

# Winterizing Your Equipment

With the coming of winter and its howling winds, icy rains and blankets of snow, man likes to be inside where he has warmth and protection. However, it is quite common for his agricultural equipment, on which your golf course depends, to be sitting out unprotected from the ravages of the elements. Anyone who has seen equipment sit outside is very much aware of the deterioration from moisture, dirt, and lack of a cover.

In the spring, breakdowns and accidents from neglected maintenance are more apt to occur because this is when the greatest pressure is on men and equipment. Then, too, spring breakdowns can be much more costly because they can delay or prevent work which is essential and important at this time.

Winter maintenance, including overhaul, therefore, has the following advantages:

1. There is time to perform work in a thorough, unhurried fashion.
2. There is time to send components back for factory rebuilding.
3. There is time to order, receive and install replacement parts.
4. Men are more likely to be available for work at this time.

## WHAT TO DO

There are hundreds of items of equipment and therefore it is impossible to give specific suggestions for them all. A check list for each machine on a golf course would assure coverage of all important factors. Certain basic maintenance jobs are common, however, to most operations:

1. **Clean Up.** Dirt is not only unsightly, but it can also cover up maintenance needs and can cause deterioration. Dirt holds moisture and lets it penetrate paint pores which causes flaking of the paint and corrosion of the underlying metal. Dirt between contacting surfaces causes abrasive wear. This, of course, can be seen on tillage and fertilizer tools.

Thorough washing (steam clean if possible) on bins, tanks, lines, and pumps that have contained chemicals should be included in the clean up operation. Many chemicals, including herbicides, insecticides and many fertilizers, are corrosive to metal. Other agricultural chemicals leave clogging deposits of solid or gummy material. Still others may leave toxic residues that will be there next spring when the previous use of the unit is forgotten.

2. **Paint Up.** A good uniform coat of paint on top of a proper primer which was applied to a clean surface provides the best protection against weathering.

3. **Cover Up.** Many equipment parts cannot be painted or need more protection than paint can give and in many cases are neglected. Bare metal threads, which can be greased for protection, exhaust stacks which can be covered, and valve openings which can be capped or enclosed in plastic bags are a few examples.

With the availability of inexpensive plastic sheeting, the practice of completely covering idle equipment appears to be increasing. Of course, storing idle machinery in sheds or buildings is more desirable. The improved protection of overall covering not only increases the useful life of the equipment, but also decreases the amount of maintenance necessary.

4. **Grease Up.** Lubricate all bearings during the early winter and you will add life to these vital parts. Fresh grease will force out air and moisture which otherwise can attack these easily rusted surfaces. Wise operators also replace worn grease or dust seals at this time, to be ready to go when spring comes.

The use of all-purpose lubricants is highly recommended because they are waterproof and are resistant to temperature changes. An all-purpose grease will lubricate just as well at below zero temperatures as it will during the summer heat. Also a superintendent would need only one grease for every job except mower gear housings.

Gear and crank case oil should also be changed for winter layover. Dirty oil in internal combustion engines contains corrosive acids and moisture which damage internal parts with lengthy exposure. For this same reason, use motor oil is not a good rust preventative for meter surfaces. All oil companies manufacture rust preventatives which will do an excellent job throughout the winter months. Some oil companies also manufacture a gas additive that can be poured in gas tanks that are stored over winter, thus eliminating the need to drain the gas from the tank.

## Engine Maintenance.

### Four Cycle Engine:

1. Clean the engine completely. Remove rust spots with a wire brush and paint or use rust preventative.
2. Grease the engine and check the lubricant in all gear cases. Coat bare shafts with rust preventative. Replace worn or missing parts.
3. Run the engine to warm the oil, then drain the crankcase, replace the oil filter element and refill the crankcase with new oil of the correct seasonal grade for service when the engine is to be taken from storage.
4. Operate the engine about ten minutes to circulate the new oil. Check oil pressure and check for leaks.
5. Service the air cleaner.
6. For liquid cooled engines, drain and flush with clear water. Be sure to drain the block as well as the radiator.
7. Remove the spark plugs and place about two table-spoons of light motor oil in each cylinder. Turn engine over by hand to coat cylinder walls with a film of oil. Check spark plug gap and replace the plugs.
8. Drain all gasoline from the fuel tank, sediment bowl, gas line and carburetor. Leave all drain cocks open.
9. Remove and charge the storage battery, if one is used, and store indoors where temperature is above freezing, preferably on a wood board and not on a cement or metal surface.
10. Cover the exhaust pipe and air stack.
11. Jack up the machine to remove weight from the rubber tires.

### Two Cycle Engines:

1. Flush cooling system with fresh water and drain completely. If air cooled, clean with air hose and a brush.
2. Completely drain the fuel-oil mixture from the tank, fuel line, and carburetor.
3. Scrape carbon out of the exhaust port and muffler.
4. Clean and service the air filter according to the instructions in the operator's manual.
5. Squirt some light oil through the spark plug hole and crank the engine over a few times.
6. Check the spark plug and replace if necessary.

7. Cover the engine for storage.
8. Re-read your operator's manual, chances are you've missed something that may help you get better service from your engine.

Winterization of equipment is important and may require some special attention, but this effort will pay off in savings of money and piece of mind.

## RESUME — FIRST STEP TO A NEW JOB

Many a talented superintendent is held back from obtaining a new job because he is unable to present effectively the facts about his fine character, ability, and experience when applying for a position by letter.

Writing a resume is the most common method of applying for a job opening. Assuming your qualifications for the job are adequate, your letter of application will probably be the deciding factor in securing an interview. The written resume enables the employer to determine the value of an interview; consequently your objective in writing a resume is for one purpose only — to obtain that interview. More specifically the letter of application should project a favorable image, create a desire of your abilities, be convincing, and stimulate action from the prospective employer.

**Project a favorable image:** A letter of application is in competition from other letters from applicants for the same job. The physical appearance of the letter should be neat and business like in appearance. Ideally the letter should be typed on 8½ x 11 paper and no longer than one page in length.

**Create a desire for your abilities:** This can be achieved through an organized presentation and a description of your qualifications for the job. Qualifications should be presented in concrete statements-never be vague. Don't state "I'm tactful" or "I'm ambitious" — these are conclusions the employer should be able to obtain from your explicit qualifications. . . Present your qualifications in an original manner. Qualifications stated too matter-of-factly make dull reading and tend to convey the image of a lackadaisical person.

**Convincing the employer:** Back up your qualifications with evidence. Such evidence could be specific details, letters, of recommendation, names of references of even samples of your work. When a job applicant describes his qualifications in detail-providing actual names, dates, and other facts about his education and experiences-he arouses desire for his services.

One more point to consider is the tone of your resume. The letter should not convey a timid or apologetic-boastful or over-confident attitude. More suitable is a tone of modest and confident statements.

**Data Sheet:** A data sheet should accompany your one page resume. The data sheet should include your age, marital status, business experiences, education, and names of references. The data sheet differs from the resume letter in that it is generally in outline form. The data sheet is not a substitute for an resume letter, but a supplement to it.

No attempt will be made here to present a typical resume, for no one example would be suitable for every situation.

Editor

# NEWSLETTER MAILBAG

TO: ALL EMPLOYEES  
SUBJECT: NEW SICK LEAVE POLICY — Effective October, 1972

The attendance record of this operation is a disgrace to our gracious members who at your request have given you your job. Due to your lack of consideration for your job with so fine an institution as shown by such frequent absenteeism, it has become necessary for us to revise some of our policies. The following changes are in effect as of October 1, 1972.

**SICKNESS (NO EXCUSE)** We will no longer accept your doctors statement as proof. We believe that if you are well enough to go to the doctor, you are able to come to work.

**DEATH (OTHER THAN YOUR OWN)** This is no excuse-there is nothing you can do for them and we are sure someone else can attend the funeral. However, if the funeral can be held in the late afternoon, we will be glad to let you off one hour early, provided your work for the day is completed.

**LEAVE OF ABSENCE (FOR AN OPERATION ONLY)** We are no longer allowing this practice. We wish to discourage any though that you may need an operation, We wish to discourage this because we believe that while you are an employee here, you will need all of what you have and you should not consider having anything removed. We hired you as you are and to have anything removed would certainly make you less than we bargained for.

**DEATH (YOUR OWN)** Rarely is this accepted as an excuse, but we will require two weeks notice as we feel it is your duty to train someone to fill your position.

Also, entirely too much time is being spent in the restrooms. In the future, we will follow the practice of going in alphabetical order. For instance, those whose names begin with "A" will go from 8:00 to 8:15, "B" will go from 8:15 to 8:30, etc. If you are unable to go at your time, it will be necessary to wait until the next day when your turn comes again.

Article submitted by Dennis McCammon,  
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## In Sympathy

Jimmy Thomas, former superintendent of Army-Navy C. C., passed away on December 6. Jimmy was working for the Lake Montezuma Country Club in Arizona when he was taken ill, hospitalized, and never recovered from surgery. Jimmy served as president of the Mid-Atlantic Superintendent Association in 1953-54 and then went on to become president of our National Association in 1960. He will be a tremendous loss to the superintendents association, for he strived to continually improve himself and the superintendent's position. He held pride and esteem for the superintendent's job and was respected by all who knew him.