

# (Agency Name)

## Facility Maintenance Program

### Policy Statement:

(Agency) maintains its facility(ies) and equipment to protect its investment in and prolong the useful life of its assets and provide public transit to the highest standards financially feasible. Service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide.

### Objectives:

The facilities and equipment used in support of public transit will be maintained at a minimum to the specifications in the operation and maintenance manuals provided with the facilities and equipment.

- Maintain facilities and equipment in safe operating condition
- Maximize facility and equipment service life
- Meet the requirements of the Transit and Rail Division, Federal Transit Administration, the Americans with Disabilities Act, and state and local regulations
- Provide a safe environment for the public and staff
- Minimize service disruptions
- Ensure that our facility(ies) remain(s) an asset to the community

### Facility Description:

(List and identify items specific to your agency, i.e., building, parking lots, plumbing systems, overhead doors, vehicle washers and wash water recycling systems, heating and/or air condition units, etc.)

### Assignment of Responsibility:

(Title or Person) is responsible for implementing this maintenance plan.

(Title or Person) will provide the following routine maintenance and care functions or ensure they are provided by a contractor:

(Delete, Add, or Edit Items below as may be appropriate to your agency - DELETE FORM FIELD)

1. **Overhead Doors** Each overhead door will be inspected quarterly and lubricated semi-annually. In addition the inspector will generate quarterly visual inspection reports for any needed repairs.
2. **Plumbing** The facility inspector will inspect all plumbing and associated fixtures (Weekly, Monthly, Quarterly, etc.) to ensure there are no leaks and that fixtures are

operating properly. Any corrosion or poor operation will be noted and scheduled for repair/replacement.

3. **HVAC** (List HVAC components) These systems will be serviced (Insert time frame, e.g., four times annually, March, June, September, and December), The facility inspector will perform PM responsibilities between those times. All units will be maintained to operate at peak efficiency by (Contracted Vendor) through a maintenance contract. In addition, each system will be inspected monthly by the facility inspector and have air filters cleaned, replaced and dated as appropriate. Outdoor units will be inspected for general operation, debris build up or any other blockages, etc.
4. **Generators** The back-up power systems will be inspected quarterly through a maintenance agreement to ensure proper operation and to verify the unit is serviced twice annually as per the contract.
5. **Painting & Exterior Care** The exterior of the building will be inspected monthly and needed repairs noted and requested. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, caulking, signage and general appearance issues.
6. **Landscaping** The facility inspector will ensure that all landscaped areas are maintained to include trimming, grass cutting, weeding, mulch and live growth replacement when needed. Fences shall also be inspected.
7. **Parking Lots** The parking lots will inspected for large cracks, holes, crumbling, etc. The inspector will help determine when re-striping and sealing need to be completed. Ice and snow removal from parking lots and walkways shall be coordinated by the facility inspector and supplies prepared before the season.
8. **Roof** The facility inspector will inspect all ceilings monthly to look for any stains or other signs of roof failure and inspect outside gutters. Inspecting gutters during hard rains will be important to finding faults.
9. **Building Elevator** The elevator shall be inspected twice per year and verification of more comprehensive inspections being performed by an official inspector.
10. **Vehicle Lifts** The Lead Mechanic will inspect and lubricate the lifts quarterly.
11. **Wheel Balancer & Tire Changer** The Lead Mechanic will arrange for factory calibration and service on this equipment once yearly.
12. **Bus Washing Supplies** The facility inspector will inspect monthly and arrange for repairing or replacing bus washing equipment and supplies.
13. **Sheds** Facility inspector will use the sheds when appropriate to store needed items and twice per year clean out and reorganize them and ensure buildings are not overgrown with weeds.

14. **Equipment** Facility inspector shall maintain all needed tools and equipment. A physical inventory of the grounds and maintenance equipment will be prepared annually and maintained throughout the year.
15. **General** (Quarterly, annually, etc.) the facility inspector will walk the facility(ies) using the checklist in Appendix A and note any and all repairs to both minor and major equipment items and provide the (Director, General Manager, Transit Supervisor, etc.) a written report of any item needing service or repair.

**Facility Maintenance Record Keeping:**

A log of needed non-urgent repairs shall be maintained and appropriate staff notified periodically to incorporate repair costs into budgetary planning. A record of any non-planned, non-urgent maintenance needs are kept at (Insert location).

The (Insert Department or Location) maintains all permanent records for facility maintenance and inspections. Records are stored in a folder for each calendar year and completed checklists are included in that folder along with documentation of all preventive and repair maintenance performed.

**Facility and Equipment Maintenance Information:**

(Edit this list as may be needed and enter any other pertinent facility and equipment maintenance contacts - DELETE FORM FIELD)

- Generator Maintenance Contract: (Name and Phone No.)
- HVAC Service Contract: (Name and Phone No.)
- Vehicle Lifts: (Name and Phone No.)
- Office Cleaning: (Name and Phone No.)
- Groundskeeper: (Name and Phone No.)

**Attachment A:** OSHA Self-inspection Safety Checklist