

# CHECK AND DOUBLE-CHECK

By CLINTON K. BRADLEY

**S**OME maintenance supervisors, including the writer, dislike "paper work." This is a natural tendency. Our profession requires being constantly on the go, and is coupled with a restless desire to be out on the course where there is action.

Records must be kept however, for future reference on past performances. Records help in making up reports, budget planning and in keeping things under control. It has been said that a report occurs *after* something happens. We find the best time to collect data for filing is *during* or *soon after* occurrence.

Accurate information has great value in maintenance. If not precise, it is unreliable, and leads to confusion and errors. This should be the prime request of all entries. The confidence and cooperation of all employees, is another essential.

Let it be known that job time is expected to vary; both between men, and under different conditions that any one man works. Questions on difference of time entries are best asked in the spirit of getting information to make allowances in the future. Workmen respect a leader who can assign a reasonable amount of jobs to perform in a given time. The record slips are likened to itemized bills for rendered service, or receipts for materials drawn from stock.

The greensmen who cannot write may be assisted by others that can. Often the illiterate are precise in timekeeping to offset their other deficiency.

Job time may be reported in hours and quarter hours. Materials used are stated in the usual measurements. On compost, we figure 15 standard shovelful, or one

common steel wheelbarrow tray as one tenth cubic yard.

There being no set forms flexible enough to cover varying maintenance items in simple manner, the writer devised some and modified others that may be adapted to general use. What records to keep are the choice of the individual superintendent.

After the morning tour of course inspection, about half an hour is devoted to compiling the data sheets of the previous day. These cover notes of 12 men and 6 various types of powered machines used on a 27-hole municipal course. Printed summary sheets for labor breakdown and machine fuel consumption are shown. A "log book" of machine service, operation and repairs is kept. Original entry sheets are sent the main office, and carbon duplicates kept by the superintendent. Notes of special happenings of the day are made on the back of labor time sheets.

From these notes, monthly reports are made. Report items covered are: 1—Construction, alterations, improvements, and emergency revamping. 2—Special maintenance work. 3—Turf topdressings. 4—Fertilization and chemical treatments. 5—Irrigation notes. 6—Weather records, including precipitation. 7—Special notes, or reports of progress.

Standard engineers' graph paper, cross-lined 10 per inch, is used to tally engine running hours of power machines. Each small square designates an hour of engine time. These are drawn in daily, and read down-column. At the 30, 50, 70 and 100 hour lines, services are given the machines. With this chart before him, the superintendent can periodically check with machine operators, and advise when to lubricate, make adjustments or change oil.

Due to greater reduction of gears, the Ford-chassis type tractor will turn over about the equivalent of 1,500 car engine miles in 50 hours.

The superintendent and each workman has a 3" by 5" bound memo pad which contains 50 sheets and which costs in

Date	Truck		W. Tractor #1		W. Tractor #2		McC-D. Tractor		Overprn		Gravelly		W 4	
	Gas	Oil	Gas	Oil	Gas	Oil	Gas	Oil	Gas	Oil	Gas	Oil	Gas	Oil
1														
2														
3														
4														

This form records daily fuel consumption of all motorized equipment.

quantity about 1c each. The pages are rubber-stamped at the free end, opposite the bound edge, thus:

Date.....	By.....	
What	Where	Amount

These are stamped up in spare time, or on rainy days, 1000 per hour. The guides for data entry, you will notice, ask by *who*, regarding *what*, *where*, the *quantity*, and in some cases, reason *why*.

Instructions to guide workmen in filling out the time and record sheets which they carry are posted in barns and section sheds. The notice reads:

These slips are necessary for good greenkeeping. Accuracy is important. If it takes more time than usual to do a job, please don't hesitate to mark down the full time. On the other hand,



1939 officers of the N. J. Golf Course Supts. Assn. Seated, left to right: Cale, Moffet, Reid. Standing, left to right: Bradley, Burton, McCallion.

### Jersey Greens Supts. Elect Cale to Head Their Association

**FIFTY-FIVE** members and guests with their ladies attended a banquet of the New Jersey Assn. of Golf Course Supts. held at the Summit GC, Union, N. J., the evening of December 12th. Dancing and a floor show followed the dinner.

New officers for 1939 are: pres., Edward B. Cale, Canoe Brook CC; 1st vice-pres., Lester Moffet, Wallkill CC; 2nd vice-pres., Alex H. Reid, Twin Brooks CC; sec., Clinton K. Bradley, Passaic County GC; treas., Arthur D. Burton, Mountain Ridge CC; 3-year trustee, Arthur M. McCallion, Trenton CC.

Through the courtesy of members of the Suburban Golf Club, meetings will be held there throughout the winter. Frank Svehla is Suburban's course superintendent. The NJAGCS is the only organization of its type in the Metropolitan New York area.

### Ohio State Short Course Draws 76 to Initial Meeting

**THE** first annual short course for greenkeepers held at Ohio State university, December 6-8 under the direction of Prof. Geo. M. McClure, Department of Agronomy, attracted 76 links specialists. The course, first of its kind ever staged in Ohio, was offered in response to a request from the Ohio Golf Course Superintendents Association.

Prof. L. D. Baver of O. S. U., the first speaker, outlined the physical properties of soil in a novel and interesting talk on "A Grass Root Looks at the Soil." Prof.

Daily Time Report												
Day	Date		IP		Superintendent							
Weather	Time											
Hour	Mow	Collars	Edging	Planting	Hand Weeding	Grass	Compost	Watering	Other	Other	Other	Other

This daily form is used to recap workmen's time slips.

if a job can be done in less time, please say so. No one is expected to do the same work in the same time each time that work is done. If you are questioned about the variations in time, it is only so that allowance can be made in the future. The important thing is to have the work done thoroughly and right, regardless of how long it takes to do it. In filling out slips, state:

- Who (your name)
- When (as 1/15/39)
- What (as "mowing collars")
- Where (as "holes 6, 9, 14, 12")
- How long job took (as "2 3/4 hrs.")
- What materials used (as "4 yds. compost")
- If in doubt what to enter on time slips, please ask.

About three minutes a day, per workman, is spent to write up notes. These, at the end of work day, are hung on designated clips fastened to the wall in the maintenance headquarters. Various summary sheets are hand-ruled to list miscellaneous records, with the same basic guide form. Important records are filed both at the maintenance building, and the superintendents' home, as a fire precaution.