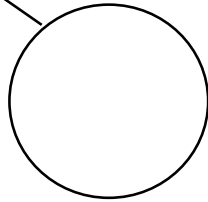


Appendix A: Sample Door Knocker



Date: _____

Dear Resident,

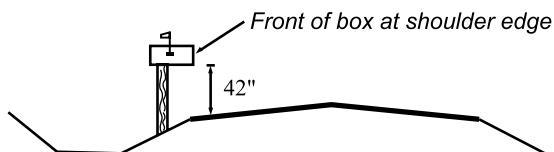
The Linn County Secondary Road Department will begin a grading project on _____. If you have a mailbox or other obstacles within the right of way, please remove them as soon as possible. You should coordinate a temporary location for the mailbox with your post-master.

When work is completed, install the mailbox so that the face of the mailbox is at the edge of the shoulder as shown below. Installation in this manner will allow the carrier to pull out of the lane of traffic to make deliveries. It will also allow the shoulder areas to be plowed more easily in the winter. Mailboxes that are within the roadway are more prone to being hit by vehicles or plowed snow.

The post office has informed us that the height of the mailbox is to be such that it can be reached from a car, approximately 3-1/2 feet above the ground.

We request that mailboxes be installed on a wood post no larger than 4"x4". This type of post is considered a "breakaway" post which may limit or reduce the possibility of serious injury if an accident should occur.

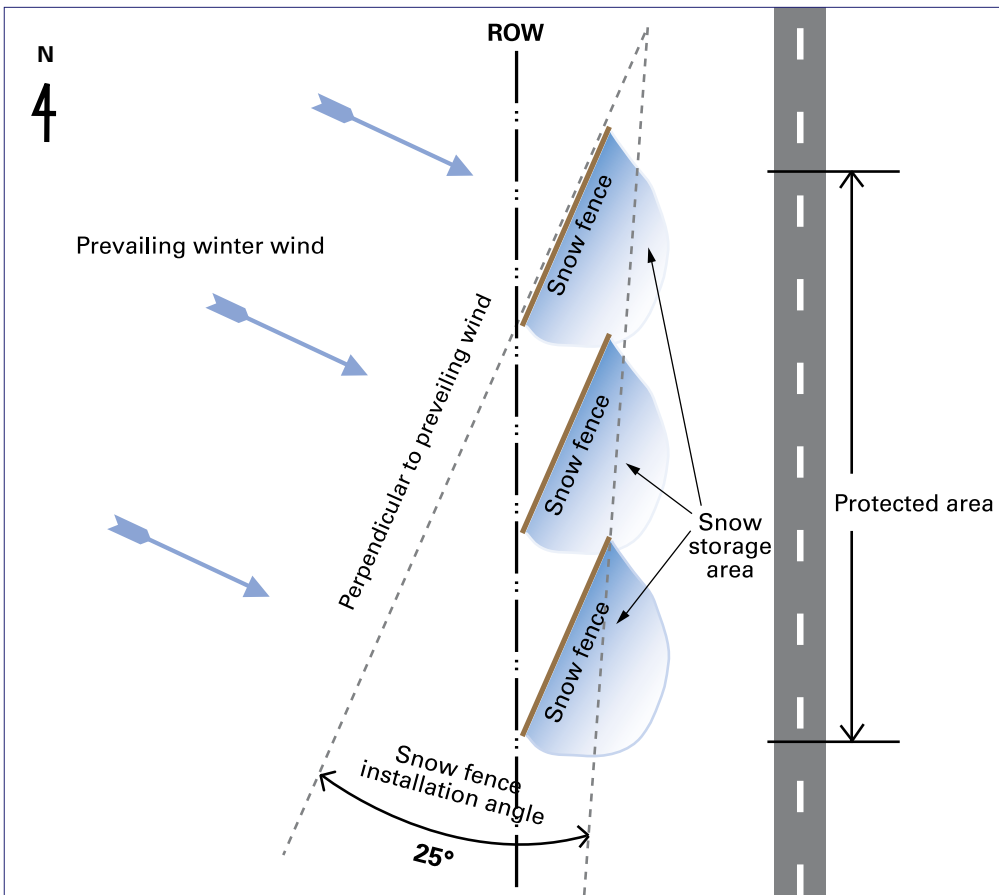
Concrete posts, milk cans and other types of mailbox holders are considered obstructions on the right of way which are prohibited by law.



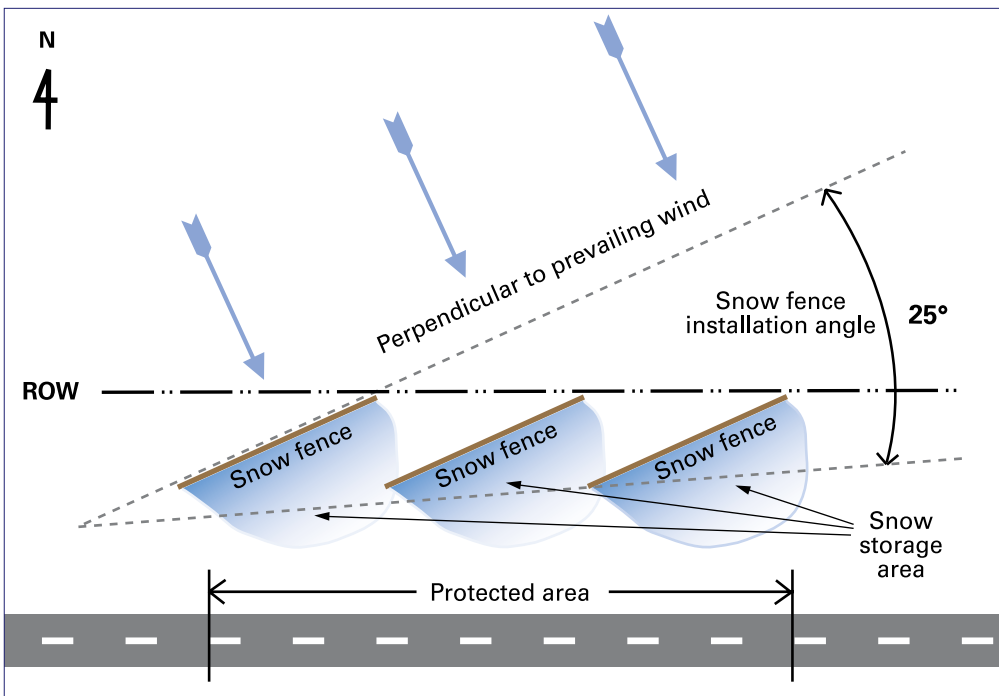
Linn County Secondary Road Department

**1888 County Home Rd
Marion IA 52302
(319) 829-6400**

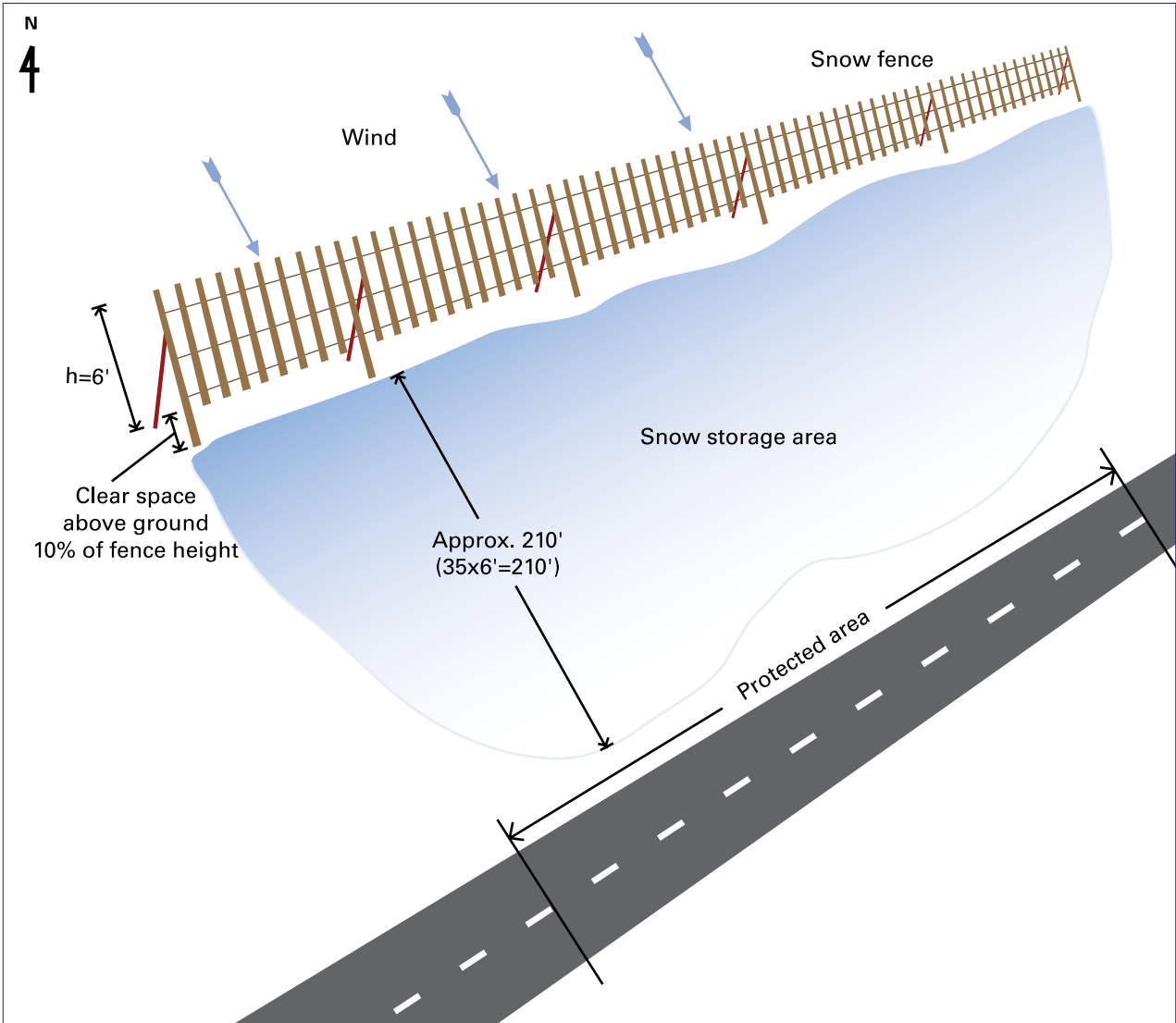
Appendix B: Snow Fence Installations



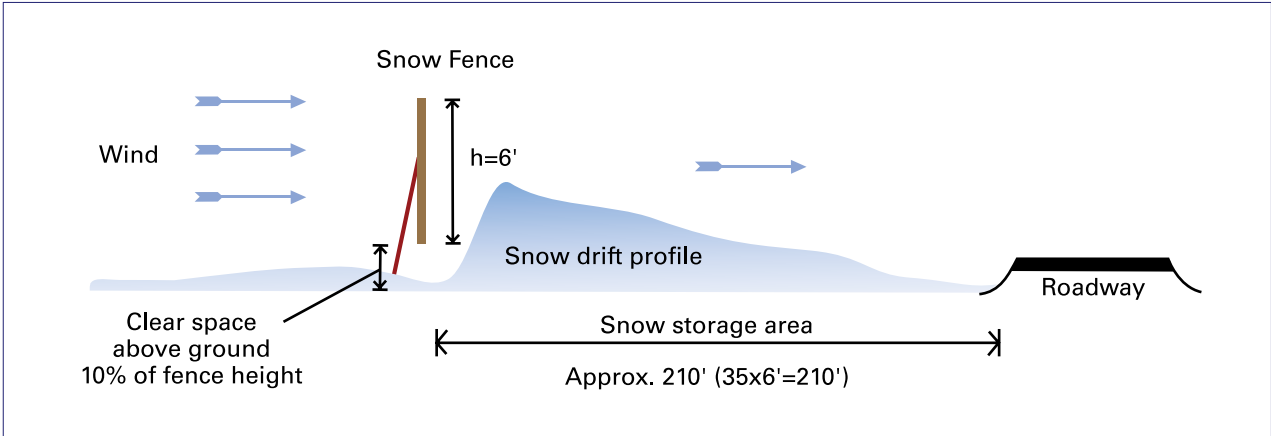
Snow fence location on north/south roadway



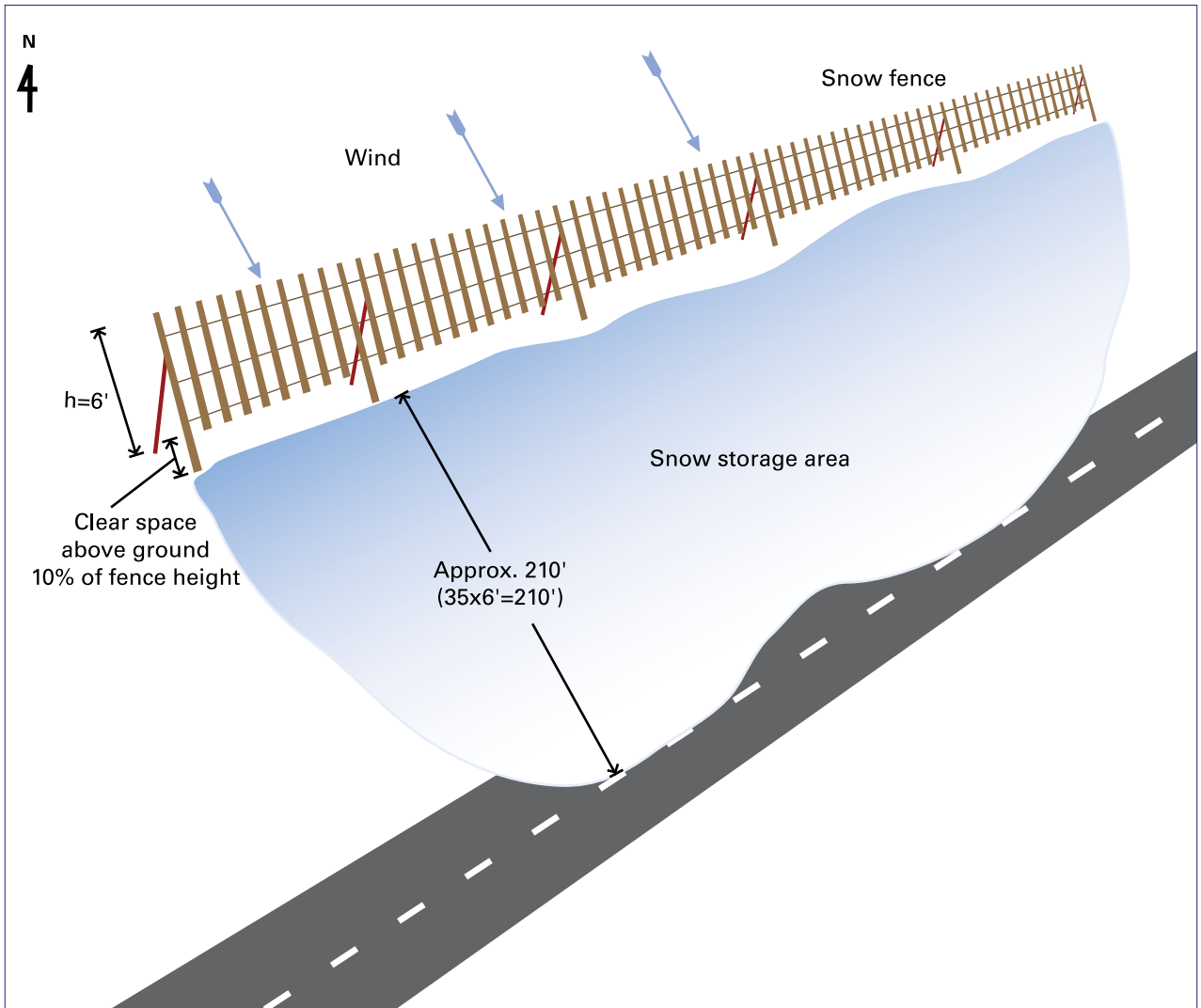
Snow fence location on east/west roadway



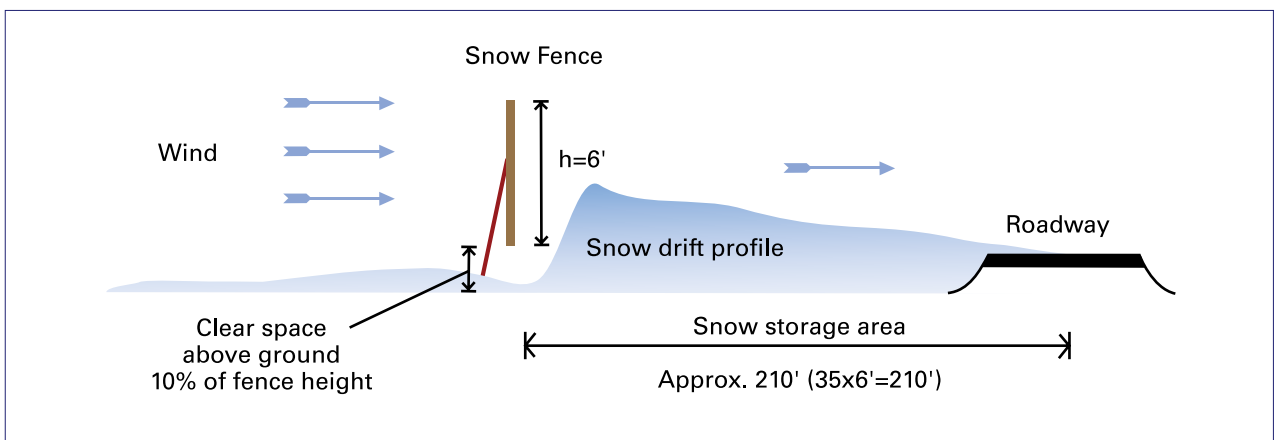
Proper snow fence installation (profile view): more than 35xh from roadway



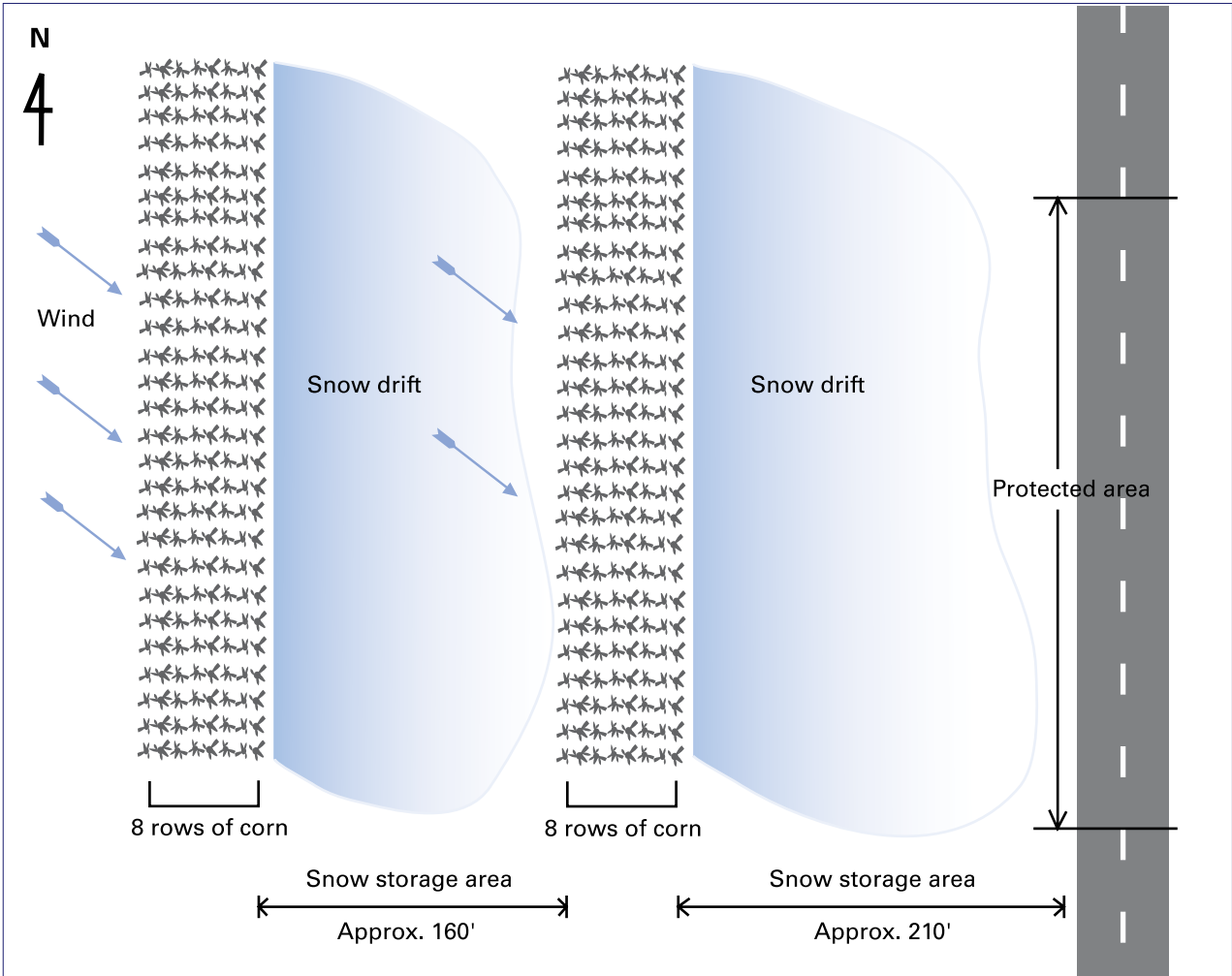
Proper snow fence installation (diagram view): more than 35xh from roadway



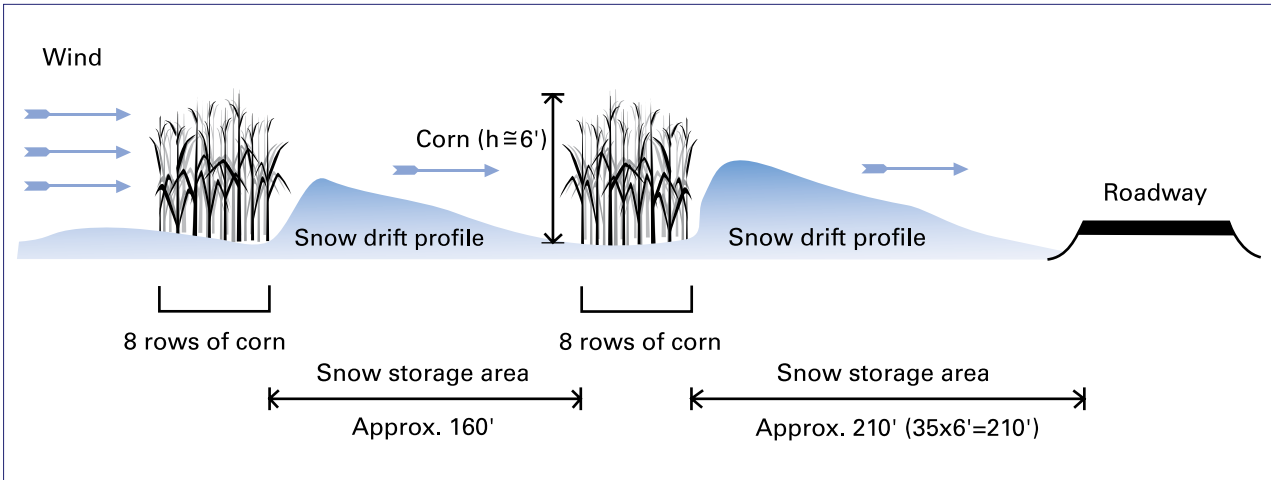
Inproper snow fence installation (profile view): less than 35xh from roadway



Inproper snow fence installation (diagram view): less than 35xh from roadway



Corn rows as a snow fence (plan view)



Corn rows as a snow fence (diagram view)

Appendix C: Snow and Ice Control Equipment Checklist

Spreaders

- Inspect pumps, hoses, controls, and fittings.
- Check spinners, augers, and auxiliary engines.

Hydraulic spreader controls

- The two major components are the pump and the controls, whether manual or automatic. Operators should become familiar with spreader controls. Understand how the auger, or conveyor, and the spinner react at various settings.

Snow plow blades

- Carefully inspect blades after each use. If blade wear is excessive it may damage the moldboard. Snow plow blades do not wear evenly and should be replaced when they are worn at any point.

Electrical equipment

- Inspect and service all lighting and electrical equipment regularly, including wiring and sockets.
- Carry ample stocks of parts for rotating flasher units, including lenses and lamps.

Safety equipment

- Make sure there are flashlights, flares, flags, safety vests, and first-aid kit in truck cabs.
- Don't start a run without securing your seat belt.

Plan for emergencies

- Know the locations and telephone number of emergency repair and refueling stations.
- Skilled personnel should be on hand in garages during storms to promptly carry out minor repairs.

Replenish spare parts inventory immediately following storms, or at the first opportunity.

Appendix D: Snow Plow Checklist

Tires and wheels

- After the truck has been inside overnight, inspect wheels for oil and/or fluid leaks.
- Look for tire damage (e.g., deep cuts or severe weather wear). Tire tread should be a minimum of $\frac{1}{8}$ inch.
- Inflate tires to the pressure indicated on the sidewalls.
- Make sure wheel lugs are tight and check to see if they have recently slipped. A mark to the side of each wheel lug is a good indication that the wheel has spun. Some mechanics center the valve stem between two lugs, then by just looking at the stem they can tell if the wheel has spun.
- Check the axle bolts for tightness.
- Look for leaking around the wheel seals.

Hoses

- Check for oil leaks along each hose and around each fitting.
- When the box is raised for hose inspection, make sure the box stops are in place. Lower the box onto the stops before beginning inspection.
- Hydraulic hoses should not be pinched or rubbing against another surface. Make a note of these potential problem areas.

Lights

- Amber warning lights mounted above the truck cab are on when the truck is operated.
- Make sure brake lights work properly.
- Check both high and low beams of head lights, chassis head lights, and higher plow lights.
- Turning signals must work properly.
- Check clearance lights, both in front of the cab and front rear corners of the dump box. (These lights help drivers see how wide your vehicle is.)
- Check spinner lights. They allow operators to see the material being spread.
- Check strobe lights, which help motorists see the truck when bad weather interferes with visibility.
- Check to see that all reflectors are in place: amber in front and red in back.

Under the hood

- Change fuel filters at the beginning of the winter season.
- Check for water in the fuel water separator and drain.
- Look for fuel leaks along the fuel lines and on the garage floor.

Engine oil

- Check the oil level.

- Check the color of the oil. A chocolate milky color could indicate anti-freeze is getting into the oil.
- Smell the oil. A burned smell may indicate engine overheating.
- Look around the engine compartment for oil leaks. (Small amounts of oil in and around an engine are normal.)

Engine coolant system

- Check the radiator coolant level and add coolant if necessary.
- Check for coolant leaks around hose connections.
- Look for wet spots on the radiator and garage floor.
- Inspect the fan belts for frays and cracks and report the problem areas.
- If the truck has a manual transmission, get under the truck and remove the transmission plug. The fluid level should be level with the check or fill plug.
- If the truck is an automatic transmission, check the transmission fluid level. Add transmission fluid if necessary, but don't fill beyond the full mark.

Truck toolbox

- Check the condition of tire cables or chains. Mount them to be sure that they fit.
- Make sure the toolbox contains a hand shovel, towing chains, extra plow and wing pins, extra pin safety clips, and any tools you may need out on the road.

Truck cab

- Keep the cab clean, with no loose items like pop cans, bottles, or log chains.
- Make sure the fire extinguisher is properly mounted and fully charged.
- Make sure the following items are in the cab: ice scraper, wisk broom or snow brush for brushing snow off your lights, flashlight, well-stocked first-aid kit (with CPR mask), and emergency reflector kit.
- Check the safety belts, making sure the locks work.
- Check the two-way radio and make sure the display or power light turns on.
- Check the dash lights and gauges to make certain they are all working.
- Make sure that you have accident report forms.
- Check the windshield for serious damage. Report any problems.
- Check the wiper blades for damage or aging.

Mounting brackets

- Check all brackets to make sure they are secure and that all bolts are in place and tight.

Heating and defrosting system

- As the engine heats up, make sure all heater fan speeds are operational and that the heat produced is adequate to keep windows clear.

Appendix E: Snow and Ice Removal Pre-Trip Checklist**Under the truck**

- Leaks on floor
- Wires or hoses hanging down

Under the hood

- Oil and coolant
- Water separator
- Belts and hoses
- Signs of leaks
- Washer fluid level

Outside the truck

- Left mirror brackets
- Hydraulic diverter valve for proper position
- Lights and reflectors
- Left rear wheels, tires, hub, and springs
- Tailgate chains or supports for proper adjustment
- Sander doors for proper position
- Left rear wheel, tire, hub, and springs
- Sander hoses, fittings, and mountings
- Right rear wheels, tires, hub, and springs
- Wing for mountings, hoses, etc.
- Hydraulic tank sight glass
- Exhaust system
- Right front wheel, tire, hub, springs, and shock
- Plow for mountings, leaks, blades, and frame
- Left front wheel, hub, springs, and shock

Inside the cab

- Horn
- Mirror alignment
- Steering
- Wipers and washers
- Gauges
- Clutch operation
- Lights
- Brakes (including parking brake) and brake lights
- Backup alarm and backup lights
- Turn signals

- Heater and defroster
- Dump vibrator
- Radio for operation
- Brine application system
- Hydraulic functions of plow and wing
- Fuel level
- Miscellaneous items (shovels, toolbox, tire chains, tow chains, etc.)
- Personal items
- Loose items in cab
- Start engine
- Turn on sander and check auger and spinner