



# DAN'S Excavating

SERVICE, INC.

*Family Owned and Operated Since 1997*  
Over 70 years of combined team experience

## OUR GOAL

Our goal is to be a professional, problem-solving firm which completes construction projects with the highest standards of materials and proficiency to exceed customer expectations.

## DESCRIPTION OF WORK



Start to Finish  
Dirt Work & Excavation



Driveways



Custom Harvesting  
(Hay & Corn Silage)



Sand, Gravel,  
& Topsoil



Local Trucking  
(Sand, Gravel,  
Flatbed, Boom Truck etc.)



Septic Systems  
(Authorized Sledgehammer Dealer)

51 E 120th St, Grant, MI 49327 ♦ (231) 834-3444

OUR GOAL IS TO BE A PROFESSIONAL, PROBLEM-SOLVING FIRM WHICH COMPLETES CONSTRUCTION PROJECTS WITH THE HIGHEST STANDARDS OF MATERIALS AND PROFICIENCY TO EXCEED CUSTOMER EXPECTATIONS.

# TEAM EXPECTATIONS

## DAN'S EXCAVATING SERVICE

### Daily:

1. Trucks
  - a. Pre-trip
  - b. Fluid Check
  - c. Start Truck for warm up
    - i. Time should be tracked so it is fair for both parties.
    - ii. Example: If you do the pre-trip/fluid check at 6:15 go into the breakroom for coffee & leave at 7:00, you should not start your time at 6:15 while the truck warms/crews get ready. You should start your time at 6:45 to account for your pre-trip time.
2. Greasing & Fueling Equipment/Trucks:
  - a. All trucks should be fueled at the end of every day even if only used for a partial day.
  - b. All equipment should be greased and fueled at the end of 8-10hr increments.
    - i. There are times that certain pieces do not get used more than a fraction of a day. No piece of equipment that is even partially used should go more than 2 days without fuel or grease.
3. Interior of Trucks/Equipment:
  - a. Sweep/clean cabs of trucks & equipment EVERYDAY.
  - b. Paint should not be inside cabs of trucks or equipment unless in a covered box.
4. Equipment/Truck Operation:
  - a. Find the balance of production & equipment care.
    - i. We need to maximize the use of our trucks & equipment without incurring unnecessary damage/wear & tear.
    - ii. If you lack experience, take the time to understand the piece you are operating.
    - iii. Smooth = Safe & Fast = Smooth
5. Shop Security: Help to ensure buildings are locked & equipment doors are closed.

### Weekly:

1. Take time to re-organize trucks/trailers.
2. Take time to put items/materials back into the proper places on jobsites & at the shop.

### Monthly:

1. Take time to reflect on yourself, our team, management.
  - a. Use team meeting times to voice reflections.
  - b. We all can improve & if we are unwilling to hear constructive feedback or give feedback, we will all stop personal & professional development.

\*Disclaimer: This is a rough overview. Expectations are a tough item to manage. They change with time & people. *Our goal is to be a professional, problem-solving firm which completes construction projects with the highest standards of materials & proficiency to exceed customer expectations.* This starts every day, week & month, with us.



EMPLOYEE HANDBOOK  
DAN'S EXCAVATING SERVICE



# Dan's Excavating Service

## Shop Safety Policy

### **Introduction:**

At Dan's Excavating Service, the safety of our employees and customers is our top priority. We are committed to providing a safe and healthy work environment and ensuring that all employees are trained and equipped to perform their job safely. This policy outlines our commitment to job safety and sets our responsibilities of both management and employees while working in our shop.

### **Responsibilities of Management:**

1. Provide and maintain a safe work environment that complies with all applicable federal and state safety regulations and standards.
2. Provide training and education to employees on job safety, including proper use of equipment, safe work practices, and emergency procedures.
3. Conduct regular safety inspections of the workplace and equipment to identify and eliminate hazards.
4. Investigate all accidents and incidents to identify the root cause and take corrective action to prevent reoccurrence.

### **Responsibilities of Employees:**

1. Follow all safety rules and procedures, including the use of personal protective equipment (PPE) when required.
2. Report any unsafe condition, practice, or equipment to management immediately.
3. Participate in safety training and education programs provided by the company.
4. Cooperate with management during safety inspections and investigations.
5. Use equipment and machinery properly and only for their intended purposes.
6. Report all accidents and injuries to management immediately.

### **Conclusion:**

Our shop is committed to creating a culture of safety, where every employee is responsible for ensuring a safe work environment. We believe that by working together, we can achieve our goal of zero accidents and injuries in the workplace.

# Dan's Excavating Service

## Job Site Safety Policy

### **Introduction:**

Dan's Excavating Service is committed to ensuring the safety and well-being of employees, subcontractors, and visitors on our job sites. We recognize that excavation work can be hazardous, and we prioritize safety in all aspects of our business. This safety policy outlines the procedures and guidelines that we follow to promote a safe working environment.

Responsibilities: Management, supervisors, and employees are all responsible for maintaining a safe work environment. Everyone is expected to follow safety procedures and to report any hazards or incidents immediately. Supervisors are responsible for ensuring that their team is properly trained and equipped to perform their tasks safely, and for enforcing safety policies and procedures.

### **General Safety Guidelines:**

1. All employees must wear appropriate personal protective equipment (PPE), including hard hats, high-visibility vests, safety glasses, and steel-toed boots. Other PPE may be required depending on the specific job requirements.
2. All employees must attend regular safety training sessions and adhere to established safety procedures.
3. Broken or not functioning equipment must be removed from service until it is repaired or replaced.
4. All job sites must have clearly marked boundaries and warning signs to prevent unauthorized access.
5. All employees must be aware of the location of emergency equipment and know how to use it in case of an emergency.
6. All employees must report any accidents, incidents, or near-misses immediately to their supervisor.
7. Smoking, drugs and alcohol are not permitted on any job sites.

### **Excavation-specific Safety Guidelines:**

1. Conduct a pre-excavation site assessment to identify potential hazards and implement controls to eliminate or minimize these hazards.
2. Establish safe access and egress points for workers, equipment, and materials.
3. Implement measures to prevent soil collapse, such as shoring, sloping, and/or benching.
4. Ensure all underground utilities have been identified and marked before beginning excavation work.
5. Heavy equipment must be operated by properly trained and licensed individuals.
6. Excavated material must be placed in a safe distance from the excavation site to prevent collapse.
7. Employees must not enter an excavation unless it has been properly inspected and deemed safe for entry.
8. All excavation work must be supervised by a qualified person who is trained in excavation safety procedures.

### **Conclusion:**

Dan's excavating service is committed to maintaining a safe work environment for everyone on our job sites. We will continually review and update our safety policies and procedures to ensure that they reflect the most current best practices. We encourage all employees to take an active role in maintaining a safe work environment and to speak up if they observe any unsafe conditions or behavior.

# Dan's Excavating Service

## Semi Truck Checklist

### Safety Checks

- Clean Cab Before and After Trip
- Fluids
  - Engine Oil
  - Coolant
  - Power Steering
  - Belts
- Lights / Flashers
- Safety Kit / Box
- Safety Vest
- Tire Inspection



# Dan's Excavating Service

## Pickup Truck Checklist

### Safety Checks

- Clean Cab Before and After Trip
- Fluids
  - Engine Oil
  - Coolant
  - Power Steering
  - Belts
- Lights / Flashers
- Safety Kit / Box
- Safety Vest
- Tire Inspection

### Equipment

- Engine Oil – 1 gallon
- Hammer
- Hand Tools
  - 2 Spade Shovels
  - 1 Flat Shovel
  - 1 Come-a-long
- Hydraulic Oil – 1 gallon
- Grease
- Grease Gun
- Measuring Tape
- Paint
- Screwdriver
- Stakes



# Dan's Excavating Service

## Drainfield & Septic Backfill Checklist

### Items Needed for Backfills:

- Sawzall
- Drill / Impact
- Screws for Lid



# HYDROSEED

## Traditional Load Spec:

50 LB BAIL - MULCH & GROW

50 LB SACK - PRO 3-3-3  
PERENNIAL RYEGRASS  
CREEPING RED FESCUE  
KENTUCKY BLUEGRASS

50 LB BAG OF 19-19-19

NITROGEN  
PHOSPHATE  
POTASH

MULCH

SEED

FERTILIZER

## Dune Grass Spec:

50 LB BAIL - PROGRANICS LIQUID TOPSOIL

25 LB SACK - DUNE GRASS

50 LB BAG OF 19-19-19

NITROGEN  
PHOSPHATE  
POTASH

## Traditional Load Mix:

(250 LBS) 5 BAILS

(50 LBS) 1 SACK

(35 LBS) 70% OF BAG

MULCH

SEED

FERTILIZER

## Dune Grass Mix:

5 BAILS (250 LBS)

24% OF SACK (6 LBS)

70% OF BAG (35 LBS)

## Square Footage:

- 1 LOAD = 7,000 SQ FT OF LAWN



# Dan's Excavating Service

## Material Yard & Deliveries Checklist

### Clean Equipment Check

- Bucket is clean of dirt and debris
- Truck box is clean of dirt and debris

### Mortar and Beach Sand Loading Check

- Broom Sweep Bucket
- Broom Sweep Box

### End of Day Checks

- Close Loader Door
- Sweep Floor

	Level Bucket	Heaped Bucket
CAT 926	3.2 yards	4 yards
CAT 928	3 yards	4 yards
CAT 980	8 yards	10 yards
Dresser 555	6 yards	8 yards
John Deere 544	2.8 yards	3.5 yards
John Deere 644	4 yards	5 yards
Skid Loader / Kubota	3/4 yard	1 yard





# FIFTH WHEEL PLATE TRUCKS

## DAN'S EXCAVATING SERVICE



**92**



**9-9-1**



**9-9-2**



**0-4**

*Little Green*



**0-7**



**13**



**16**



**23**





# PINTLE HITCH TRUCKS

## DAN'S EXCAVATING SERVICE



**91**

*Original Little Green*



**93**

*Boom Truck*



**05**

*Tandem Axle Dump Truck*



**23T**

*Tandem Axle Dump Truck*



# TRAILERS

## DAN'S EXCAVATING SERVICE

1



2



3



4



5



6



7



8



9



# TRAILERS

## DAN'S EXCAVATING SERVICE

10



11



12



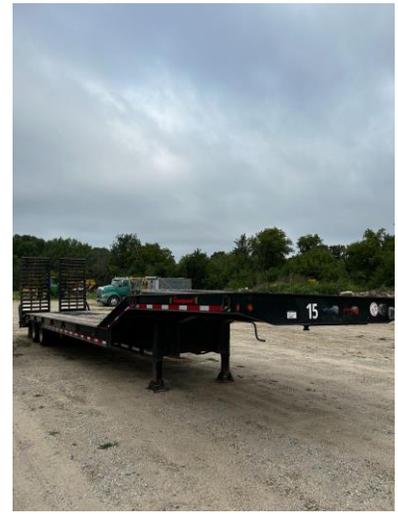
13



14



15



16



17



18



# TRAILERS

## DAN'S EXCAVATING SERVICE

**19**



**BT-1**



**BT-2**



**RECYCLED ASPHALT**  
 Produced from milling down hard surface asphalt driveways, this material binds together really well and is a dark color option.




**CRUSHED CONCRETE**  
 Also a crushed material from recycled concrete, this locks together nicely




**DOLOMITE**  
 Crushed limestone. This is a time tested driveway, aggregate material. Locks together extremely well and gives a nice light colored finish




**22A SLAG**  
 This is a by-product of metal that is crushed to a sized specification locks together for a solid driveway aggregate

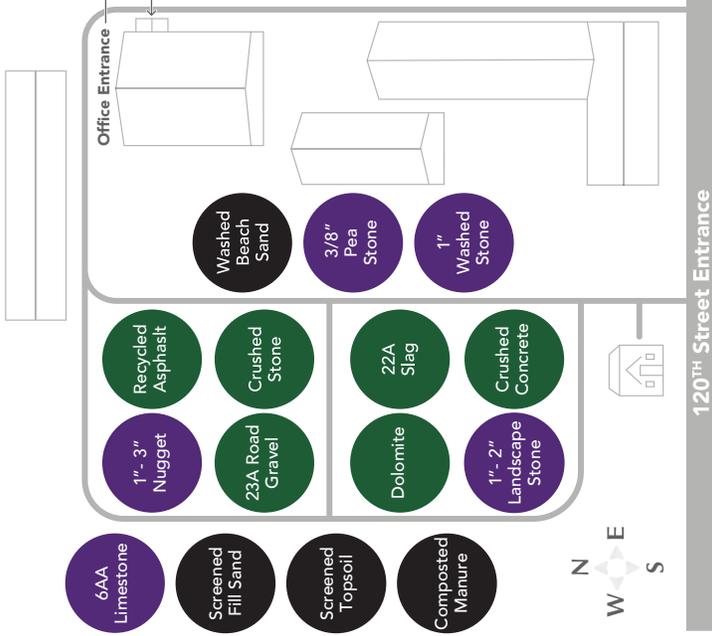



**CRUSHED STONE**  
 This material is a hybrid road gravel. It has a much higher stone mix than standard road gravel. The stone, clay, sand mix makes for a great driveway material




**23A ROAD GRAVEL**  
 23A Spec Road Gravel. Makes for a good base driveway material





- DRIVEWAY MATERIAL
- STONE
- SAND & SOIL

**OVERSIZED FIELD STONE**  
 Great for landscape projects, waterways, and much more



\*Available on request

**1"- 2" LANDSCAPE STONE**  
 This is a great material to spruce up the landscaping around your house




**6AA LIMESTONE**  
 Crushed to approximately 3/4" inch and smaller in size, it is often used for landscaping, retaining wall base, and driveways




**1" WASHED STONE**  
 Drainfield stone and is also used for landscaping projects




**3/8" PEA STONE**  
 Good for drainage projects and basements




**1"- 3" NUGGETS**  
 This is a good material to build up soft spots in drives or to slow water in waterways.




**SCREENED FILL SAND**  
 Screened so all major stones are out of the material, small course stones are mixed in, creating a great drainfield sand or fill sand




**WASHED BEACH SAND**  
 Our beach sand is screened very fine for a smooth beach like sand (4 mm)



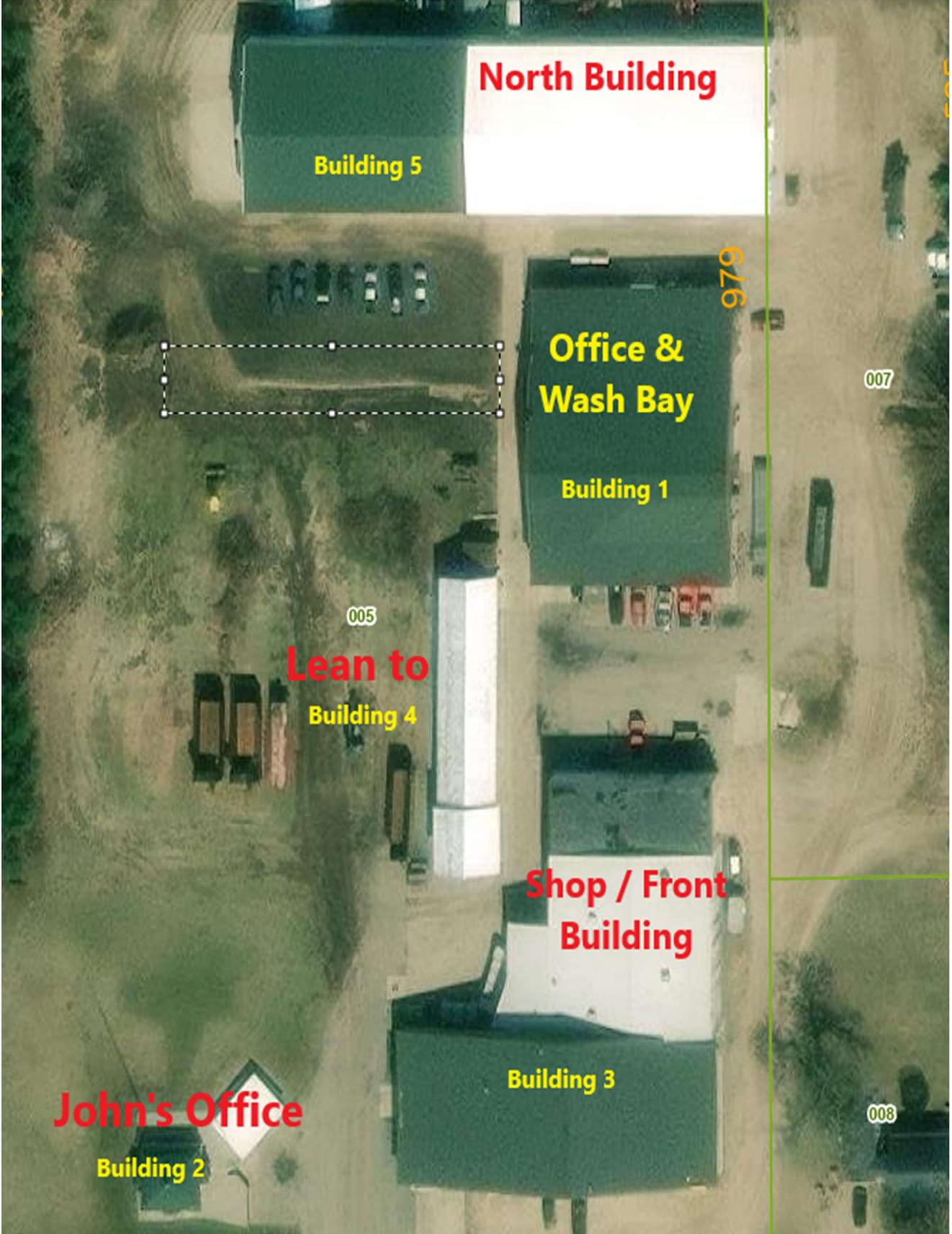

**SCREENED TOPSOIL**  
 The goal for our topsoil is to be easy to work with and a great base for your lawn to grow.




**COMPOSTED MANURE**  
 Our compost has been lab tested giving your seedlings, grass, and other plants a jump start in growth!




 **NORTH**



**Dan's Excavating Service Main Campus**

# National Pit



16100 White Rd, Bailey MI, 49303  
(Corner of Canada Rd & White Rd)



# Ward Pit



6453 W 72<sup>nd</sup> St, Fremont MI, 49412  
(Pit Drive is East of Home & Across from  
Waste Water Plant)

*GATE COMBINATION 11 – 21 – 39*

Revised May 1, 2024

SCAN FOR VIDEO ON USING DIAL LOCK



# Halliday – Newcosta Pit



6248 Newcosta Ave, Howard City MI 49329  
(South and West of this address)

## WHEN USING THIS PIT:

- Text Brian Tellkamp so he can inform pit Dan's Excavating will be on site
- White Slip stays at Pit
- Never throw away a pit slip > write void and submit

## PIT SLIPS SHOULD INCLUDE:

- Project Name
- Date
- Dan's Excavating
- Truck Number
- Material
- Gross/Tare/Net Weight
  - Divide by 2,000 to convert from lbs to tons
- Driver Name

aaron  
vanbennekorn  
**PROJECT NAME**

**HALLIDAY SAND & GRAVEL, INC.**  
1128 Federal Avenue  
HOUGHTON LAKE, MICHIGAN 48629  
(989) 422-3463

CUSTOMER'S ORDER NO.	PHONE	DATE	DATE
NAME		DAN'S EXCAVATING	
ADDRESS		TRUCK NUMBER	
CASH	C.O.D.	CHARGE	ON ACCT. MDSE. RET. D. PAID OUT
GROSS		MATERIAL	
1	WEIGHT FULL (lbs)		
TARE	WEIGHT EMPTY (lbs)		
NET	MATERIAL WEIGHT (lbs)		
Divide by 2,000 to convert to Ton			
PIT LOADER		TAX	
SOLD BY	RECEIVED BY	TOTAL	PD
DRIVER NAME			

66971 Thank You

C PRODUCT 609 All claims and returned goods MUST be accompanied by this bill.

# BUCKET CAPACITY

	Level Bucket	Heaped Bucket
CAT 926	3.2 yards	4 yards
CAT 928	3 yards	4 yards
CAT 962	4 yards	5 yards
Dresser 555	6 yards	8 yards
John Deere 544	2.8 yards	3.5 yards
John Deere 644	4 yards	5 yards
Skid Loader/Kubota	3/4 yard	1 yard



# SLOPE CALCULATION

$$\text{Slope or Grade} = \text{Rise} / \text{Run}$$

## Steps

*\*See Diagram Below*

1. Choose low point (A)
2. Choose elevated point (B)
3. Measure Rise (C)
4. Measure Run (D)
5. Convert Rise (C) & Run (D) to Tenths

Inches to Tenths					
1 in	.083 ft	5 in	.417 ft	9 in	.750 ft
2 in	.167 ft	6 in	.500 ft	10 in	.833 ft
3 in	.250 ft	7 in	.583 ft	11 in	.917 ft
4 in	.333 ft	8 in	.667 ft	12 in	1.00 ft

6. Divide Rise / Run

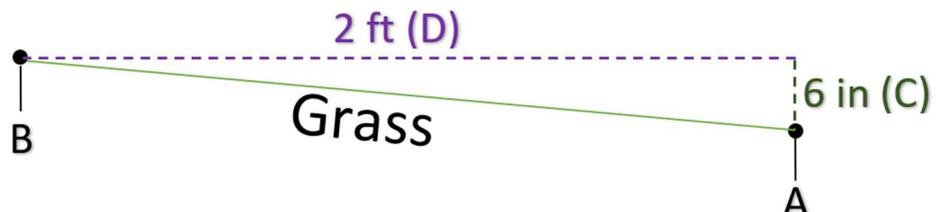
$$.5 / 2$$

$$.25$$

7. Multiply by 100

$$.25 \times 100$$

$$\text{Slope or Grade} = 25\%$$

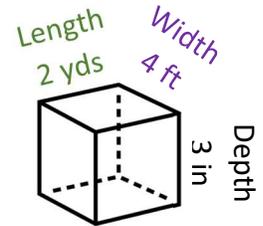


# CALCULATING CUBIC YARDS

## Steps

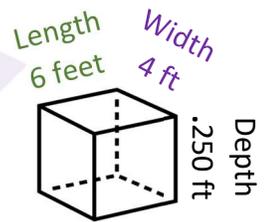
1. Take all measurements

**Length** x **Width** x **Depth**



2. Convert all measurements to **Tenths**

Inches to Tenths					
1 in	.083 ft	5 in	.417 ft	9 in	.750 ft
2 in	.167 ft	6 in	.500 ft	10 in	.833 ft
3 in	.250 ft	7 in	.583 ft	11 in	.917 ft
4 in	.333 ft	8 in	.667 ft	12 in	1.00 ft



3. Calculate Cubic feet

**Length** x **Width** x **Depth**

**6 ft** x **4 ft** x **.250 ft**

**6 Cubic feet**

4. Divide cubic feet by 22 to calculate cubic yards

6 cubic feet / 22

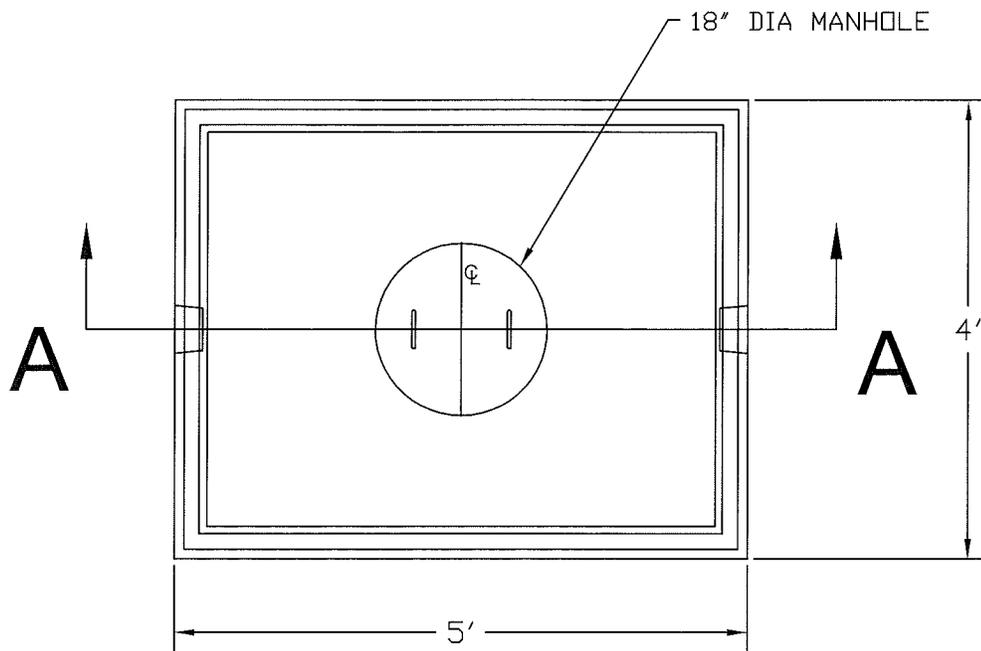
**.273 Cubic Yards**

**\*\* Dan's divides by 22 due to compaction\*\***

**Traditional cubic yard equation (like concrete) would be divided by 27**

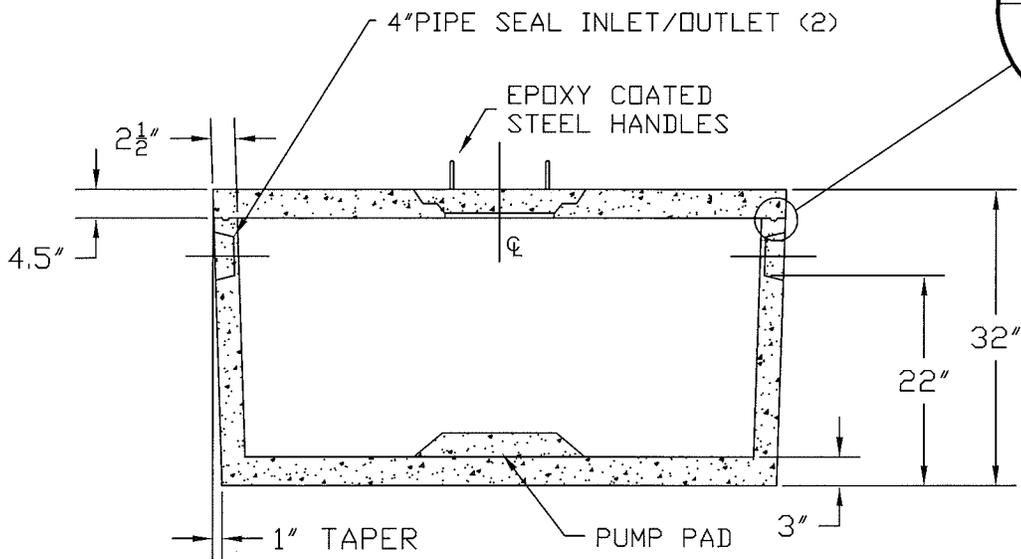
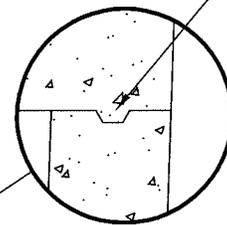
# YARD & TON CONVERSION TABLE

	I have Yards	I have Tons
Compost	$\times 1 = \underline{\hspace{1cm}}$ tons	$\div 1 = \underline{\hspace{1cm}}$ yards
1-3" Nuggets	$\times 1.1 = \underline{\hspace{1cm}}$ tons	$\div 1.1 = \underline{\hspace{1cm}}$ yards
Beach Sand Fill Sand Topsoil	$\times 1.3 = \underline{\hspace{1cm}}$ tons	$\div 1.3 = \underline{\hspace{1cm}}$ yards
22A Slag Asphalt Crushed Stone Crushed Concrete Landscape Stone Washed Stone	$\times 1.4 = \underline{\hspace{1cm}}$ tons	$\div 1.4 = \underline{\hspace{1cm}}$ yards
23A Road Gravel Drain Field Stone Overside Field Stone Stone Pea Stone	$\times 1.5 = \underline{\hspace{1cm}}$ tons	$\div 1.5 = \underline{\hspace{1cm}}$ yards
Dolomite	$\times 1.6 = \underline{\hspace{1cm}}$ tons	$\div 1.6 = \underline{\hspace{1cm}}$ yards
<b>CALCULATION</b>	<ol style="list-style-type: none"> <li>1. Measure # of yards you have</li> <li>2. Use formula above to determine tons</li> </ol>	<ol style="list-style-type: none"> <li>1. Measure # of tons you have</li> <li>2. Use formula above to determine yards</li> </ol>



TONGUE & GROOVE JOINT WITH POLYPROPYLENE BASED SEALER

TOP VIEW



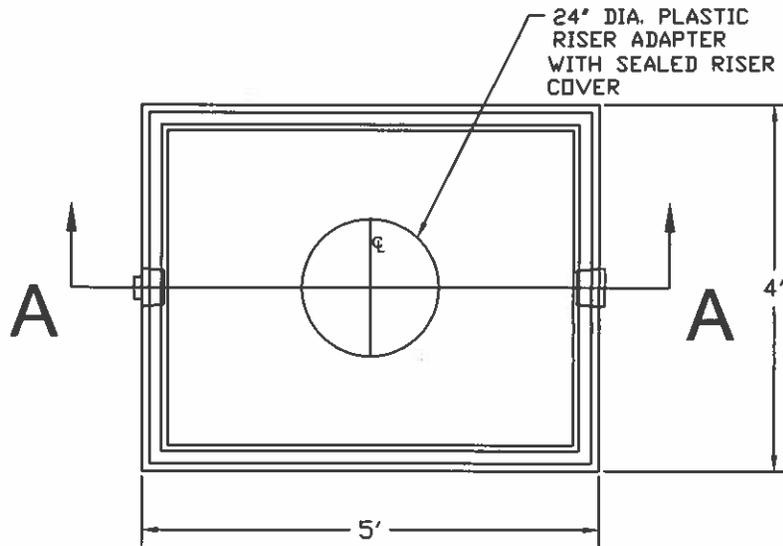
SECTION A-A

NOTES:  
1. CAPACITY: 185 GALLONS.

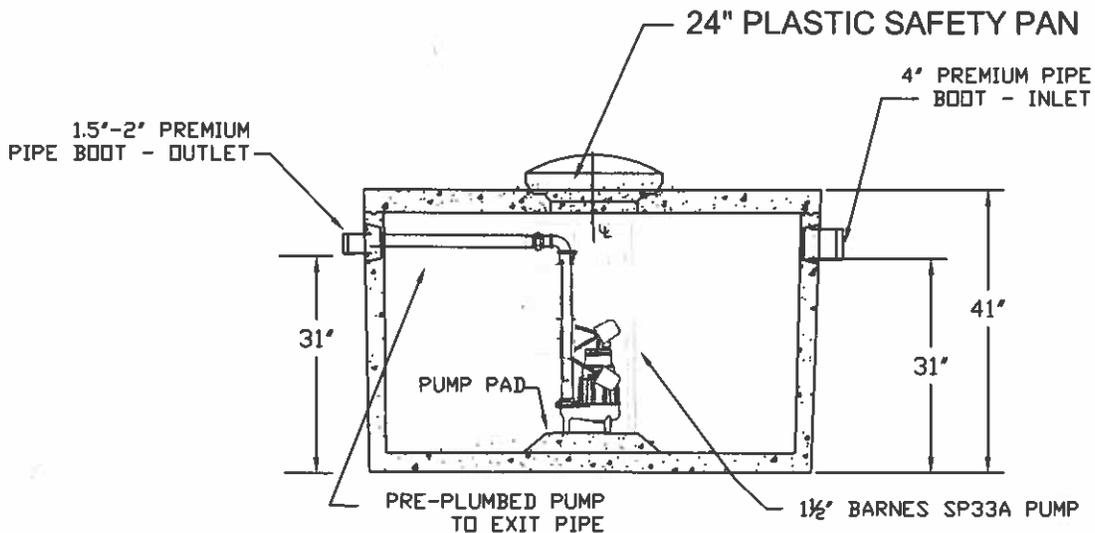
**Bush**  
**CONCRETE PRODUCTS, INC.**  
3584 Airline Road Muskegon, Michigan 49444  
231-733-1904 1-800-TOO-BUSH  
WWW.BUSHCONCRETEPRODUCTS.COM

185 gal. Pump Chamber

SIZE	DATE	DWG NO.	REV
A	12/28/05	001	
DRAWN BY: CB 10/21/11			SHEET 1 of 1



TOP VIEW



SECTION A-A

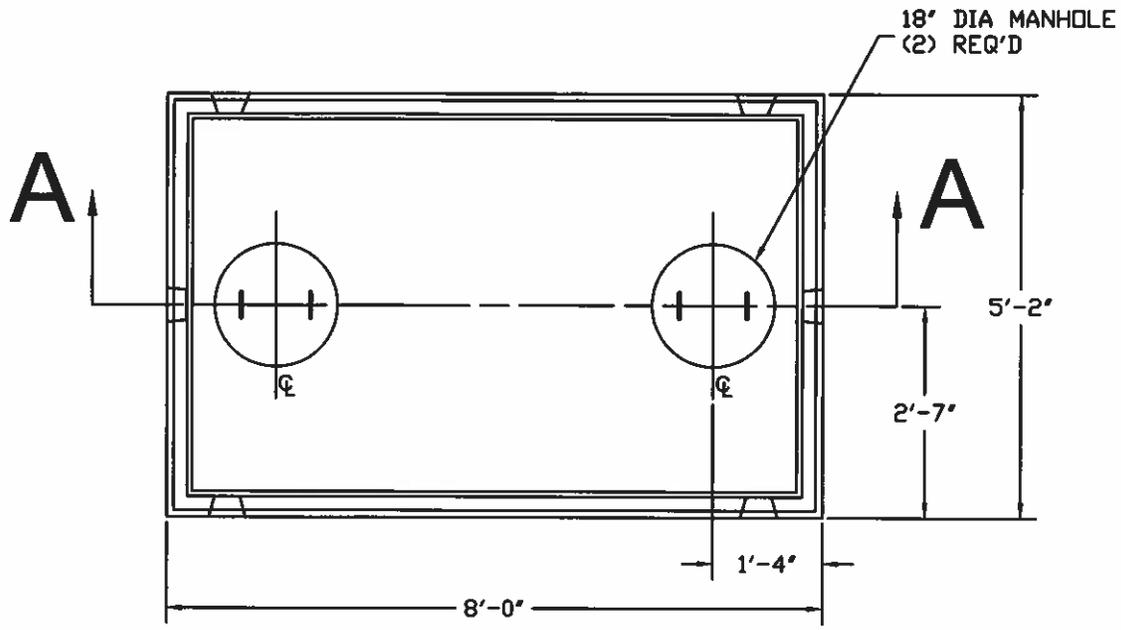
NOTES:  
1. CAPACITY: 275 GALLONS.



3584 Airline Road Muskegon, Michigan 49444  
231-733-1904 1-800-TOO-BUSH  
WWW.BUSHCONCRETEPRODUCTS.COM

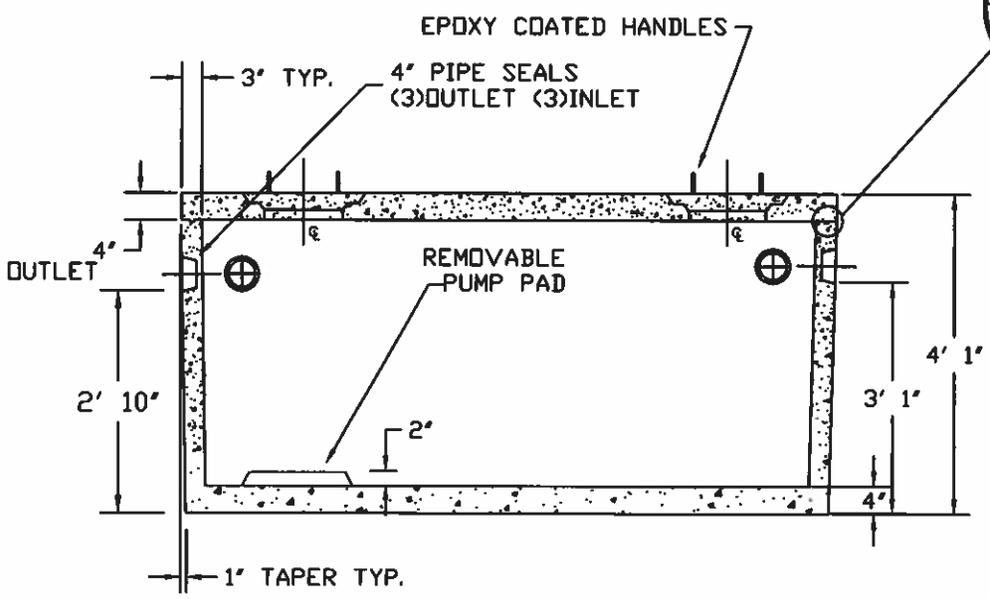
## 275 gal Pump Chamber Pre-Plumbed

SIZE	DATE	DWG NO.	REV
A	03/04/2020	002	
DRAWN BY: S. GARABEDIAN			SHEET 1 of 1



TOP VIEW

TONGUE & GROOVE JOINT WITH BITUMEN-BUTYL SEALANT



SECTION A-A

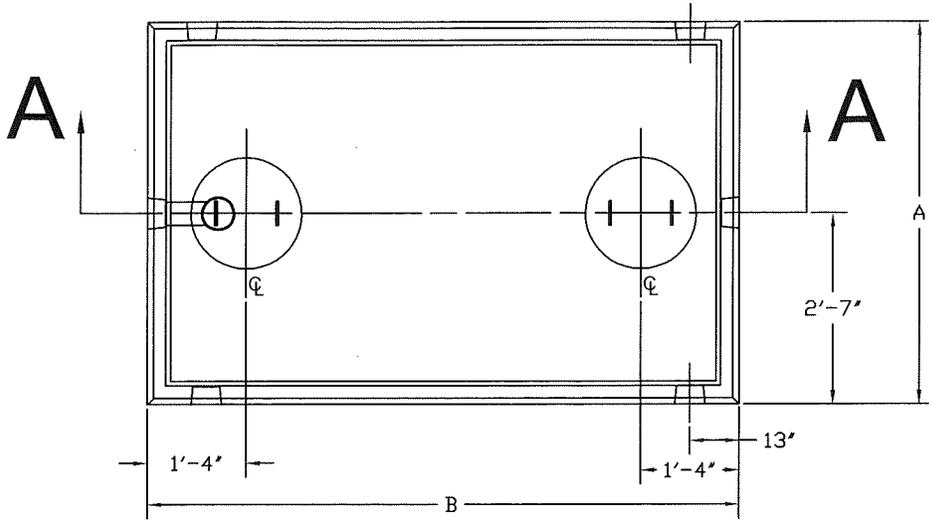
NOTES:

- 1. EXCAVATION MUST BE AT LEAST 12" WIDER & LONGER THAN TANK SIZE.

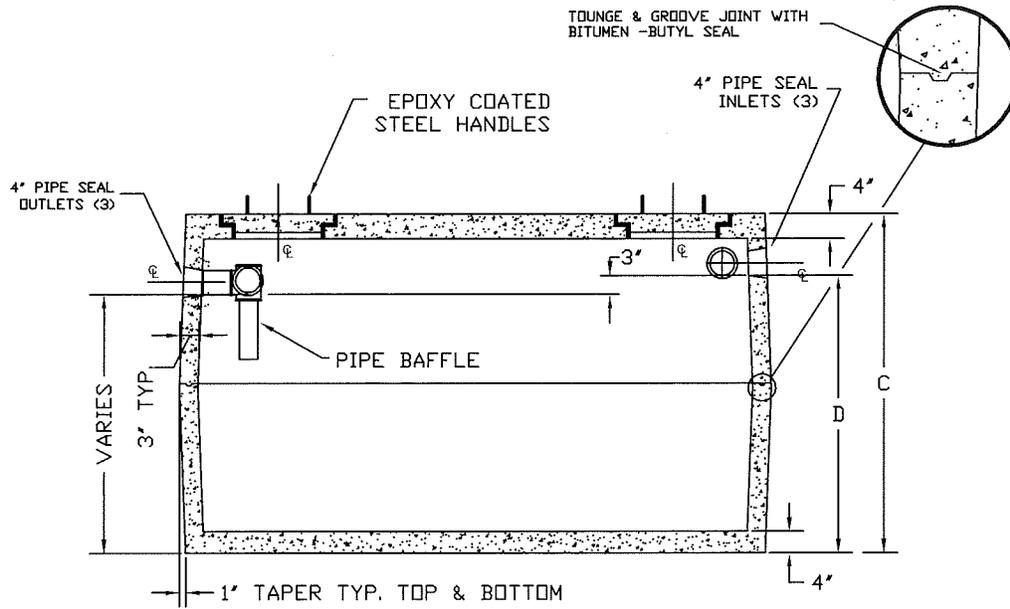
**Bush**  
**CONCRETE PRODUCTS, INC.**  
 3884 Airline Road Muskegon, Michigan 49444  
 231-733-1904 1-800-TOO-BUSH  
 WWW.BUSHCONCRETEPRODUCTS.COM

**675 Gal. Pump Chamber  
 Precast Concrete**

SIZE	DATE	DWG. NO.	REV
A	2/16/2018	002-1	
DRAWN BY: CB		SHEET 1 of 1	



TOP VIEW



SECTION A-A

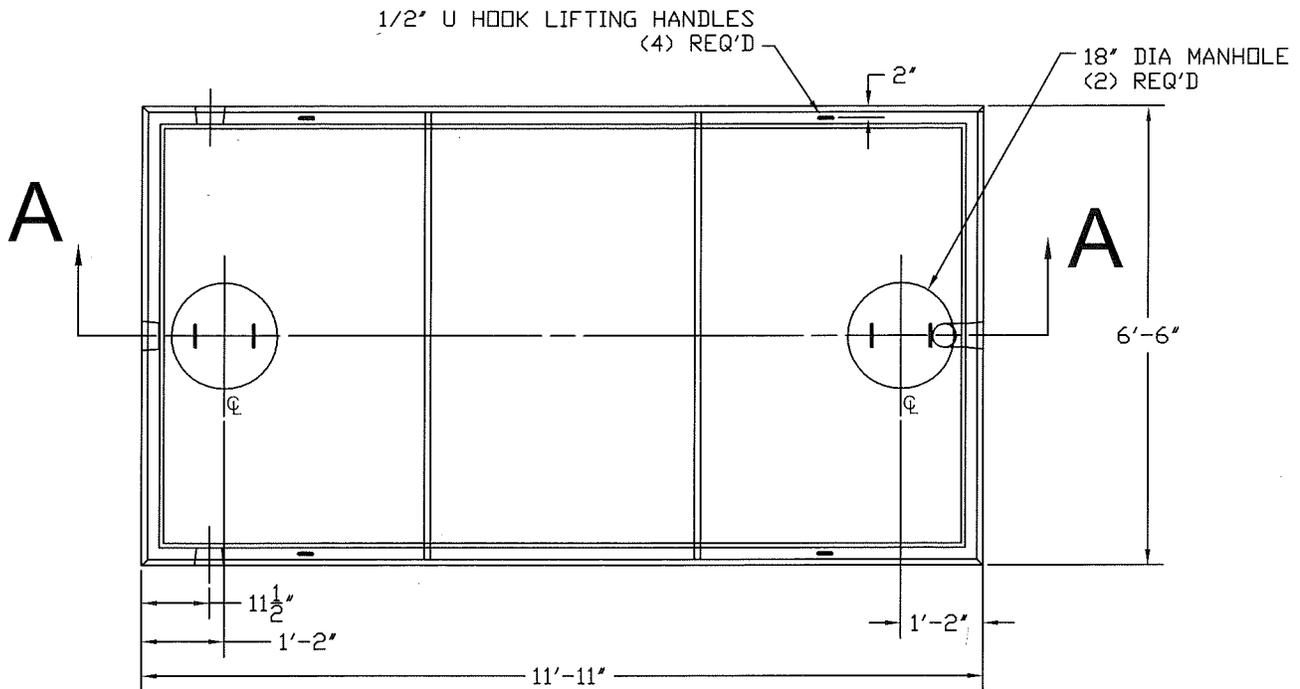
NOTES:  
 1. EXCAVATION MUST BE AT LEAST 12" WIDER & LONGER THAN TANK SIZE.

LIQUID GALS.	A	B	C	D
	WIDTH	LENGTH	HEIGHT	INVERT
800	62"	96"	55"	45"
1000	62"	96"	65"	55"
1250	62"	96"	75"	65"



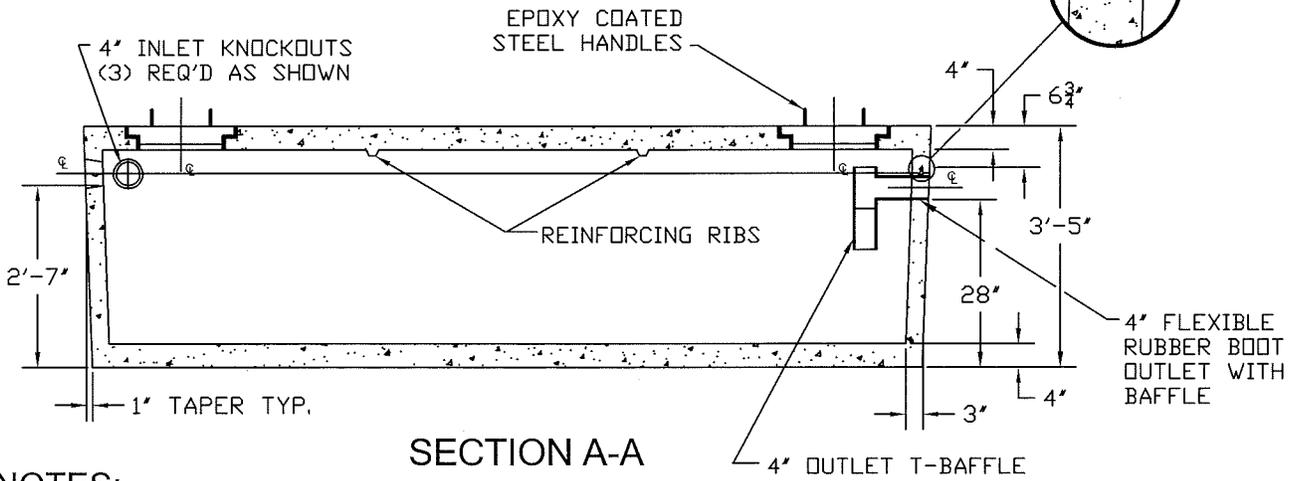
800-1250gal. Septic Tank  
 Precast Concrete

SIZE	DATE	DWG NO.	REV
A	12/14/05	018	
DRAWN BY: S. GARABEDIAN		SHEET	1 of 1



TOP VIEW

TONGUE & GROOVE JOINT WITH BITUMEN-BUTYL BASED SEAL

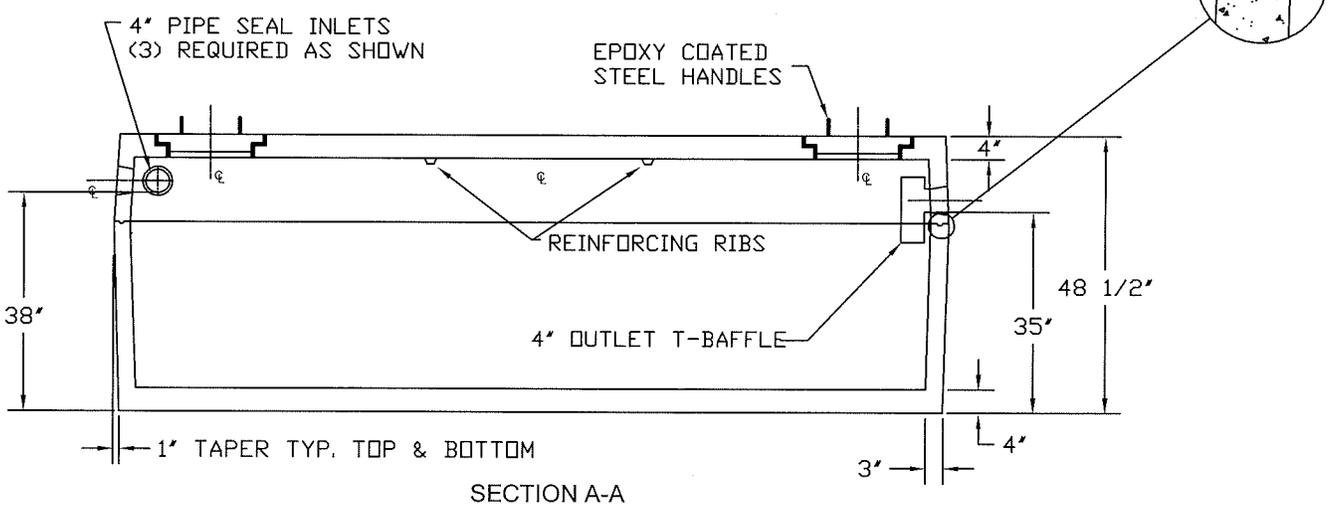
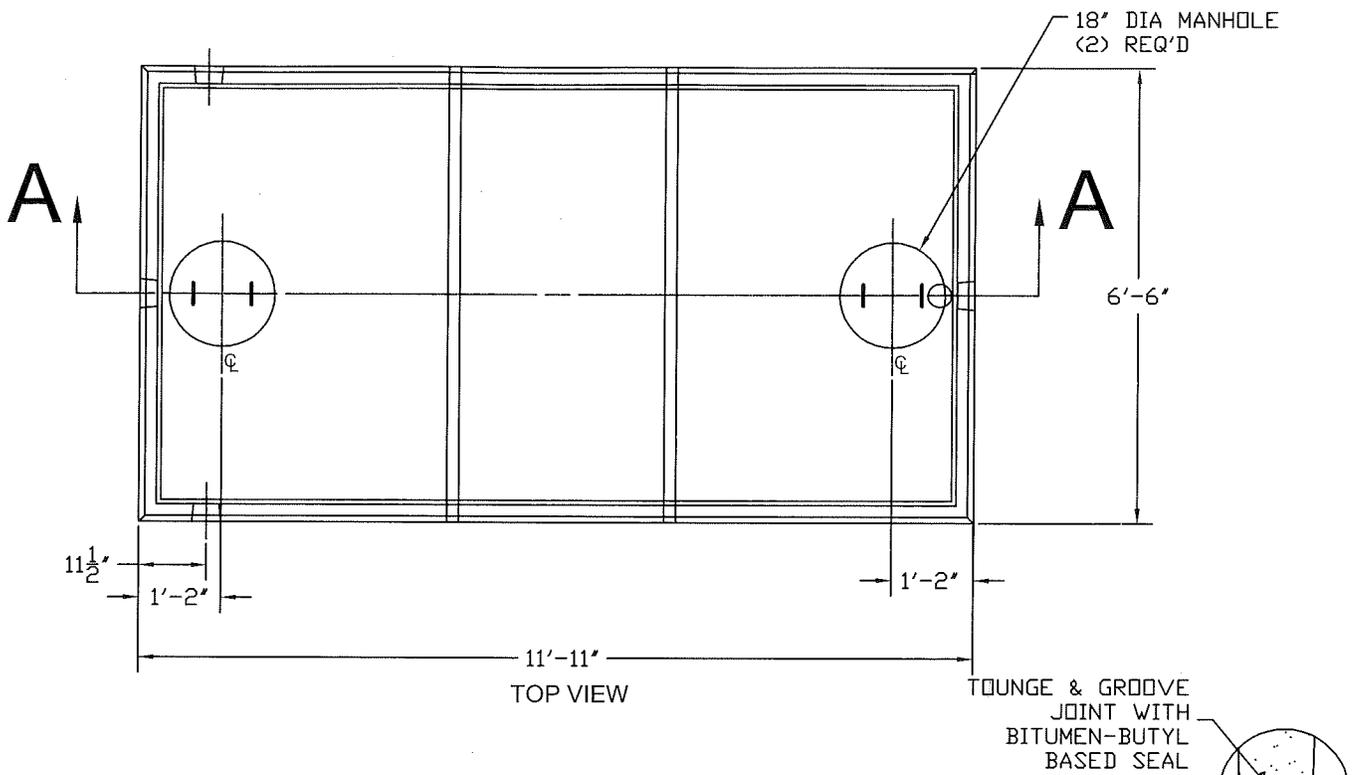


SECTION A-A

NOTES:

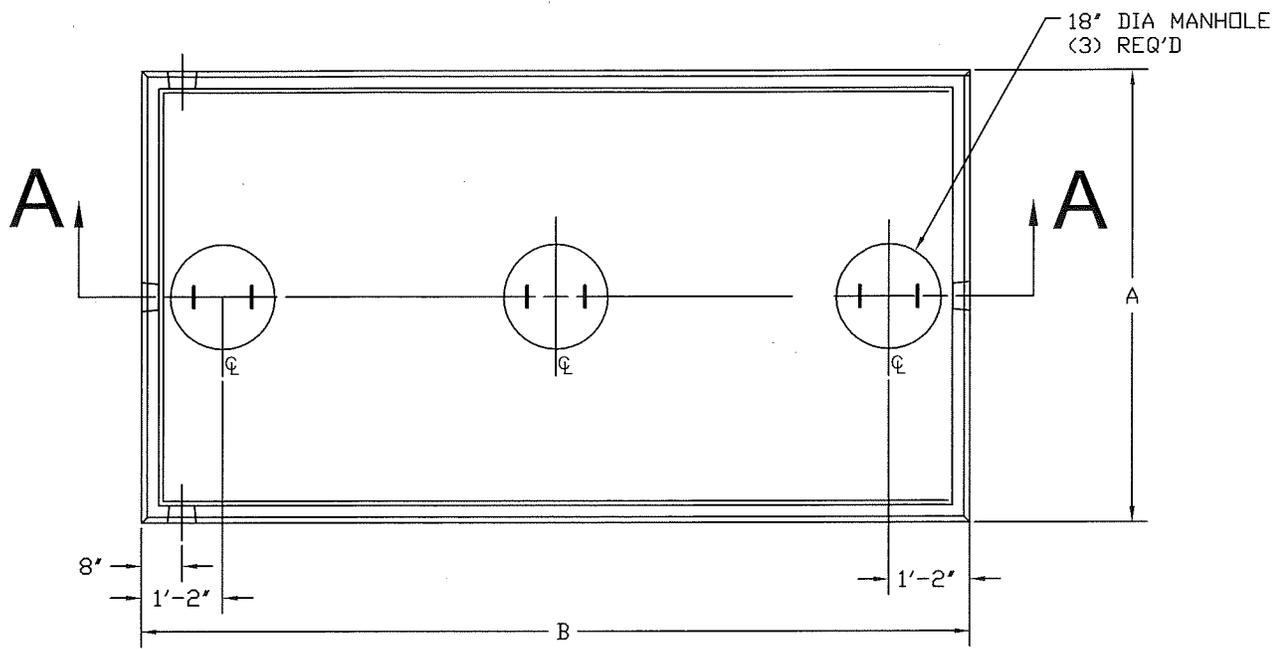
- EXCAVATION MUST BE AT LEAST 12" WIDER & LONGER THAN TANK SIZE.

		Shallow 1000 gal. Septic Tank		SIZE	DATE	DWG NO.	REV
				A	12/02/05	006	
3584 Airline Road Muskegon, Michigan 49444 231-733-1904 1-800-TOO-BUSH WWW.BUSHCONCRETEPRODUCTS.COM		DRAWN BY:		CB 10/27/2011		SHEET 1 of 1	



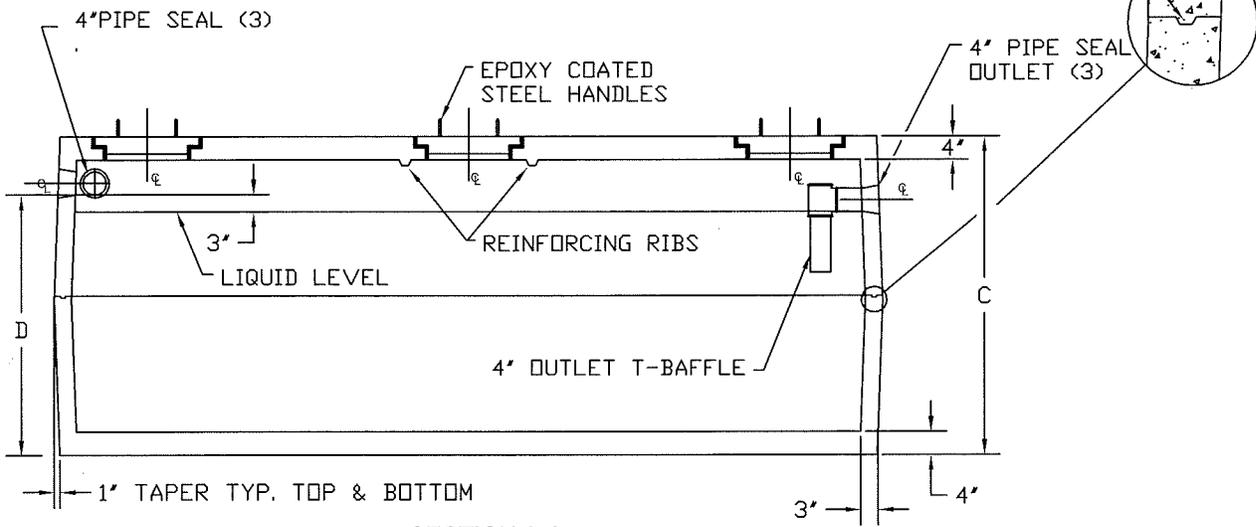
NOTES:  
 1. EXCAVATION MUST BE AT LEAST 12" WIDER & LONGER THAN TANK SIZE.

		Shallow 1250 gal. Septic Tank		REV
				2/01/12
SIZE A	DATE 12/02/05	DWG NO. 012		
DRAWN BY: B. BUSH		SHEET 1 OF 1		
3584 Airline Road Muskegon, Michigan 49444 231-733-1984 1-800-TOO-BUSH WWW.BUSHCONCRETEPRODUCTS.COM				



TOP VIEW

TONGUE & GROOVE  
JOINT WITH  
BITUMEN-BUTAL  
BASED SEAL



SECTION A-A

NOTES:

1. EXCAVATION MUST BE AT LEAST 12" WIDER & LONGER THAN TANK SIZE.

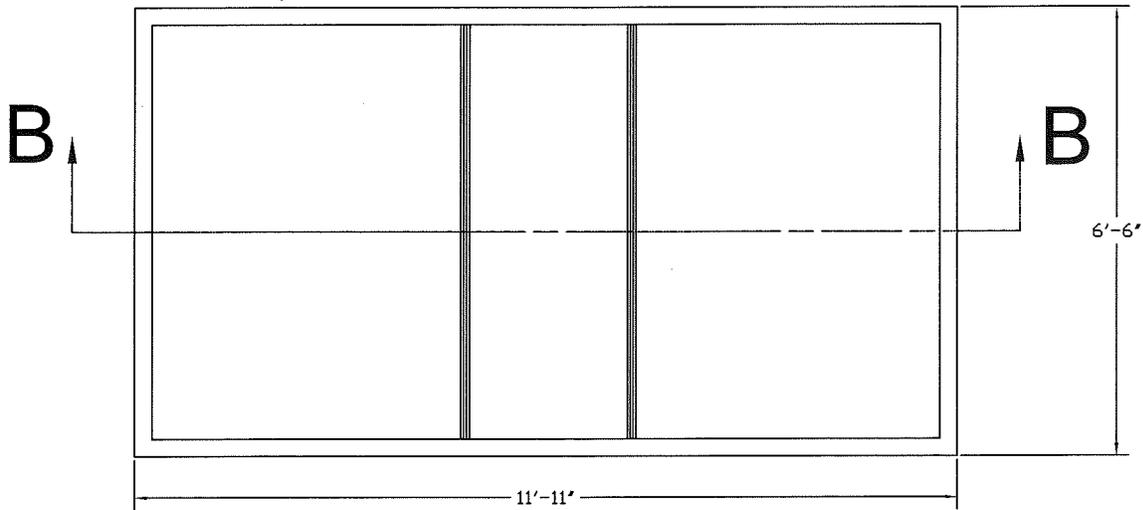
\* SEE PAGE 2 FOR CENTER SECTION DETAILS AND DIMENSIONS.



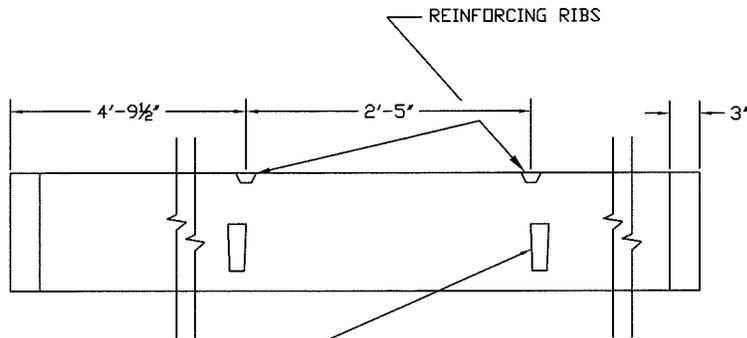
3584 Airline Road Muskegon, Michigan 49444  
231-733-1904 1-800-TOO-BUSH  
WWW.BUSHCONCRETEPRODUCTS.COM

1600-4000 gal. Septic Tank

SIZE	DATE	DWG NO.	REV
A	12/14/05	011	2/01/12
DRAWN BY: S. GARABEDIAN		SHEET	1 of 2



SPACER RING - TOP VIEW



SECTION B-B

LIQUID GALS.	A	B	C	D
	WIDTH	LENGTH	HEIGHT	INVERT
1600	6'-6"	11'-11"	5'-0"	4'-0"
1800	6'-6"	11'-11"	5'-4"	4'-4"
2000	6'-6"	11'-11"	5'-8"	4'-8"
2600*	6'-6"	11'-11"	7'-2"	6'-2"
3000*	6'-6"	11'-11"	7'-10"	6'-10"
3600*	6'-6"	11'-11"	9'-4"	8'-4"
4000*	6'-6"	11'-11"	10'-0"	9'-0"



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1600-4000gal. Septic Tank

SIZE DATE	DWG NO.	REV
A 12/14/05	011	
DRAWN BY: S. GARABEDIAN		SHEET 2 of 2

# DRAINFIELD CODE REQUIREMENTS

## District 10

Laterals	3 ft on center
House to Tank	Schedule 40
Tank to Drainfield	Schedule 35 ( <i>Green Pipe</i> )

District 10 Counties:

Crawford, Kalkaska, Lake, Manistee, Mason, Mecosta, Missaukee, Newaygo, Oceana, Wexford



## Kent County

Laterals	5 ft on center
House to Tank	Schedule 40
Tank to Drainfield	Schedule 35 ( <i>Green Pipe</i> )



## Muskegon County

Laterals	3 ft on center
House to Tank	Schedule 40
Tank to Drainfield	Schedule 40

