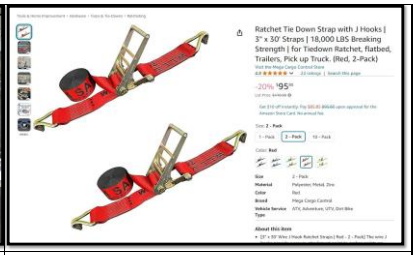
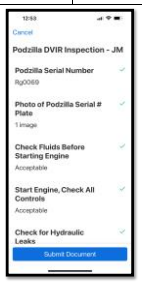
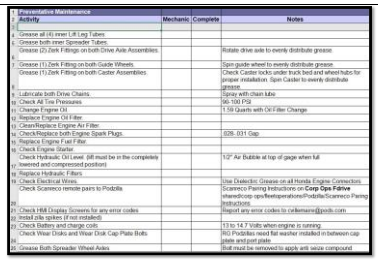
Standard Work - Transactional

PODS Moving & Storage	**Core Process- RG Podzilla Acceptance Process**	Date Created: 1/8/2024	
		Date Revised: 8/22/24	
		Version:	V1.0
	Process Segment: For Managers and Storage Center Workers	Leadership Sponsor Brannon Hufstetler	
		Process Owner: Charles Villemaire	

	Step		Key Points & Background	Visuals & Job Aids
1	Review Transport's Bill of Lading/Manifest before Podzilla is unloaded from Transport Vehicle.	a.	Verify Podzilla Serial number and Storage Center Location matches transport paperwork.	
2	Verify that the Remote Belly Box, (2) Remote Batteries, Battery Charger, Tether Cord, and Manuals are delivered with the Podzilla. The Honda engine keys should be attached to the Remote Belly Box.	a.	Any items missing, must be noted on both the Transport and Storage Center's copy of the Bill of Lading/Manifest.	
3	Take Pictures of the Podzilla immediately upon transport arrival and before Podzilla is unloaded from PODS Truck or Low Load Trailer.	a.	Pictures shall include overview pictures showing entire Podzilla from both ends and both sides. Take additional pictures of any damage or missing parts. All Damage must be noted on both the Transport and Storage Center's copy of the Bill of Lading/ Manifest.	   
4	Using the forklift, unload the Podzilla from the Low-Load Trailer	a.	When unloading the Podzilla from the low-load trailer, safety must be the top priority. Follow the steps below carefully	
5	Forklift Positioning	a.	Position the forklift slightly off-center toward the engine side of the Podzilla. T**his compensates for the heavier end of the Podzilla** and ensures better balance during the lift.	 
6	Fork Blade Placement	a.	Ensure the forklift fork blades extend from one main rail to the opposite side main rail. This provides stability and support.	 

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7	Securing the Load	a.	Once the forklift fork shank is against the main rail, secure the Podzilla to the forklift using two cargo straps. It's crucial to winch these straps tightly to prevent any shifting during the lift. Refer to the adjacent pictures for proper strap placement.		
8	Lifting the Podzilla	a.	After the Podzilla is securely strapped to the forklift, **carefully tilt the forklift forks back toward the cab to stabilize the load**. Then, lift the Podzilla off the trailer with caution.		
9	Perform a **Samsara Podzilla DVIR** on the new Podzilla.	a.	Complete **Samsara Podzilla DVIR** and report all defects to **cvillemaire@pods.com** for Warranty Submittal.		
10	Complete an Operational check of all Podzilla Systems prior to placing the Podzilla into Service	a.	Operational Check should include lifting a full container, crabwalking Podzilla, and loading/unloading Podzilla on a PODS Truck.		
11	Fill out the Asset Add Form and email the completed form to **fixedassetsaccounting@pods.com** with copies to: **bhufstetler@pods.com** **cvillemaire@pods.com**	a.	The **Asset Add Form** can be found on the **Corp Ops We are PODS Intranet Site**		
12	Complete a Full Podzilla PM prior to placing the Podzilla into Service.	a.	Podzilla PMs should be completed on ***initial delivery (First 20 Hours)*** of the new Podzilla and then every 100 hours of engine run time or every 3 months.		

Preventative Maintenance			
Activity	Mechanic	Complete	Notes
Grease all (4) inner Lift Leg Tubes			
Grease both inner Spreader Tubes			
Grease (2) Zerk Fittings on both Drive Axle Assemblies			Rotate drive axle to evenly distribute grease.
Grease (1) Zerk Fitting on both Guide Wheels			Spin guide wheel to evenly distribute grease.
Grease (1) Zerk Fitting on both Caster Assemblies			Check Caster locks under truck bed and wheel hubs for proper installation. Spin Caster to evenly distribute grease.
Lubricate both Drive Chains			Spray with chain lube
Check All Tire Pressures			95-100 PSI
Change Engine Oil			1.59 Quarts with Oil Filter Change
Replace Engine Oil Filter			
Clean/Replace Engine Air Filter			
Check/Replace both Engine Spark Plugs			.026-.031 Gap
Replace Engine Fuel Filter			
Check Engine Starter			
Check Hydraulic Oil Level. (lift must be in the completely lowered and compressed position)			1/2" Air Bubble at top of gage when full
Replace Hydraulic Filters			
Check Electrical Wires			Use Dielectric Grease on all Honda Engine Connectors
Check Scanreco remote pairs to Podzilla			Scanreco Pairing Instructions on Corp Ops Fdrive shared\corp-ops\fleetoperations\Podzilla\Scanreco Pairing Instructions
Check HMI Display Screens for any error codes			Report any error codes to cvillemaire@pods.com
Install zilla spikes (if not installed)			
Check Battery and charge coils			13 to 14.7 Volts when engine is running
Check Wear Disks and Wear Disk Cap Plate Bolts			RG Podzilla need flat washer installed in between cap plate and port plate
Grease Both Spreader Wheel Axles			Bolt must be removed to apply anti seize compound

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