

DEPARTMENT OF THE INTERIOR

ALASKA ROAD COMMISSION

FAIRBANKS ALASKA

April 24, 1939.

Mr. Ed Wilkinson,
Foreman, A.R.C.,
Hot Springs, Alaska.

Dear Sir;

In my other letter of this date one item of importance was overlooked that was car books and equipment time sheets.

Enclosed herewith you will find car books for the following equipment; K Tractor #519, KO Tractor #590, Truck #588, Truck #589, Grader #479, Grader #488, Dozer #591 and Atlas Scraper no number. Also enclosed is a sufficient number of equipment timesheets for the above equipment for the season. Remember equipment time sheets are to be forwarded at the end of each month for each piece of equipment used. If a piece of equipment was not used it is not necessary for you to ~~forward~~ forward a blank time sheet for it, but you should advise us by letter that it was not used during that particular month.

Your attention is called to car books for tractors 519 and 590, first page to be used. You will note that the right hand section of this sheet has been divided into 6 columns headed as follows; Service Time, Starting Time, Repair Time, Running Time, Waiting Time, and Total Time. First off you will rule off the balance of these books in alike manner so that hereafter you can keep an exact daily record of these two pieces of equipment, Column 1, Service Time, in this column shall be placed the hours and minutes spent each day in servicing the tractor, this to include all greasing oiling, putting in gasoline or diesel or water and other servicing. Column 2, Starting Time, shall be the time in hours and minutes spent each day in getting the motor started, Column 3, Repair ~~Time~~ Time, in this column shall be placed daily the time in hours and minutes spent by the operator or others in repairing either the tractor or dozer attached to the tractor, if the repair time is spent on the dozer make a notation to that effect in the remarks column. Column 4, Running Time, in this column shall be placed daily, in hours and minutes the actual time the motor was running, this to include all running time for the motor irrespective of whether or not the tractor was standing still idling, working or stuck in a mud hole and motor left running. Column 5, Waiting Time, in this column shall be placed daily in hours and minutes any time spent by the operator waiting for repair parts or waiting for any other purpose or rather reason providing of course he is not gainfully employed at some other job while waiting. This column therefore will be used very little. Column 6, Total Time, shall be the total of the other 5 columns. The above entries shall be made each and every day opposite the exact date on which each item occurs or takes place. The total time in column 6 cannot and will not check with the operators time in the timebook, as he is expected to put in some time before and after working hours servicing his equipment, this total time therefore can be any where from 8 to 16 or more hours for each day. In case of repair time, when two men are working on the cat, their time shall not be doubled up, in other words the only time you put

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down is that of the operator. In entering this time, the smallest time to be considered will be 15 minutes, for instance if starting takes only 10 minutes no entry will be made.

If I recall correctly, which I think I do, last year 90% of your time for Hays and your cat and dozer was turned ~~vs~~ in as "bulldozing" this in a general way was correct but was far from the correct charge. True the operator and equipment was bulldozing but in doing that bulldozing it was doing some specific or definite work, which is covered in both our individual time sheets and equipment time sheets. Specific jobs at which the dozer can and does work are covered on both of these sheets as follows; clearing, grubbing/stripping, grading with grader/dozer and gravel loading power. All of your time that was charged to "bulldozing" could have been charged to some one of those specific jobs as that was exactly what both the operator and equipment were doing. During the coming summer please get these charges itemized to the various correct headings, so that this office can make the proper charges against the various phases of work.

Very truly yours

Frank Nash
Supt.