



CITY OF OAKLAND

PUBLIC WORKS

Tool Maintenance Guide

1 Right Tool for the Job

Please use tools for their intended purposes for both your safety and for tool longevity.

- 1. Ask questions** If you aren't sure how to use a tool, or the purpose of a specific tool, ask someone for assistance.
- 2. Be safe!** Using the wrong tool for a specific task can cause it to break or otherwise create an unsafe situation. Again, always ask questions if unsure.
- 3. Return clean tools** Return all tools in the condition in which you received them. Instructions on tool cleaning can be found on the next page.
- 4. Broken tools** Normal wear and tear is expected, but if a tool breaks despite your best efforts, please return it to the City of Oakland for repair or disposal.

2 Cleaning Tools

Please return all tools in the condition (or better) in which you received them.

- 1. Materials needed**

Use wire water, brushes, steel wool, or rags to clean off tools after a project. Raw linseed oil, or similar oil, should be used to wipe down metal surfaces and lubricate moving parts.
- 2. Shovels**

Clean off any accumulated mud or other debris. To prevent rust, do not let shovels sit in water. If wet, wipe down metal parts with linseed oil on a rag.
- 3. Pruners, Loppers, and Shears**

These tools are designed to cut wood or foliage. To maintain a sharp and even cutting surface, do not use them in soil, or to cut wire, rock, or other hard surfaces. If wet, wipe down blades and moving parts with linseed oil after use to prevent rust.

If these tools are used on trees or plants with fire blight, please disinfect by soaking in un-diluted isopropyl alcohol (rubbing alcohol, any percentage) for no less than 1 minute. Thoroughly dry all tools and wipe down with oil.
- 4. Paint rollers (not including roller covers), and brushes**

Clean off any excess paint on the rollers to prevent them from becoming caked with dry paint and no longer usable. The roller covers should be properly discarded. Brushes should be cleaned and returned when possible.
- 5. Graffiti Kits**

Please return heavy-duty reusable gloves with the graffiti kits.
- 6. Paint cans and buckets**

Please seal any remaining paint in the original paint can. If using buckets with a paint grid for rollers, leftover paint can be left inside the bucket and returned with the lid securely attached to prevent spilling or drying of the paint inside. The metal grid should be removed from the edge of the bucket and placed inside before sealing.
- 7. Other buckets**

If buckets are heavily soiled, please clean out and wipe dry.
- 8. Water coolers**

Empty water coolers and keep lid off to prevent mold or mildew growth inside the coolers.
- 9. Single-use items**

Please properly dispose of any single-use item, such as nitrile gloves, paint roller covers, dust masks, etc.