

Pre-harvest Check List Template

Location:					Date:					
Establish and verify capacities										
Storage	bins	bushels	cfm	reclaim type						
Receiving	pits	bu/hr.	sampler type							
Drying	size	commodity		temp	5% removal	Bu/hr.				
Loadout	bins	bu/hr.	sampler type		loader type					
Forecasting										
US crop projection			global crop projection			economics		governmental		
Producer Projections			crop		bushels	harvest date		quality projection	moist.	
Logistics			trucking	rail	barge	vessel	other			
End User			crop	volume	dates	quality needs		price	other	
Planning										
End user needs			Develop seasonal and annual strategy based on information supplied above. Will need to review and update periodically or as market conditions change.							
Producer needs										
Facility space										
Manpower										
Contingency plan										
Program Review										
Operating Procedures			Equipment operations, sampling , testing, seals, etc.							
Safety Procedures			review all rules and policies, Job hazard assessment							
Preventative Maintenance										
Inspect			have list of all equipment							
Lubricate			schedule by manufacturer's recommendations and hrs. ran							
Adjust			as needed, trained personnel							
Repair			as needed, trained personnel							
Replace			as needed, part of larger capital plan							
Parts			establish critical parts list, part on hand, parts availability							
Training										
Permanent			as needed, any process or program changes							
Temporary			overall refresher and job specific							
New Hire			detailed introduction and job specific							
Maintenance			refresher, updates, system changes, special needs							

Communications	
Employees	programs, policies, procedures, hour projections, GOALS & EXPECTATIONS
Producers	hours, grading schedules, storage and drying rates, special info, etc.
End Users	hours and capabilities, special information
Neighbors	courtesy calls, special conditions that may exist
Community	logistical update, confirm and update on service needs
Utility providers	estimate of needed date and quantities, pricing
Emergency response providers	establish and maintain relationships, special needs
Regulatory Agencies	establish and maintain relationships, permit changes
Logistical suppliers	estimates on mode, quantity, and dates, service needs, pricing
Other suppliers and vendors	establish and maintain relationships, special needs
Facility Checklist	
Storage	
Soundness	overall condition, bolts , leaks, spalling, foundations, walls, roofs, vents, doors
Consolidation	place grain to optimize available space
Cleanliness	cleaned and free of debris and insects
Aeration systems	fan rotations, ducts installed and or cleaned, control systems
Roof exhausters	clean and open, fans working and rotation
Temperature systems	in place and working
Level Indicator	in place and working
Reclaim systems	cleaned and maintained, special attention to gates and sweep augers
Temporary	pads, bunkers, tarps, fans, fill, reclaim, duct work, towers, straps
Pest control needs	based on need, surface treat and plans for fumigation
Charge bin with clean/dry grain	clean dry base in if possible/ run fans as filling new crop after floor covered
Bucket Elevator Legs	
Belt condition	covers, wear, life
Splice	soundness
Buckets	missing , broken, bent, wear
Head pulley lagging	wear
Throat wipers	aligned
Bucket traps	clear
Head and discharge lining	soundness
Monitors	working
Explosion vent/suppression	verify condition and response
Lubrication	as needed
Overall condition	casing , foundations, supports, drives, guards, couplings, etc.
Conveyors	overall supports, alignment covers, and condition and cleanliness
Drags/enmasse	drives, sprockets, chains, paddles , alignment, rails, switches, liners
Belts	drives, belt convers, splices , alignment, trippers, switches, idlers, pulleys
Screw	drives, augers, gudgeon bolts , liners

Dryers	overall condition, wear on screen and floors, leaks , foundations , etc.
Cleanliness	free of debris and insects
Charge with clean/dry grain	known starting point
Fuel and combustion	fuel valves, lines, regulators, storage, etc.
Fans	rotation and working
Controls	tested and verified
Monitors	tested and verified
Other Equipment	
Spouting ,elbows, retarders	Inspect and maintain as required
Turnheads	
gates and valves	
Cleaners	
Gravity Tables	
Stoners	
Grinders	
Sizers	
Scales	
Inspected and tested	certified weights, check knives, decks, load cells , aprons, approaches, etc.
sumps working	working and free of water and debris
check instrumentation	verify working and accuracy
Printers	verify working, ink inventories, ticket inventories ,ticker delivery , etc.
Controls	verify system is working
security	locked and secured, no tampering
Samplers	
Available and working	right type for application
delivery systems	automatic or manual reviewed
probe stands	condition
cameras, lighting	inspected and adjusted as needed
wear	probes, lines, blowers, etc.
Lab Equipment	
Available	necessary equipment for program in place
tested	been tested for accuracy and repeatability
Sample containers	available and condition
Sample storage	available and condition
Dust Collection	
Lines and hoods	aligned, free of holes, skirts in place, lines are clear
bag houses	condition of bags, overall condition
fans	verify working and rotations
controls and monitors	verify all are working, magnehelic gauges
cyclones	clean, air lock wear and adjustment

Utilities	
Electricity	transformers, motor controls, switches, connections, wear
Fuel	storage, security, safety
water	wells, pumps, valves, tanks
communications	all phones , radios, etc. are available and working
waste	garbage, sewage, hazardous (as needed)
Buildings	
Overall condition	soundness and appearance
roofs	free of leaks
HVAC	inspected , adjusted
Lighting	inspected
Rodents/ termites/pest	inspected and controlled
Roadways	
Surface	condition, no pot holes , etc.
Drainage	water drains well and controlled , speed control devices
Lighting	working if present
Signage	as needed
Dust	control plan in place
Security Systems	
Fences	sound and locks on gates
Alarms	tested and working
Safety Systems	
Monitors	verify all are working
PPE	available and condition
Guards	condition and in place
Fall Protection Systems	available and condition
Bin entry systems	available and condition
Ladders and walkways	condition
LOTO equipment	available and condition
Emergency response	available and condition
Fire and explosion protection	inspected and tested
Venting	inspected and tested