

SECTION: M&S CONTROL

SUBJECT: Procedure- GreenUP Daily
Usage Summary Report**SPP No.:** 805**Section:** M&S Control**Subject:** Procedure- GreenUP Daily Usage Summary Report**Approved By:** Tony Massey**Effective Date:** December 21, 2021**Last Reviewed Date:** December 21, 2021**Policy Owner:** GreenUP Technical & Training Director**GreenUP Daily Material Usage Summary Report**

The Daily Usage Summary Report is a daily check-in tool a GreenUP Service Manager uses to ensure agronomic program standards are met, application errors are identified, and corrective actions are taken quickly.

The Daily Usage Summary Report is an Excel workbook. It is divided into multiple tabs:

- Non-Program Materials
 - For any used materials not part of the current month's agronomic program(s), enter the name, unit of measure, price per unit of measure, and the D365 item number. This information will carry over throughout the workbook.
- Daily Check-in Sheet
 - Print this page for Lawn Specialists to complete their truck ending inventory
- Monthly Issuance Sheets
 - Print these sheets and keep a set for each vehicle. They serve as a logbook to track and review product issuance from the warehouse to each vehicle.
- Barcodes
 - This tab provides D365 product numbers and barcodes for the current agronomic program. These are used to issue product via a handheld scanner.
- Individual dated tabs
 - Tabs track material usage by day.
- Monthly Audit Sheet
 - This tab provides a month end recap of totals and variances for all materials used.

Completing the Daily Material Usage Summary WorkbookLawn Specialist Duties

In the morning,

1. Enter in the Specialist's name.
2. Complete a spray system bucket check. Write the gallons per minute in "Daily Bucket Check."

At the end of the day, complete the remainder of the form.

3. Total and enter the completed production dollars.
4. Total and enter the completed production square footage by grass type.

APPROVED BY:
Tony MasseyEFFECTIVE DATE:
December 21, 2021

Page 1 of 3

SECTION: M&S CONTROL

SUBJECT: Procedure- GreenUP Daily Usage Summary Report

5. Complete a full count of all materials on the vehicle. Add these values under “Truck Ending Inventory.”
6. If there are any vehicle or equipment issues, note these in the space provided.

GreenUP Daily Check-in Sheet				
Specialist's Name: 1		Spe		
Production \$ 3	Tax Rate %	Daily Bucket Check 2		
Shrub delivery system: Tanker		Injector	Ma	
Enter the Square Footage Treated by Grass Type and Service Type				
	Regular Service	Initial Service		
St. Augustine				
Zoysia				
Zoysia (The Villages)	4			
Bahia				
Bermuda			6	
Centipede				
Aeration (Any Turf Type)				
Tree/shrub				
File this completed sheet				
Primary Program Items	Ending Truck Inventory	Unit of Measure	Celsius (Zoysia and Bermuda Only) All Service Centers	
33-0-16 - St. Augustine New and Regular Customers (All Service Centers not in Nitrogen Blackout Area)	5	lbs	Dismiss South (Zoysia and Bermuda Only) All Service Centers	
0-0-1 - St. Augustine New and Regular Customers and Centipede Regular Customers (All Service Centers not in Nitrogen Blackout)		oz	Sedoe Hammer SLURRY	

Service Managers Duties

Every month the Quality Assurance department will provide service centers a current GreenUP Daily Usage Summary. The Service Manager creates a copy for each production vehicle to record the product issued for the assigned production. Save the individual workbooks on the G:/Drive under the service center name and within a folder called “M&S.” Organize the M&S folder by year and month.

On the first workday of the month, open tab “1”

1. Enter the assigned Specialist’s name and the vehicle TL# at the top of page/day “1”. This will autofill on each of the consecutive tabs.
2. Choose the shrub delivery system, tanker or injector, by entering “1” in the corresponding box (row F).
3. Enter the beginning truck inventory (column B) for all materials. This is the ending inventory counts from the previous month. Be sure to use the same unit of measurement listed (column C).
 - a. If a product is missing, add it to the “Non-Program Material” Page.
4. If no production or materials were used:
 - i. Enter a “1” in cell G2. Repeat this process until you reach the tab for the first production day.
 - ii. Enter the total in the cell “Production \$.” This is provided on the “Daily Check-in Sheet.”

APPROVED BY:
Tony Massey

EFFECTIVE DATE:
December 21, 2021

Page 2 of 3

POLICIES & PROCEDURES

NUMBER SPP 805

SECTION: M&S CONTROL

SUBJECT: Procedure- GreenUP Daily
Usage Summary Report

5. If production or materials were used:
 - a. enter the total in the cell “Production \$.” This is provided on the “Daily Check-in Sheet.”
6. For each turf type, enter the completed square footage for both regular and initial services in the appropriate geographical location. These measurements are provided on the “Daily Check-in Sheet.”
 - a. Geographic location information is provided in each agronomic program. Programs are located on G:/drive in Shared/GreenUp reference materials/Current Agronomic Programs.
7. Under “Daily Issuance” enter all issued materials. Be sure to use the same unit of measurement listed (column C). These totals come from the completed “Monthly Issuance Sheets” for the vehicle.
8. Under “Ending Truck Inventory” enter the totals from the completed “Daily check-in Sheet.” Be sure to use the same unit of measurement listed (column C).
 - a. The Ending Truck Inventory will automatically carry to the next day’s beginning inventory.
9. The form will auto-calculate program usage.
 - a. Variance will be provided in both unit and dollars.
 - b. Unit variances greater than $\pm 10\%$ will be displayed in red. The Service Manager must investigate the cause of each variance and enter the findings in “Explain all Variances.” The Service Manager must include the actions they took to correct the issue that their investigation determined was the cause of the variance.
10. Once complete, print the form.
11. Both the Service Manager and Lawn Specialist signs the form.
12. Attach to the completed production packet.

GreenUP Daily M&S Sheet

1 Specialist's Name:					4	
Production \$		5 Site %	6.0%		Date:	
2 Shrub delivery system:	Tanker	1	Injector		Type a 1 into the appropriate box for	
Enter the Square Footage for Your Geograph						
	Southern		Nitrogen Blackout Area		Central	
	Regular Service	Initial Service	Regular Service	Initial Service	Regular Service	Initial Service
St. Augustine						
Zoysia						
Zoysia (The Villages)						
Bahia						
Bermuda						
Centipede						
Aeration (Any Turf Type)						
Tree/shrub						

Lawn	Beginning Truck Inventory	Unit of Measure	Daily Issuance	Ending Truck Inventory	Usage	Cost per Unit
Primary Program Items						
33-0-16 - St. Augustine New and Regular Customers (All Service Centers not in Nitrogen Blackout Area)	3 20.00	lbs	7	8 0.00	20.00	\$0.38
0-0-1 - St. Augustine New and Regular Customers and Centipede Regular Customers (All Service Centers not in Nitrogen Blackout)	10.00	oz		0.00	10.00	\$0.02
0-0-1 - All grass types New and Regular Customers (Nitrogen Blackout Service Centers)	0.00	oz		0.00	0.00	\$0.02
14-0-14 + Pendimethalin Zoysia Regular Customers (All Service Centers not in Nitrogen Blackout Area, except The Villages,)	0.00	lbs		0.00	0.00	\$0.38

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Page 3 of 3