rough, the clubhouse lawn, or an open area that is not in play.

Secondly, review your equipment maintenance records. These records might include the following items: the date any maintenance was performed, what parts were replaced or repaired, who performed the maintenance, and how long it took to complete the repair. One last item that is not as important, but may prove valuable, is making a note of who the operator was at the time of the breakdown; especially if your machinery is driven by more than one operator.

Another important area is employee work records. The superintendent should know when his employees worked, how long they were there, and ideally what jobs they performed on a daily basis.

In addition to these categories one can expand into more detailed data to be used in streamlining costs or to justify expenditures. These records would contain more specific details of work operations, such as: job performed, man hours involved, equipment used, gasoline consumption, and material costs if any.

I have touched on some very basic ideas concerning record keeping. Obviously this can be expanded upon many times over, however, the value of records as a tool in our profession should never be overlooked. Evaluation of records can aid in solving or preventing recurring problems with your turfgrass. Records can indicate the need to replace old equipment or justify purchasing time saving new machinery. Employee records are valuable in giving proper recognition and compensation to quality employees or in verifying the need to reprimand or replace one that's performing poorly. And last but not least, records are a source for answers. Answers to your problems and to those endless questions posed by your owner or members whatever the case may be.

So, invest a little time and keep your records current. You will find the benefits are as unlimited as the records you can keep.

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