



Facility Maintenance Plan

Go Durham Facility Maintenance Plan

MISSION

The facilities department shall provide a safe, clean, orderly, cost-effective facility that supports and contributes to GODURHAM's mission statement.

“To provide safe, reliable, convenient and accessible transportation for the citizens and visitors of the Triangle region. We are committed to meeting the diverse needs of the community while exceeding customer expectations in a cost-effective and responsible manner. The GODURHAM team is professional, knowledgeable and proud to serve our customers.”

PURPOSE

The purpose of an effective Facility Maintenance Plan is to achieve the following goals:

- Preserve taxpayers' investments in public buildings.
- Preventative maintenance can extend the life of building components, thus sustaining the buildings' value and the significant tax dollars they represent.
- Help buildings function as they were intended and operate at a peak efficiency, including minimizing energy consumption.

Because preventive maintenance keeps equipment functioning as designed, it reduces inefficiencies in operations and energy usage.

- Prevent failures of building systems that would interrupt occupants' activities and the delivery of public services.
- Buildings that operate trouble-free allow public employees to do their jobs and serve the public. Because preventive maintenance includes regular inspections and replacement of equipment crucial to operating a building, maintenance staffs reduce the problems that might otherwise lead to a breakdown in operations.
- Sustain a safe and healthful environment by keeping buildings and their components in good repair and structurally sound.

Protecting the physical integrity of building components through preventive maintenance preserves a safe environment for employees and the public.

- Provide maintenance in ways that are cost-effective.
- Preventive maintenance can prevent minor problems from escalating into major system and equipment.

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- Failures that result in costly repairs. In avoiding costs of major repairs, preventive maintenance creates efficiencies. Increasing preventive maintenance can reduce time spent reacting to crises, which is more cost-effective way to operate.

SAFETY & SECURITY

General Safety Procedures

- Emergency Phone Numbers: Fire: 911
- Ambulance: 911
- Wear Appropriate Clothing and Personal Protective Equipment (PPE) for the work being done. Wear Correct gloves when cleaning washrooms or locker rooms or when using toxic chemicals
Wear safety glasses or goggles when working close to liquid chemicals or when using hand tools
Wear steel toe shoes or boots when operating equipment
- Wear hard hat when working beneath objects
- Wear approved helmet, apron and gloves when welding.
- Follow manufacturer's instruction when mixing chemicals. Always mix chemicals in a well-ventilated area with spill protection.
- Always read the Material Safety Data Sheet (MSDS) prior to working with new products for the first time or whenever there are questions about how to properly handle the material. MSDS is available in the maintenance office and where materials are used.
- NEVER use chains and padlocks to secure exit doors closed. Security is of great importance to us. In the interest safety exit doors must function properly.
- Always use proper lifting techniques when lifting heavy objects. Lift with your legs. Keep your back straight, and do not twist the body and lift at the same time.
- The Lock-Out Tag-Out system will be utilized whenever working on electrical circuits.
- Do not use tools that are broken or that have missing guards, shields, or other protective components. Report broken tools to the facilities coordinator.
- No employee is authorized to operate a GODURHAM owned or leased motor vehicle without first completing the GODURHAM Driver Training program.
- No employee shall attempt to perform tasks for which he or she has not been trained and
- Authorized to perform by the Maintenance Supervisor.

Video Surveillance

In addition to badge access requirements in restricted areas and police patrols at Durham Station, Go Durham utilizes video surveillance to provide security at our facilities. Video surveillance cameras are provided at Durham Station as well as our administrative office/ base locations. There is a total of 61 cameras located at Durham Station (15 internal and 46 external); 16 cameras located at the administrative

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office/ base (7 internal and 9 external). Video cameras are monitored daily by on duty police officers, dispatch staff and IT professionals.

Chemical Hazards

Use, Storage, and Disposal of Chemicals

Toxic, flammable, or otherwise hazardous chemicals are most commonly encountered in the custodial closets, kitchens, storage rooms and maintenance area. It is critical to know how to use, store and dispose of chemicals and other hazardous substance used by technicians in their areas of responsibility.

Chemical Use:

No one should use any substance, even household products, without understanding what dangerous exist and how to use the product safely. Chemical substances should be used only in the manner and propose for which they were intended. Before using any chemical the person should learn about possible hazards, disposal and emergency treatment measures, and handling procedures, all of this information can be found either on the label on the product or the MSDS which is available at each site for all chemicals. The major safety precaution to take when working with chemicals is to avoid contact as much as possible. This can be accomplished in many ways. Among the points to remember when working with chemicals:

- Avoid using hazardous chemicals for any task that can be completed some other way.
- If you must use a hazardous substance always wear protective clothing (gloves, goggles, shoes) as appropriate.
- Mix chemicals only in approved combinations and to the proper dilution levels.
- Prepare Mixtures in a safe area
- Do Not splash or spill liquids

Chemical Storage:

Proper storage of chemicals can avoid many accidents. Certain chemicals should not be stored near each other because of the risk of combining fumes, or spills. For example, Bleach and Ammonia may leak or evaporate from improperly sealed containers. If these fumes combine, they react to form an extremely toxic gas. Acids with Alkalies and Chemicals with petroleum products such as cleaning liquids are also hazardous combinations. Other safety points:

- Never transfer chemicals into an unlabeled container
- Store potentially flammable chemicals in approved container and areas
- NEVER store chemicals in electrical, mechanical or boiler rooms.
- Keep chemicals away from sources of heat such as furnaces or sunshine
- Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

Chemical Disposal:

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Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems. MSDS contain information about the safe disposal procedures for the chemical substances used.

- Never flush corrosive or volatile materials into the sewage system
- Always discard unused portions of mixed chemicals unless information on the label specifically states the mixture may be kept for later use. If this is done label and store the mixed solution properly.
- In case of spills properly dispose of materials used to clean spills.

Electrical Hazards

Working with electricity can be a deadly experience for those not familiar with the hazards of this area. Besides the risk of electrical shock, many fires are caused by electrical misuse or malfunction. Receiving proper training and paying careful attention to safety precautions are important for any tasks involving electricity. Electricity is encountered throughout any building. Particular electrical hazards occur in kitchens, workshops, and machine rooms. However, it is also possible to find such common hazards as damaged cords or equipment in areas where they might be overlooked-for instance, break rooms and offices. Everyone should be alert for such potential problems throughout the building. Coffee pots, hot plates, and microwave ovens are common hazards. Equipment with heating elements should be carefully monitored and not left unattended. Electrical hazards also exist any time a person uses or services a vacuum, power tool or other piece of equipment. An understanding of what happens as a result of carelessness with electricity may help avoid electric shocks. Electric current flows through the path of "least resistance." This path can be the human body. Such as happens when a defective piece of electrical equipment is handled when standing on a wet surface. The risk of shock is lessened by the use of a grounding plug or wire, which provides a better path. Insulating the body, such as by wearing rubber gloves or rubber soled shoes, also helps. Here are some general points to remember about electrical safety:

- Never use defective equipment, or equipment with a cracked, frayed, spliced, or work electric cord or missing the ground plug.
- Always grasp the plug, not the cord. To unplug equipment.
- Outlets with Ground Fault Circuit Interrupt (GFI) protection devices should be available for use in all areas around water supplies and in damp areas.
- Always use GFI outlets for tasks involving electrical equipment when they are available. For example, use a GFI for power source for a wet/dry vacuum when picking up scrub water.
- Portable GFI outlets may be used for areas where they have not been permanently installed but are necessary for safety.
- Never use electrical equipment around liquids, unless designed for this.

Fire Hazards

Fire safety means both preventing fires and taking the correct steps if a fire should occur. Fire prevention is the responsibility of all building occupants, but the maintenance staff has a special role to play. Good custodial housekeeping practices (for example, keeping litter and debris out of buildings, cleaning equipment, and vents) are important precautions to take against fire hazards. Being aware of the use of smoke detectors and fire alarms, storage of flammable and combustible materials, required means of egress and other related topics is critical to fire safety. Areas that often contain fire hazards are storage rooms that tend to accumulate trash, equipment rooms, furnace rooms, and the custodial closet. The facilities coordinator is in a unique position to recognize and eliminate potential fire hazards in many of these areas.

Any time a problem is noted, the facilities coordinator should notify either the maintenance supervisor or a building administrator.

GODURHAM employees' tasks can sometimes affect the level of fire resistance of an area. In many cases, the structural integrity of all or part of a building is necessary for adequate fire protection. GODURHAM staff members should never cause holes in partitions or doors, mar the surface of walls, floors, and floor coverings, or create gaps between frames and windows or doors without considering whether a possible fire hazard will arise. Damage is not the only way a fire hazard relating to building structures can be unintentionally created. By not using built in safeguards properly, the risk of fire damage is greatly increased. You should NEVER leave fire doors open, wedge smoke doors so automatic closing cannot occur or prop open doors or lids on flammable storage cabinets. The same is true for exit doors. There is never any justification for blocking routes of egress or for chaining exit doors closed, no matter how inconvenient a situation may be.

Four major sources of fire hazards are lightning, electricity, human carelessness, and chemical combustion. Lightning cannot be prevented, but its effects can be minimized by keeping buildings in proper shape. There are many other things a person can do to eliminate many of these other hazard sources.

- Watch out for defective outlets and be sure they are not used until repaired.
- Never overload a circuit with extension cords or multiple outlets and report any overloads that are noticed.
- Store flammable and combustible materials in approved containers, cabinets, or rooms.
- Debris should never be allowed to accumulate. Flammable materials and gas-powered equipment shall not be stored in electrical or mechanical rooms.'
- Cleanliness is important in fire hazard areas such as electrical and mechanical rooms. Dust can be flammable so should be removed from surfaces and equipment frequently.

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- Use extreme caution around fuel storage tanks. Any spark, or flame near damaged or defective valves or regulators could cause explosion as well as fire by igniting fumes that may have leaked out.
- Keep electrical equipment in good shape.
- Report strange noises or other unusual events observed about fan belts, gears, or any other part of a piece of equipment.
- Report any suspicious signs, such as a "burning smell".
- Hallways, aisles, and doorways must never be restricted or blocked by objects that prevent fast exit in case of emergency.
- Know what actions to take in case of fire. Prompt action can save lives and property. Fire Exit diagrams are posted throughout the facility. Know your exit paths Evacuation plan training is given to each employee annually
- Know who the fire marshal and safety officer are

Fire Extinguishers

If taking the time to use a fire extinguisher could put a life in danger ... DON'T.

All staff members shall receive annual training in the proper use of fire extinguishers and in the selection of the proper type extinguisher for the type of fire.

Use the proper type fire extinguisher for the fire. Fire extinguishers have a rating on the faceplate, which shows which class or classes of fire it can put out. If you must use an extinguisher remember the PASS method

- **P**ull the pin
- **A**im the extinguisher nozzle at the base of the flames.
- **S**queeze the trigger while holding the extinguisher upright.
- **S**weep the extinguisher from side to side, covering the fire with the extinguishing agent.

Physical Hazards

Another important area for safety awareness is in physical activity, such as lifting heavy loads and working on a ladder. Physical hazards occur most frequently wherever the technician is working. Wherever a ladder, mop, tools, or other equipment is used, there is potential for accidents for either the technician or others. Stairs, hallways, mechanical or boiler rooms and GODURHAM grounds are all likely places for tripping, falls, or cuts. Many back injuries, broken bones and wounds could be avoided through awareness, carefulness, and proper training. There are many job factors in which the technician can change or improve to help avoid this type of hazard. In this section we will discuss lifting techniques slip and fall hazards, ladder and stairway safety, power and hand tool safety and also dealing with the heat.

Proper Lifting Technique

The steps to be taken when lifting a heavy object are listed below:

- Size up the load. If too heavy to handle easily, get help or the proper equipment (such as a hand truck). Delaying the job a few moments to get assistance is better than risking an injury.
- Check the route. Decide the safest path to take with the load; see that the way is clear; be sure that where the load will be placed is ready.
- Get a firm footing and take a good grip--feet a little apart for good balance, one beside and one behind the object; keep back straight and aligned with the neck, bend knees, allowing legs instead of back to support the weight; grip the object with the whole hand including palms--not just the fingers.
- Keep the load close to the body. Tuck arms and elbows into the body and center all body weight over the feet. Lift with a steady thrust, starting with the rear leg.
- Never twist the body. Move the feet to change direction.
- Bend knees to put down the load. Be sure fingers are not caught underneath the object as it is put down.
- Wear proper protective gear, such as gloves, protective foot gear and other clothing, if the load requires special handling. For instance, wear protective gear when carrying liquid chemicals in containers that may leak, or objects with sharp edges.
- When help is required to move a load, teamwork should be practiced, and one person should call the signals.

REMEMBER:

PUSH, don't pull

MOVE, don't reach

SQUAT, don't bend

TURN, don't twist

Back Supports Help:

Support lower back and abdominal muscles

Reduce fatigue

Improve lifting posture

Act as a reminder

Back Supports DO NOT Make You Stronger

Slipping and Falling Hazards

Most floors and other surfaces look safe. Each year however, thousands of accidents occur by falling or slipping. Falls are the second most common cause of fatal injuries. The technician must be aware of many factors that cause slipping and falling-- either of the employee or others in the building.

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- Clothing can cause falls of inappropriate for the job. Clothing should not be too long or loose. Shoes should be slip resistant, preferably with rubber or other grip type soles. Sandals, clogs, or flip-flops are NOT allowed on the job.
- Be alert. Watch for things that can trip persons, such as wires, cords, litter or equipment in the aisles and walkways. This is important both inside buildings and on the grounds. When possible, remove or rearrange such objects so they are not in the way.
- Wet floors cause a particular hazard. When cleaning floors, place a "caution" wet floors" sign to warn people using the area. Added protection is gained by roping off the area whenever possible. Floors should be cleaned when traffic is lightest and should be dried as soon as possible. If the task calls for walking on wet surface, the technician should place feet carefully and move slowly.
- Spills and leakage from trash barrels or bags can create another problem situation. Empty a leaking trash container and clean up the spill as soon as possible.
- Falls are commonly caused by tripping over obstacles in walkways. The technician can thoughtlessly create this type of hazard for others on the grounds. All equipment and supplies should be stored properly, out of the walkways. Never leave tools or equipment lying around if they are not actually being used.

Stairway and Ladder Safety

Working at a distance above the ground also creates a potential falling hazard. There are many tasks that require the use of a ladder, scaffold, or other type of support. Stairways and ladders are among the most frequently used items on the job. Routine use of stairs and ladders can lead to carelessness. Accident figures show that traveling up and down stairs is not always as safe as it looks. Safety on ladders and stairways involves understanding what they were designed for and how to use them. GODURHAM has step ladders and extension ladders to help with the work needed.

SAFETY FIRST

NEVER use a support that was not specifically designed for such use. That is, use a stepladder not a chair.

Stepladders:

- Stand by them selves
- Are not adjustable in length
- Have a hinged back
- Have flat steps that are 6 to 12 inches apart
- Open at least one inch for each foot of the ladder's length.

Rules for using stepladders safely:

- Make sure ladder is fully open and the spreaders are locked.

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- Do not climb, stand or sit on the top two rungs.

Extension ladders:

- Lightweight and durable
- Adjustable in length
- Made up of two or more sections that travel in glides or brackets
- At least 12 inches wide
- No longer than 24-foot per section

Rules for using extension ladders safely:

- Have a co-worker help you raise and lower the ladder
- Never raise or lower the ladder with the fly section extended
- Be sure to secure or foot the ladder firmly before extending it
- Set up the ladder with about three feet extending above the work surface
- When using an extension ladder figure out and use the right set up angle or pitch. The distance from the foot of your ladder to the base of what it is leaning against should be about one fourth of the distance from the ladders top support to its bottom support

Inspection and Maintenance of Portable Ladders:

Ladders must be kept in good condition at all times. They need care and cleaning, especially when used in oily or greasy areas or left outside. Regular inspections will help make sure ladders are safe. Check each ladder in these ways:

- Look for broken or missing steps or rungs.
- Look for broken or split side rails and other defects.
- Feel for soft areas on wooden ladders.
- Check for rust or weakness in the rungs and side rails of metal ladders.
- Check fallen or misused ladders for excessive dents or damage.
- Tag defective ladders and remove from service immediately to prevent any accidents.

General Safety Tips for setting up and using portable ladders:

- Make sure the ladder will be standing on a firm level surface.
- Try not to set a ladder up in a passageway.
- If you must use a ladder in a passageway set out cones or barricades to warn passers-by.
- Never place a ladder on an unstable base for more height.
- Use both hands for climbing.
- Hoist your tools if carrying them would keep you from using both hands.
- Don't stretch in order to reach something. Climb down and move your ladder.
- Use wooden or fiberglass ladders for electrical work or in areas where contact with electrical circuits could occur.

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- Only one person should be on a ladder at any time. Whenever possible have an extra person hold the ladder steady.
- Do not use a ladder for anything other than a ladder.

Stairways:

A stairway is a series of steps and landings that has four or more risers. Stairways let you move from one level to another. Most stairway accidents occur because technicians do not realize the hazards of climbing stairs. Some common causes of stairway accidents are dangerously high stairways, poor lighting, poor housekeeping, and slippery or greasy steps. Some simple work practices will help you climb stairs safely:

- Pay close attention as you climb. On the way down look for the leading edge of each step.
- On poorly lit stairways be extra careful and take your time.
- Always use railings and handrails.
- Use the safe platforms provided when working on stairways.
- Clean up cluttered or slippery steps.

Using ladders and stairways properly is an important part of safeguarding your health.

Choose the right ladder for each job, follow the basic rules for using it safely and perform regular inspections and maintenance.

On stairways, pay close attention while you climb, use the handrails and help keep steps clean and free of clutter. Taking just a little extra care will enable you to climb stairways and ladders safely and with confidence.

Hand and Power Tool Safety

The mechanics and facilities coordinator use many tools for performing job tasks. It is easy to understand the need for safe working practices with, for instance, a large and powerful tool. However, even a small screwdriver can be hazardous if used improperly. Keeping tools in a state of good repair is an important way to avoid physical hazards. Ladders, jacks, hand trucks and all tools that are in good condition give more "margin of safety" to the person using them.

- Always use the proper tool for the job. Approach the use of a tool with respect and care. A moment's carelessness can cost an eye, or worse.
- Never use a defective tool.
- Always wear protective gear such as gloves, goggles, and hearing protection when performing any task involving hazardous tool usage.
- Do not overload a tool's capacity or try to hurry its operation.
- Disconnect power cord before adjusting tools, such as changing the blade on a saw.
- Always be conscious of where parts of the body are in relation to the tool being used.
- Keep tools in proper shape. A sharp knife is less dangerous than a dull one that must be forced through what is being cut.

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- Use only tools for which training has been received.
- Do not reach into waste containers or push trash into a partly full container with bare hands. Put waste with sharp edges in sturdy containers.
- Be aware of sharp edges on furniture or other objects being moved. Even the edges of a cardboard carton can cut badly.
- Do not put hands or head into places that have not been visually inspected for possible hazards.

Heat Stress

Your body is affected by heat stress on the job more than you might think. In addition to the medical hazards of heat stress, you are also more likely to have accidents in hot environments. A hot environment with high humidity may overload your body with heat. Wearing excessive amounts of clothing while performing heavy manual work in cold weather can have the same effect as a 95-degree day in the summer. This stress can result in a series of disorders ranging from sunburn to serious heat stroke. Your body metabolism produces internal heat during digestion, muscle activity, energy storage and breathing. In fact, your muscles release about 70 percent of their energy as heat. This warms your muscle and surrounding tissues. Since your body works well at a constant inner temperature of 98.6 o Fahrenheit, your body works to keep your temperature at 98.6° in a process called thermoregulation. The amount of heat that stays stored in your body depends on the environment, level of physical activity, type of work, time spent working and number and length of breaks between work periods. In addition to recognizing signs of heat stress and knowing first aid measures, you can prevent heat stress disorders through gradually getting used to the environment, proper work procedures and proper food and water intake.

CUSTODIAL SERVICES

Cleaning Frequency:

Custodial services is to be performed between the hours of 5:00pm and 12:00am daily, except DCTC-GODURHAM Holidays.

Office and Cubicles

Daily:

- Empty Trash Receptacles
- Police Litter
- Vacuum Carpeted floors Completely
- Remove Carpet Stains
- Spot Clean Building Surfaces
- Damp Mop Non-Carpeted Floors

Weekly:

- Remove Cobwebs from Walls, Ceiling, and Baseboards
- Dust building Surfaces

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- Dust furniture surfaces

Monthly:

- Spray Buff and Burnish Non-Carpeted Floors

As Requested by DCTC:

- Shampoo Carpet
- Strip and Refinish Floors

Conference Room and Training Room

Daily:

- Empty Trash Receptacles
- Police Litter
- Vacuum Carpeted floors Completely
- Remove Carpet Stains
- Spot Clean Building Surfaces
- Damp Mop Non-Carpeted Floors

Weekly:

- Remove Cobwebs from Walls, Ceiling, and Baseboards
- Dust building Surfaces
- Dust furniture surfaces

Monthly:

- Spray Buff and Burnish Non-Carpeted Floors as Requested by DCTC Shampoo Carpet
- Strip and Refinish Floors

Lounge / Break Rooms

Daily:

- Clean and Disinfect Fixtures Damp Mop Non-Carpeted Floors Disinfect Surfaces
- Empty Trash Receptacles
- Refill Dispensers
- Police Litter
- Spot Clean Building Surfaces
- Spot Clean Furniture I Appliance surfaces Vacuum Carpeted area completely Remove Carpet Stains
- Oust building Surfaces
- Dust Furniture Surfaces

Weekly:

- Remove Cobwebs from Walls, Ceiling, and Baseboards

Monthly:

- Spray Buff and Burnish Non-Carpeted Floors

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As Requested by DCTC:

- Strip and Refinish Floors
- Shampoo Carpeted Areas

Electrical Repair / Facilities Maintenance Office

Daily:

- Police Litter

Monthly:

- Damp Mop non-carpeted floors
- Dust building surfaces Dust furniture surfaces Empty Trash Receptacles
- Spot Clean Building Surfaces
- Spray Buff and Spray Buff and Burnish Non-Carpeted Floors
- Wet Clean Floors ext.,

As Requested by DCTC:

- Strip and Refinish Floors

Corridors

Daily:

- Clean and Disinfect Drinking Fountains
- Damp Mop Non-Carpeted Floors
- Empty Trash Receptacles Police and Vacuum Floor Mats Police Litter
- Spot Clean Building Surfaces
- Spot clean Furniture I Appliance Surfaces

Weekly:

- Remove Cobwebs from Walls, Ceiling, and Baseboards
- Dust building Surfaces
- Dust furniture surfaces
- Spray Buff and Spray Buff and Burnish Non-Carpeted Floors
- Wet Clean Floors

As Requested by GODURHAM:

- Strip and Refinish Floors

Storage Areas

Daily:

- Clean and Disinfect Fixtures Clean and Refill Floor Drains Damp Mop Floors

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- Police Litter
- Spot clean Body Surfaces

Weekly:

- Dust Building Surfaces Empty Trash Receptacles Police litter
- Remove Cobwebs from Walls, Ceiling, and Baseboards

Monthly:

- Spot clean building Surfaces
- Damp Mop Non-Carpeted Floors
- Remove Cobwebs from Walls, Ceiling, and Baseboards
- Custodial Closets

Restrooms and Showers

Daily:

- Clean and Disinfect Fixtures Clean and Refill Floor Drains Damp Mop Floors
- Disinfect surfaces
- Dust building surfaces Dust Fixture Surfaces Empty Trash Receptacles Refill dispensers
- Police Litter
- Spot Clean building surfaces

Weekly:

- Remove Cobwebs from Walls, Ceiling, and Baseboards

Monthly:

- De-scale Toilets and Urinals

Quarterly:

- Wet clean and Machine Scrub Floors

As Requested by GODURHAM:

- Strip and Refinish Floors

Exterior Entry Ways

Daily:

- Empty Trash Receptacles
- Police Litter
- Spot Clean Building
- Sweep Entrances, Sidewalks and Porches

Weekly:

- Remove Cobwebs from Walls, Ceiling, and Baseboards

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Air Vents and Returns

Weekly:

- Dust / Damp Wipe
- Remove Cobwebs

Assembling Equipment and Supplies

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Dust cloths
- Paper towels
- Putty knife/razor blade scrapper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dustpan
- Gum remover
- Protective glasses and gloves

GROUNDS MAINTENANCE

Summer

- Grass shall be cut based on weather according to the schedule established by the Contractor and Procurement Manager.
- All grass areas shall be over seeded and re-sodded as necessary.
- Asphalt surfaces shall be sealed every five years.

Fall

- Grass cutting shall continue until the growing season has ended.
- Leaves shall be raked and removed weekly.

Winter

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- Snow and ice shall be removed from entry ways and sidewalks at least 30 minutes prior to the start of operations.
- Sidewalks and entry ways shall be sanded/salted as necessary.
- When snow continues to fall after the start of operations, the entrances and sidewalks shall be cleared at least every two hours.
- Snow plowing shall clear all parking lots and driveways at least one hour prior to the start of operations. A decision to plow once operations have started shall be made by the Maintenance Manager. Maintenance staff shall assist in coordinating the movement of vehicles as necessary.

Spring

- All grass surfaces shall be raked as soon as weather conditions allow.
- All storm drains and culverts shall be cleared of debris.
- Mulch shall be placed around planted shrubs.
- Pesticides shall be applied as directed by the Grounds Supervisor.
- Spring athletic fields shall be marked prior to the first competition and as necessary thereafter.
- Trash shall be picked up and trash containers emptied after every event.

INTEGRATED PEST MANAGEMENT (IPM)

Four Points of IPM:

- Prevention of pest population.
- Application of pesticides only as needed.
- Selecting the least hazardous pesticides effective for control of targeted pests.
- Precision targeting of pesticides to areas not contacted or accessible to the employees or visitors.

What is IPM?

Integrated pest management (IPM) is a decision-making process following a set of detailed procedures describing how particular pest problems will be avoided or managed. Such pest management tactics may involve the activities of all users of a facility.

How a facility is used has great bearing on the types of pest problems which may occur. Integrated Pest Management (IPM) maintains a high standard of pest control while reducing reliance on pesticides. IPM is:

1. monitoring pests to detect problems early;
2. acting against pests only when necessary;
3. choosing the most effective control option with the least risk to people and the environment;
4. applying our growing knowledge about pests to create long-term, low-risk solutions.

Routine pesticide applications, made on a regular calendar-based schedule, are not part of IPM. Allowing pests to flourish, increasing health risks to building occupants and others, is also not part of IPM.

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IPM Policy

Pest management practices will be based on the following principles:

- Whenever possible, prevention of pests will be the primary strategy to hinder their establishment and reduce the need for pesticide use.
- Knowledge of the pest's identity, biology and life cycle will establish the basis for selection of appropriate management strategies.
- Monitoring of pest numbers and record-keeping will be used to identify pests and sites requiring management action.
- Management strategies will be selected after consideration of the full variety of available options. Strategies will include all practical structural, nonchemical and biological management measures. Chemical measures will be utilized only as a last resort, when other methods fail.
- When necessary, monitoring results will be used objectively to determine action thresholds (the defined level of unacceptable numbers of a particular pest) at which least toxic controls will be employed.
- Educational activities will be conducted to enhance the cooperation and understanding among staff, students and the public.

About KEY PESTS

A key pest is one that is usually encountered at unacceptable levels at least once each year. Geographic region and climate; surrounding landscape features; and type of construction, age and condition of buildings influence which pests become key pests for our facility. Typical key pests in and around our buildings include ants, birds, cockroaches, yellow jackets and rodents. Typical pests on grounds are weeds and crabgrass. Routine or regularly scheduled pesticide applications can mask key pests, which may not become apparent for some time after routine pesticide applications have been stopped. For key pests, it makes sense to plan ahead and determine which inspection and monitoring procedures will be used to detect problems early and how many pests or how much pest damage can be tolerated before action must be taken. Levels of weed tolerance and standards for turf maintenance are included in the IPM plan.

Key pests include:

- Ants
- Bees, wasps and yellow jackets
- Flies
- Cockroaches (prevention only)
- Mice
- Weeds, crabgrass

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PREVENTATIVE MAINTENANCE

Weekly

Emergency Generator (Weekly Maintenance)

For Standby Generator these procedures shall be performed weekly.

- A walk around inspection prior to starting
- Ensure the Control Switch/Key is off.
- Check the engine oil and coolant levels replenish if necessary
- Diesel engines normally consume lube oil at a rate of .25% to 1% of the fuel consumption.
- When adding coolant to the radiator systems always pour slowly to help prevent air from becoming trapped in the engine.
- Check the fuel level -fill as necessary
- Check the condition and tension of the fan and engine alternator belts, tighten as necessary.
- Check all hoses for loose connections or deterioration tighten or replace as necessary.
- Check the battery terminals for corrosion, clean as necessary.
- Check battery electrolyte levels; fill with distilled water as necessary.
- Check the control panel and generator set for heavy accumulation of dust and dirt, clean as necessary. This can cause an electrical hazard and give rise to cooling problems.
- Check air filter for restriction, replace as necessary.
- Check the area around the generator set for any items that could inhibit operation or cause injury. Ensure cooling air ventilation screens are clear.
- Visually check the entire generator set for signs of leaks from the fuel system, cooling system or lubrication seals.
- Periodically drain the exhaust system condensate traps if equipped.
- Ensure the alternator output Circuit breaker is in the off (handle down) position.

Every Two Weeks

Emergency Generator (Every Two Weeks)

Perform an operational check on the generator by starting and running the set for ONLY 5 minutes.

General Facility Inspections (Every Two Weeks)

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Lighting: Exterior and Interior (Every Two Weeks)

All lighting systems will be inspected biweekly. Extreme care must be taken to identify and correct deficiencies.

This checklist will be applied to the following lighting systems:

- Building exterior
- Pedestrian
- Parking area
- Building interior (Training Room, common areas, offices, hallways, exits, etc.)

Various fixture and lamp types are used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high-pressure sodium (HPS). It is

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important to fully wash, rather than dry-wipe, exterior surfaces to reclaim light and prevent further deterioration. Illumination will be maintained according to the Illuminating Engineering Society's recommended levels.

- Cleanliness, Voltage consistency, Glassware conditions, diffusing louver conditions.
- Counter reflector conditions, Fixture support conditions, Stanchion conditions, and Luminary conditions.
- Wire conditions, Ballast conditions, Timers/sensors function (make seasonal adjustments).
- Junction box and cover conditions, Switch conditions, Outlet and cord conditions (if applicable).
- Protective caging conditions (if applicable).
- Overall condition for deficiencies such as arcing, wire exposure, unauthorized connections, and moisture problems.

MONTHLY MAINTENANCE

Building condition and safety evaluation (Monthly Maintenance)

Doors and Windows

Inspect all doors and windows for general condition and operability. Adjust and repair as necessary.

- Windows
- Pane conditions
- Screen conditions
- Storm window conditions
- Lock operation
- Frame alignment and conditions
- Security
- Weather sealing condition Paint or surface conditions Blind function and conditions
- Hardware conditions and lubrication
- Overall condition

Doors and hardware

- Automatic closure operation: Must open with no more than 5 pounds of force pulling or pushing.
- Lock operation
- Hardware conditions and lubrication
- Weather sealing condition Paint or surface conditions
- Frame alignment and conditions
- Door stop placement and stability
- Alarm system operation
- Overall condition

Gas Connections

The following check shall be performed monthly for all gas connections and main valves throughout the facility. The gas company should be contacted if:

- There is an odor of gas anywhere at any time, or
- Valves cannot be turned off or appear to be rusted or damaged, or

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- For minor repairs if maintenance personnel do not have adequate training or tools.

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted.

Possible undetected leakage: Visually check

Do not open and close valves

Procedure: Perform a bubble test with soap and water or use a handheld combustible gas detector (of professional quality).

Restrooms

The following checklist shall be applied monthly to all restrooms within the facility.

Fire Safety:

- Electrical outlet load
- Positioning of paper/flammable materials away from heat sources
- Accessible route
- Visible exit

ADA Accessibility:

- Accessible toilet stalls with wheelchair turning radius
- Handrail stability and condition
- Overall condition

Plumbing:

Inspect all component conditions for deficiencies such as leakage, corrosion, and failure potential

Sinks and hardware

- Faucet function and hardware conditions
- Drain function
- Water flow/pressure
- Overall condition

Urinals:

- Water flow/pressure
- Cap and part conditions
- Overall condition

Toilets:

- Water flow/pressure
- Cap and part conditions Seat support conditions Overall condition

Dispenser Operation and Conditions (soap, paper towels, etc.):

- Stability
- Surface conditions for deficiencies such as sharp or worn areas or vandalism
- Part conditions
- Security
- Overall condition

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Partitions:

- Stability
- Surface conditions for deficiencies such as sharp or worn areas or vandalism
- Part conditions
- Security
- Overall condition Overall cleanliness
- Overall privacy
- Overall appearance for damage and vandalism such as graffiti

Trash Receptacles:

- Sanitation conditions
- Stability
- Overall condition

Mirrors:

- Cleanliness
- Overall condition for deficiencies such as cracks, sharp edges, or vandalism

Break Rooms

Break Rooms and dining areas contain many pieces of equipment that can jeopardize life safety if preventive maintenance is neglected. The following monthly checklist includes common cooking equipment and dining furniture. Preventive maintenance for general features including Lighting, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.

Fire Safety:

- Electrical outlet load
- Positioning of paper/flammable materials away from heat sources
- Accessible route
- Emergency exit visibility

Equipment:

Note: When checking equipment, first consult operating or area personnel for any deficiencies. For each item, check overall condition, switches, timers, piping and valves for leaks, wiring, pilots, doors, gaskets, and belts, where applicable. Always follow manufacturers' guidelines.

- Refrigerator(s)
- Microwave Oven
- Coffee Maker
- Toaster
- Floor condition
- excessive wear
- stains
- tripping hazards
- Furniture: counters, tables, benches, and chairs
- Stability
- Surface condition for deficiencies such as rough areas or protruding hardware
- Overall condition

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Training Room

While the bus training room usage can vary and require special equipment, The Training Room has, in recent years, grown to accommodate audiovisual, computer, and collaborative learning equipment. All of these elements create a need for more intensive maintenance and greater diligence during the monthly PM process.

Staff should check with administration regarding off-hours use of these areas and equipment, which may limit their availability for maintenance procedures. PM for, Lighting, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to Training Room area. Refer to the corresponding checklists.

Fire Safety:

- Electrical outlet load
- Positioning of paper/flammable materials away from heat sources
- Accessible route
- Emergency exit visibility

Furniture: desks, chairs, tables, and shelves

- Surface conditions for deficiencies such as excess wear, rough areas, or protruding hardware
- Part conditions
- Cleanliness
- Stability
- Overall condition
- Clock function

Audio/Visual Equipment:

- Overhead equipment condition and stability
- Housing condition
- Electrical service condition
- Part conditions
- Screen operation and condition
- Speaker system operation
- Electrical cord and outlet conditions
- Overall condition

Computer System/Workstations:

- Electrical integrity/surge protector conditions
- Equipment condition
- Cleanliness
- Overall operation
- Workstation and member parts function
- Overall condition

Flooring:

- Excessive wear
- Stains
- Tears
- Tripping hazards

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Trash Receptacles:

- Location
- Cleanliness
- Overall condition
- Overall condition for debris and safety hazards

Emergency Generator (Monthly Maintenance)

Monthly perform an operational and load check on the generator set by starting and running the set on at least 50% load {50KW) load for 1 to 2 hours.

If generator has been run for 8 hours or more in the month:

- Check the coolant level by a properly trained person.
- Check the water in fuel pre-filter
- Check the oil level
- Check for sufficient oil pressure

Fire Extinguishers (Monthly Maintenance) - See also "Annual Inspection of Fire Extinguishers"

- Check the gauge on the extinguisher.
- It should register in the green area
- Make a note of where the needle is at this time (you will compare this location later)
- Check the Tag
- Ensure the extinguisher had been inspected within the past 30 days
- Ensure the extinguisher hydrostatic inspection has not expired
- Check the hose for damage or obstruction. Look in the end of the hose for insect nests.
- Remove the extinguisher from the mount
- Check the mount for stability
- Ensure the location has a three-foot clearance from obstructions
- Ensure signage is in place identifying the extinguisher location
- With the extinguisher in your hands invert it five times to loosen the agent inside the extinguisher.
- Check the Gauge again
- The gauge should still be in the green
- Did the gauge position change from step one? If so, remove the extinguisher form service.
- Check the silver pin is in place
- Check the seal is in place

Landscape / Hardscape (Monthly Maintenance)

Due to the comprehensive nature of preventive maintenance, select critical areas within the landscape domain should he inspected monthly? Note: Make sure the actual number of drains and their locations correspond with those shown on the "as built" drawings.

- Proper water flow
- Piping conditions
- Cover conditions

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- Vegetation conditions for deficiencies such as root systems near buildings and walkways, shrubs and trees near buildings and power lines, vines on buildings (except as designed), and overgrown shrubs, dead trees in need of removal.

Asphalt

Asphalt surfaces at the facility receive extensive wear and tear from contact with buses, cars, trucks and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for facility personnel to take monthly measures to promptly address and anticipate failing elements. The Americans with Disabilities Act also requires accessible parking spaces and pathways, slip-resistant surfaces, and curb cuts.

This checklist can be applied to all of the following areas:

- Walkways, Parking lots, Driveways, Other athletic activity areas (Basketball Goal)
- Parking bumper conditions and position
- Speed bump conditions
- Striping and pavement signage conditions
- ADA accessibility
- Signage (See also Signage checklist)
 - Compliance with codes and standards
 - Message currency
 - Visibility
 - Overall condition
- Edge conditions
- Surface conditions for deficiencies such as buildup from salt, ice melting materials, motor oil, or gasoline
- Overall appearance
- Overall condition for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking, cracking, and tripping hazards

Signage

Signage is not only important for directing occupants and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message to the community by making the facility as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy. The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.

- Compliance with codes and standards
- Cleanliness
- Accuracy of message
- Accuracy of lettering and numbering
- Adherence to surface or stabilizer
- Hardware conditions
- Illumination (if applicable)
- Location and visibility
- Paint condition
- Overall appearance

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- Overall condition for deficiencies such as excessive wear, missing or broken parts, obstruction from view, or message inaccuracy

Exterior Stairs, Decks, and Landings (Monthly Maintenance)

The following is a PM checklist for exterior stairways, decks, and landings. Facility personnel should carefully check the building materials, particularly concrete, on a monthly basis. {The Exterior Lighting checklist is also applicable to these areas.}

Concrete

- Expansion joint conditions
- Metal spacer conditions
- Overall condition for deficiencies such as alkali-aggregate expansion, cavitation {honeycombing, spalling around projections}, chips, cracks, crazing, dusting, efflorescence, charred and spalled surfaces, stains, lifted areas, pock marks/pop-outs, scaling, tripping hazards, unevenness, or voids.

Railings

- Stability
- Hardware conditions
- Overall condition

Wood material (if applicable)

- Stability
- Overall condition for deficiencies such as dry rot, termites, instability, worn edges, cracks, holes, and splintering

Coverings

- Surface condition
- Overall integrity
- Overall condition

Footings/Foundation

- Stability
- Overall condition for deficiencies such as cracks and broken or missing components

Pest Control (Monthly Maintenance)

Orkin is contracted for pest control. There are two bait boxes outside the building, and several traps and sticky boxes placed throughout the facility. An Orkin representative will inspect these devices monthly.

SEMI-ANNUAL MAINTENANCE

Emergency Generator (Semi-Annual Maintenance)

Every 6 months or 250 hours repeat the daily procedures every time run.

- Check all control system safety devices by electrically simulating faults.
- Clean all battery cap vents.
- Tighten all exhaust connections.
- Tighten all electrical connections.
- Check the amount of coolant.
- Check for water in the fuel pre-filter.
- Check the drive belts.
- Check compressor air filter if one is fitted.
- Start the engine and observe the instrument panel to ensure that all gauges and meters are operating properly.
- If a spare arrestor has been fitted, this should be removed and thoroughly cleaned to remove any carbon build-up.

Boiler (Semi-Annual Maintenance)

Every six months these inspections and maintenance must be performed on the boiler.

- Clean combustion air fan area as required. (Located in top right chamber of boiler).
- Combustion air fan must be checked and lubricated with non-detergent 20 weight oil.
- Water Circulation Pump Oil as necessary use SAE30 weight oil or lubricant specified by pump manufacturer.
- Main burner flame pattern: use the view port below the water connection.
 - **Normal flame:** Blue without yellow tips and a well define inner cone and with no flame lifting.
 - **Yellow Tip:** Can be caused by blockage or partial obstruction of air flow to the burner.
 - **Yellow Flames:** can be caused by blockage of primary air flow to the burner, Venturi tubes not properly in place or excessive gas input. This condition **MUST** be corrected immediately.
 - **Lifting Flames:** can be caused by over firing the burner or excessive primary air.
- Look for soot accumulation around the burners and flue.
- Any sign of soot at the burners indicates a need for cleaning; the cleaning procedure must **ONLY** be performed by a qualified serviceman or installer.

HVAC Systems (Semi-Annual Maintenance)

Planned Maintenance inspections in spring and fall. In general, the contractor must as appropriate clean, adjust maintain, tighten and lubricate the HVAC equipment. These inspections are to include but are not limited to:

- Performance Quality Evaluation
- Cleaning of condensate Drains, Condenser coils every Spring (Annually)
- Calibrate all safety controls and thermostats.
- Tighten all electrical connections, mounts fittings and clamps at the units and all conduit
- Adjust belts and all other mechanical adjustments.

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- Inspect all belts replace all necessary
- Lubricate motors, bearings and linkages
- Replace all filters.
- Contractor to provide all belts and filters.
- Change all belts at Spring inspection (Annually)

Structural Members (Semi-Annual Maintenance)

Preventive maintenance entails a comprehensive visual inspection of each building material twice a year. Particular emphasis during this inspection process should be on load-bearing support areas that can be observed externally during a walking tour. The greatest cause of building demise is the penetration of water. Particular attention should be given at this time to evaluate the potential for access by water into building materials.

- Beam integrity for deficiencies such as rot, termites, bowing, splitting, slippage, or fungus
- Foundation condition for deficiencies such as cracking, slippage, or water encroachment
- Joist conditions for deficiencies such as rot, termites, bowing, splitting, or fungus
- Overall building integrity for signs of structural failure
- Sill conditions for deficiencies such as rot, termites, or fungus
- Stud conditions for deficiencies such as rot, termites, bowing, splitting, or fungus
- Wall conditions
 - Masonry for deficiencies such as cracks, scaling, mortar, crumbling, or efflorescence
 - Wood for deficiencies such as termites, peeling paint, dry rot, popping, or fungus
- Overall condition

Overhead Doors (Semi-Annual Maintenance)

This facility has 15 overhead steel doors. Motor Operated doors require no special maintenance other than periodic checking to see that mechanical parts were necessary is lubricated and all electrical compartments are clear of dirt. Service technician should first familiarize himself with proper sequence of operation of the operator and all related controls. Power to operator must be shut off when removing or replacing covers on electrical components, making adjustments or performing maintenance.

Annual Inspections will be conducted by a third-party contractor, and are to include (but not limited to):

- Check wire connections for tightness and wire insulation for defects of abrasions.
- Check to see that all conduit connections are secure.
- Check wires to safety edge if unit is equipped with safety to reverse feature.
- Activation Devices
- Safety Devices
- Hand chain/ Sprocket
- Limit Switches, Coil cord/ Reel
- Drive Mechanism, chains and Sprockets
- Electric Motor
- Locks, Slide bolts
- Curtain, Sections, Slats
- Pulleys, Bearings
- Barrel, Shaft, End Plates

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- Cables, Belts, Springs
- End blocks, Wind Bars
- Guides, Tracks, Wall Angles
- Bottom bars

Each item above must be inspected, lubed, or adjusted as needed by the manufacturer recommendation. In addition, there is one roll up drop fire door at the parts counter. This door must be inspected by a qualified inspector annually and tagged. This inspection is to include all the above and the drop test to certify the door each year.

ANNUAL MAINTENANCE

Backflow Devices (Annual Maintenance)

Backflow devices prevent the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source other than intended. All backflow devices shall be tested annually by a certified contractor. Maintenance personnel shall monitor the contractor's performance and obtain written certification upon completion of work.

Backflow devices (shall be tested only by a certified contractor). Devices are typically tested in December each year. Documentation is filed with the City of Durham.

Boiler (Annual Maintenance)

Once a year the following inspections and maintenance is needed.

- Examine the venting system. Check all joints and pipe connections for tightness, corrosion or deterioration.
- Clean screens in the venting air intake system as required.
- The entire system including the venting system shall be inspected by a qualified service agency.

Electrical Systems (Annual Maintenance)

Electrical systems and closets shall be inspected annually. Maintenance personnel will be familiar with the locations of all electrical equipment, including circuit breakers, fuses, main feeders, sub feeders, panel boards, and substations. All wiring shall be in compliance with the National Electric Code. The safety of workers is paramount; staff shall ensure that power is shut off and/or lines are de-energized where work is performed and that the LOCK-OUT TAG-OUT system is used. Electrical equipment will be serviced by outside contractors unless there is a licensed journeyman electrician among the in-house staff.

Distribution system

Equipment Cleanliness:

- Wire and cable conditions for deficiencies such as corrosion, dirt, moisture, and fire hazards
- Connection conditions
- Lock security and lubrication

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- Utility room cleanliness and safety
- Overall integrity
- Overall condition for deficiencies such as loose wires, debris, corrosion, potential power failure, and water encroachment

Circuit Breakers:

- Oil level and potential leakage
- Hardware conditions
- Porcelain condition
- Cotter pin conditions
- Air supplier operation
- Overall condition for deficiencies such as corrosion, noise, and excessive temperatures
- Fuses
- Insulator conditions for deficiencies such as burns or cracks
- Contact surface conditions for deficiencies such as burning, pressure, and misalignment
- Fuse holder conditions
- Hardware condition
- Overall condition

Emergency Generator (Annual Maintenance)

The emergency generator should be maintained annually. However, during the year, the fuel level, battery charge, cleanliness, and wiring shall be checked monthly. PM shall also be performed after each use of the generator.

- Operation
- Fuel level
- Oil and engine air filter conditions
- Battery charger condition
- Battery conditions for proper charge and connection
- Gauge conditions
- Circuit breaker conditions
- Activation device conditions (starter, pull cord, switches, etc.)
- Spark plug conditions
- Terminal conditions
- Belt conditions for deficiencies such as wear and stress
- Wiring conditions
- Cleanliness
- Overall condition

Fire Extinguishers (Annual Maintenance)

There are 23 fire extinguishers throughout the facility. The following annual PM checklist is for fire extinguishers throughout the facility. This inspection and certification must be conducted by a licensed specialty contractor and should be scheduled in advance to ensure that the date on extinguishers will not expire. Monthly inspections of fire extinguishers' general condition, housing, and location per code shall be conducted as part of preventive maintenance procedures throughout the facility.

- Certification

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- Charge
- Housing condition
- Hose condition
- Proper location per code
- Overall condition

Hot Water Heaters (Annual Maintenance)

Preventive maintenance of hot water heaters shall be performed annually

- Circulation pump connections
- Gas flame color (gas pilot should be blue with yellow at tip)
- Burner conditions for deficiencies such as corrosion, inordinate flame pattern, and cinders
- Pilot function
- Tank plate and jacket conditions for deficiencies such as corrosion or rust
- Door and lock function
- Drain valve lubrication and function
- Earthquake strap and bolt conditions
- Gas shut-off valve lubrication and function
- Piping supply lines for leaks
- (Note: Use soap and water and/or hand-held gas detector)
- Pressure relief valve function
- Temperature setting
- (Note: Use commercial grade thermometer)
- Draft diverter conditions
- Flue and chimney conditions
- Vent condition
- Utility room for deficiencies such as dirt, debris, and storage of materials
- Overall condition for deficiencies such as rusts in water, water and fuel leaks, and unusual sounds or odors

Roofing (Annual Maintenance)

The roof is the most costly and abused area of the facility, subject to a variety of weather conditions and temperature fluctuations. The early discovery and preventive maintenance of minor deficiencies extends its life and reduces the chance of premature failure and costly repairs.

Annual inspections of both membrane and building components shall be conducted. Adequate time will be allotted to properly perform the many tasks involved in inspection. A roof will be surveyed completely, either by carefully walking it in its entirety where accessible (wearing soft shoes), or by visual inspection with binoculars where inaccessible. Visual inspection from the interior side is also important.

Attention should be paid to southern and northern exposures, weather-generated problems, horizontal lines, peak areas, and areas of sagging. Ventilation areas should also be examined for obstructions.

Inspect the following areas:

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- Supporting structural integrity for deficiencies such as cracks, moisture stains, and potential failure
- Flashing conditions for deficiencies such as water penetration, displacement, oxidation, excessive stretching, delamination, and tearing
- Surface conditions for deficiencies such as contaminants such as exhaust or vegetation buildup
- Subsurface conditions (including insulation) for signs of moisture penetration
- Membrane conditions
- Chimney conditions
- Parapet integrity
- Plumbing stack vent and roof connection conditions
- Roof ventilation conditions
- Skylight conditions for deficiencies such as broken glass or frames and flashing corrosion or rust
- Structural conditions for deficiencies such as settling of the deck, membrane splits, or cracks in walls
- Roof edging conditions for deficiencies such as deterioration and loose fasteners
- Expansion joint conditions for punctures, splits, and insecure fasteners
- Shingle conditions
- Overall condition

Gutters/Roof Drains

Drainage devices are important in protecting buildings from water intrusion and damage. The following is an annual preventive maintenance checklist for gutters, downspouts, scuppers, and roof drains.

Maintenance personnel shall ensure that these areas are free of debris such as leaves and branches, and that large debris has also been removed from the roof. Inspect the following areas:

- Mounting stability
- Bolt, screw, and strap conditions
- Discharge area function for proper drainage away from building
- Joint conditions and stability
- Roof atrium drains
- Cleanliness
- Caulking condition
- Mounting stability
- Overall condition for deficiencies such as blockage and cracks
- Seam and elbow conditions
- Gutter positioning toward downspouts
- Overall condition for deficiencies such as corrosion, rust, blockage, obstructions, and disconnection

Sewer Laterals (Annual Maintenance)

All drain lines in the physical facility connect to the main drain, which is referred to as the "sewer" beyond the foundation. All sewer lines outside of the foundation have clean-out points at various locations. Reaming from these points requires the use of a high-power hose, hydro-jet, or power equipment. Sewer laterals should be annually reamed from clean-out points by a qualified contractor.

- Caulking condition adjacent to building exit point
- Plug conditions
- Pipe integrity

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- Plaster condition adjacent to building exit point
- Overall condition for deficiencies such as soil erosion (if line exits ground)

Storm Drains (Annual Maintenance)

Storm drains or sewers are underground systems used to collect and dispose of surface water. They shall be cleaned and flushed annually to ensure blockages are removed and piping is functional.

Inspect the following areas:

- Grate conditions
- Cover conditions
- Adjacent concrete or asphalt conditions
- Drainage
- General safety conditions
- Overall condition for deficiencies such as dirt buildup mound drain that might preclude proper directional flow

EVERY FIVE YEARS

Fire System Certification (Every Five Years)

Comprehensive servicing and certification of the entire fire suppression system should be done every five years in accordance with current local, state, and federal requirements, including NFPA-defined guidelines. A licensed state contractor must be used, and this work shall be validated by local fire authorities.

The following items should be inspected by the contractor during this process.

- Signal initiation
- Manual alarm operation
- Water flow system components including:
 - Valves
 - Piping
 - pressure regulators gauges
 - sprinkler heads shut-off operation
- Smoke detection systems
- Voice systems
- Automatic extinguishing systems Signage, visual notifications Supervisory signals
- Maintenance testing and protocol Central station monitoring
- Code compliance

Fire system certification (should be tested only by a certified contractor)

EVERY TEN YEARS

FACILITY EQUIPMENT PREVENTATIVE MAINTENANCE

Addendum to Facility Maintenance Program (1/1/2015).

Walk Behind Floor Scrubber / Parking Lot Sweeper (Quarterly Maintenance)

- Quarterly Preventative Maintenance Inspection will be performed to manufactures specifications.
- All components are tested for proper operation to factory specs.
- Replacement of all parts that fail factory specifications
- Machine tested and ready for operation.

Rotary Parallelogram Lift Systems (Generation 3 Flush & Surface Lifts)

- Annual Preventive Maintenance Inspection (By an Amortized dealer)
- Inspect an adjust all safety locks
- Inspect Safety stop bar
- Inspect Hydraulic System
- Inspection of electrical motors and wiring
- Inspect for any structural damage
- Lubricate all pins
- Repair or replace any safety defect found per manufactures specification
- Test for proper operation per manufactures specifications

Steril Koni Mobil Lift

- Annual Preventive Maintenance Inspection (By an Amortized dealer)
- Inspect an adjust all safety locks
- Inspect Hydraulic System
- Inspect for any structural damage
- Inspect and Lubricate all moving parts
- Inspect Hydraulic System
- Inspect electrical cables for damage
- Inspection of electrical motors and wiring
- Repair or replace any safety defect found per manufactures specification
- Test for proper operation per manufactures specifications

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Monthly Jack Stand Safety Inspection Log

Date: _____

Inspected By: _____

Jack Stands
Tall

Any Damage and/or
missing parts?

If Yes. Explain what is damaged
and/or missing

Circle one

11	Yes	No	_____
12	Yes	No	_____
13	Yes	No	_____
14	Yes	No	_____
15	Yes	No	_____
16	Yes	No	_____
17	Yes	No	_____
18	Yes	No	_____
41	Yes	No	_____
42	Yes	No	_____

Short

<u>1</u>	Yes	No	_____
<u>2</u>	Yes	No	_____
<u>3</u>	Yes	No	_____
<u>4</u>	Yes	No	_____
<u>5</u>	Yes	No	_____
25	Yes	No	_____
26	Yes	No	_____
27	Yes	No	_____
28	Yes	No	_____
29	Yes	No	_____
30	Yes	No	_____

Air Lift

20	Yes	No	_____
----	-----	----	-------

Jacks

6	GRAY TSL. 50.000 lbs.	Yes	No	_____
40	Blue	Yes	No	_____

Monthly Ladder Inspection Checklist



Inspection Date _____ Inspected by _____ Ladder _____

General	Needs Condition Repair	OK
Joints tight between the side rail and steps.....	<input type="checkbox"/>	<input type="checkbox"/>
Metal hardware is secure.....	<input type="checkbox"/>	<input type="checkbox"/>
Splits inside rails.....	<input type="checkbox"/>	<input type="checkbox"/>
Gouges, dents greater than 10% of thickness.....	<input type="checkbox"/>	<input type="checkbox"/>
Worn, crushed, cracked, split, splintered, missing, rungs Steps, tops or platforms.....	<input type="checkbox"/>	<input type="checkbox"/>
Play of 3/4 inch in the rails due to loose rungs or steps.....	<input type="checkbox"/>	<input type="checkbox"/>
Broken or bent guide irons, spreader or locks.....	<input type="checkbox"/>	<input type="checkbox"/>
Rusted or corroded spots.....	<input type="checkbox"/>	<input type="checkbox"/>
Damaged or worn non-slip bases.....	<input type="checkbox"/>	<input type="checkbox"/>
Rivets sheared, pulled through, uncurled, loosened.....	<input type="checkbox"/>	<input type="checkbox"/>

Stepladders

Loose or bent hinge spreaders.....	<input type="checkbox"/>	<input type="checkbox"/>
Stop on hinge spreaders broken.....	<input type="checkbox"/>	<input type="checkbox"/>
Loose hinges.....	<input type="checkbox"/>	<input type="checkbox"/>
Damage to the pail shelf.....	<input type="checkbox"/>	<input type="checkbox"/>

If any item needs repair, tag the ladder 'Do Not Use' and

**Durham Station
Transfer Center weekly inspection**

<u>Bus Platform</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Gum	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Oil spills	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Slip,Trip,Fall Hazards	YES <input type="checkbox"/> NO <input type="radio"/>	_____

<u>Cab/Taxi Area</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Gum	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Slip,Trip,Fall Hazards	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Oil spills	YES <input type="checkbox"/> NO <input type="radio"/>	_____

<u>Greyhound/Mega Bus Area</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Gum	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Slip,Trip,Fall Hazards	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Oil spills	YES <input type="checkbox"/> NO <input type="radio"/>	_____

<u>Go Durham Bus Docking Area</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Gum	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Slip,Trip,Fall Hazards	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Oil spills	YES <input type="checkbox"/> NO <input type="radio"/>	_____

<u>Building Entrances</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Gum	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Slip,Trip,Fall Hazards	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Doors	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Locks	YES <input type="checkbox"/> NO <input type="radio"/>	_____
ADA	YES <input type="checkbox"/> NO <input type="radio"/>	_____

<u>Building Exterior</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____
Slip,Trip,Fall Hazards	YES <input type="checkbox"/> NO <input type="radio"/>	_____

<u>Building Interior</u>	<u>Any Issues</u>	<u>If Yes explain</u>
Graffiti	YES <input type="checkbox"/> NO <input type="radio"/>	_____

Go Durham Facility Maintenance Plan

Slip,Trip,Fall Hazards YES NO _____
 Lighting YES NO _____
 Doors YES NO _____
 Cleanliness YES NO _____
 Safety Hazards YES NO _____

Security Any Issues If Yes explain
 Cameras YES NO _____

GO DURHAM
 Daily Lot and Pond Inspection

Date: _____

Inspected By: _____

Bus #	Spill	Fluid	Cleaned
301			
302			
303			
308			
320			
321			
322			
324			
325			
326			
327			
328			
329			
330			
331			
501			
801			
802			
803			
804			
805			
806			
1001			
1002			
1003			

Bus#	Spill	Fluid	Cleaned
1201			
1202			
1203			
1204			
1205			
1701			
1702			
1703			
1704			
1705			
1706			
1707			
1708			
1709			
1710			
1711			
1712			
1801			
1802			
1803			
1901			
1902			
1903			
1904			

Go Durham Facility Maintenance Plan

1004				Number of Storm water baskets replaced	
1005					
1006				POND	YES
1007					
1008				Absorbent Booms Need Changing?	
1010				If YES were, they changed	
1011				Fluid Types	
1012					
1013				Oil	Hydraulic
1014				Transmission	Anti-Freeze
1015				Def Fluid	Fuel
1016				Notes	
1017					
1018					
1019					
1020					

Go Durham Monthly Extinguisher Inspection

<i>Extinguisher</i>	<i>Location</i>	<i>INT</i>	<i>Comments</i>
1820 F.E. #1	Service Lane		
1820 F.E. #2	Service Lane		
1820 F.E. #3	Maintenance Hallway		
1820 F.E. #4	Maintenance Hallway		
1820 F.E. #5	Maintenance Shop		
1820 F.E. #6	Maintenance Shop		
1820 F.E. #7	Maintenance Shop		
1820 F.E. #8	Maintenance Shop		
1820 F.E. #9	Bulk Storage Room		
1820 F.E. #10	Parts Room		
1820 F.E. #11	Fair Box Room		
1820 F.E. #12	Conference Room		
1820 F.E. #13	Breakroom		
1820 F.E. Forklift	Parts Room		
1820 F.E. Forklift	Fluid Room		
1820 F.E. Fluid Room	Fluid Room		
1820 F.E. Catwalk 1	Catwalk		
1820 F.E. Catwalk 2	Catwalk		
1820 F.E. Mezzanine	Mezzanine		
1903 F.E. #1	Rear Door		
1903 F.E. #2	Side Door		
1903 F.E. #3	Front Door		

Go Durham Facility Maintenance Plan

Administrative F.E. #1	Front Door		
Administrative F.E. #2	Side Door		
Administrative F.E. #3	Rear Door		

Inspectors Signature: _____	Date: _____
Inspectors Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Director Signature: _____	Date: _____

Go Durham Daily Facility Check Sheet

Inspector: _____

DATE: _____

INSPECTION START _____

INSPECTION END _____

Problems Found

	SERVICE LANE	YES	NO	NOTES	CLEANED OR REPAIRED	INT/DATE
1	CHECK DRIP PAN (FULL OR DIRTY)					
2	CHECK FOR TRIP/SLIP HAZARDS					
3	CHECK FUEL NOZZLE (NO LEAK)					
4	CHECK PRESSURE WASHER					
5	CHECK CLEANER FLUIDS					
6	CHECK FLUID LINES FOR DAMAGES/LEAKS					
7	CHECK UPSTAIRS/DOWNSTAIRS DOORS (CLOSED)					
8	CHECK UNBLOCKED FIRE EXTINGUISHERS					
9	CHECK FOR RAGS/TRASH					
10	CHECK ALL OUTLETS/PLUGS (GROUND/DAMAGE)					
11	CHECK ALL TRASH CANS					
	CUSTODIAL CLOSET	YES	NO		CLEANED OR REPAIRED	INT/DATE
12	CHECK CUSTODIAL CLOSET (TRASH/FULL MOP BUCKETS)					
	HALLWAYS	YES	NO		CLEANED OR REPAIRED	INT/DATE
13	CHECK DRINKING FOUNTAINS (CLEAN/EMPTY DRAIN)					
14	CHECK FLOORS					
15	CHECK TRASH CANS					
16	CHECK COFFEMAKER (CLEAN/EMPTY)					
17	CHECK UNDER STEPS					
18	CHECK FOR TRASH ON TOP OF LOCKERS					

Go Durham Facility Maintenance Plan

	BATHROOMS	YES	NO		CLEANED OR REPAIRED	INT/DATE
19	CHECK SINKS AND SOAP					
20	CHECK URINALS					
21	CHECK TOILETS					
22	CHECK TOILET PAPER TOWELS					
23	CHECK FLOORS FOR TRASH					
	OFFICES (DONALD/EARL/BOB/CASEY/JAMES)	YES	NO		CLEANED OR REPAIRED	INT/DATE
24	CHECK TRASH CANS					
25	CHECK FLOORS					
	PARTS ROOM	YES	NO		CLEANED OR REPAIRED	INT/DATE
26	CHECK WALKWAY					
27	CHECK DISCONNECTION BOX CLEARANCE (3FT)					
28	CHECK FLOORS FOR OIL OR TRASH					
29	CHECK ALL DOORS (CLOSED)					
30	CHECK FORKLIFT (GAS OFF/FORKS DOWN)					
	BOLT BIN ROOM	YES	NO		CLEANED OR REPAIRED	INT/DATE
31	CHECK WALKWAY					
32	CHECK DISCONNECTION BOX CLEARANCE (3FT)					
33	CHECK FLOORS FOR OIL OR TRASH					
34	CHECK ALL DOORS (CLOSED)					
	BREAK ROOM	YES	NO		CLEANED OR REPAIRED	INT/DATE
35	CHECK MICROWAVE					
36	CHECK TABLES					
37	CHECK PAPERTOWELS					
38	CHECK FLOORS					
39	CHECK TRASH					

Go Durham Facility Maintenance Plan

	MAINTENANCE SHOP	YES	NO	NOTES	CLEANED OR REPAIRED	INT/DATE
40	CHECK ALL AIR LINES (DAMAGES/ROLLED UP)					
41	CHECK DRIP PANS (FULL/DIRTY)					
42	CHECK ALL OIL DRUMS (FULL/DIRTY)					
43	CHECK DISCONNECTION BOX CLEARANCE (3FT)					
44	CHECK EYEWARE/HEARING PROTECTION FULL					
45	CHECK FOR TRIP/SLIP HAZARDS					
46	CHECK ALL DOORS (CLOSED)					
47	CHECK DAMAGED TOOLS/EQUIPMENT					
48	CHECK FOR RAGS/TRASH					
49	CHECK ALL CONTAINERS LABELED PROPERLY					
50	CHECK ALL OUTLETS/PLUGS (GROUND/DAMAGE)					
51	CHECK FLUID LINES FOR DAMAGES/LEAKS					
52	CHECK ALL TRASH CANS					
53	CHECK SHOP FLOORS (OIL SPILLS/TRASH)					
54	CHECK HANDWASH STATION					
55	CHECK TABLES					
56	CHECK GRINDING WHEEL, MASK FOR DAMAGE					
57	CHECK ALL DOORS (CLOSED)					
	TIRE ROOM	YES	NO		CLEANED OR REPAIRED	INT/DATE
58	CHECK WALKWAY					
59	CHECK DISCONNECTION BOX CLEARANCE (3FT)					
60	CHECK FLOORS FOR OIL OR TRASH					
61	CHECK ALL DOORS (CLOSED)					

Go Durham Facility Maintenance Plan

	ROGERS ROOM	YES	NO		CLEANED OR REPAIRED	INT/DATE
6 2	CHECK WALKWAY					
6 3	CHECK DISCONNECTION BOX CLEARANCE (3FT)					
6 4	CHECK FLOORS FOR OIL OR TRASH					
6 5	CHECK ALL DOORS (CLOSED)					
					LOT CHECK RESPONSIBILITIES	
	TOTAL NUMBER OF ISSUES FOUND			CHECK UPSTAIRS BATHRMS, PARKING LOT TRASH CANS		
	TOTAL NUMBER OF REPAIRS MADE			CHECK AND CLEAN BUS LOT FOR SPILLS		
				SHUT DOWN BUSES RUNNING PAST 7:30AM		
	FRIDAYS			CHECK ALL DRAIN GUARDS AND POND BOOM		
	SWEEP AND MOP ALL OFFICES			CHECK GROUNDS FOR TRASH		
	CLEAN WINDOWS			CHECK BUS WASH FOR TRASH/LEAVES/GREASE		
	DRAIN AIR COMPRESSOR			CHECK TRASH CANS		
	CLEAN REFRIGERATOR			CLEAN SHOP		
	CLEAN AND INSPECT UST					
	SIGN OFF ON ALL EYE WASH STATIONS					
	FIRST FRIDAY OF EVERY MONTH					
	SIGN OFF ON ALL FIRE EXTINGUISHERS					
	INSPECT JACKS STANDS					
	INSPECT LADDERS					
NOTES						

Storm Water

1. Purpose

To ensure all DCTC GODURHAM operated facilities are following Federal and State Regulations regarding storm water run-off.

2. Procedure

Storm Water Run-Off Compliance

The Federal EPA has established guidelines for Storm Water Run-off that applies to certain companies that may discharge chemicals including oil, grease and fuel. Seek the assistance of your Regional Vice President, or Director of Maintenance for resources for an Environmental Consultant if needed. Do not contact a governmental agency for EPA questions unless directed to do so by a General Manager.

The Company is dedicated to compliance with guidelines when they apply and to helping its customers when guidelines apply to them.

Regardless of whether or not the regulations apply, the Division and its parking lot must be kept free of all unnecessary chemicals and contaminants. Any needed chemicals and possible contaminating materials must be covered and kept out of rain and run-off water.

Information on control measures for oil and fuel spills must be in the Shop and on file in the Safety Department. All maintenance and safety personnel must be trained in executing the control measures and all needed materials and equipment for such control must be readily available. This specifically includes all fueling stations.

Waste Oil Fluids Storage and Disposal

1. **Purpose**

To ensure that all waste oil is stored and disposed of in accordance with all State and Federal Regulations.

2. **Procedure**

Storage

All oils and bulk fluids should be stored in above ground storage tanks with secondary containment. This is accomplished either by using a double wall storage tank or secondary containment when using drums. The capacity of the secondary containment must equal the volume of the tank or drum plus 10 %.

Waste oils must be stored separately from other types of wastes such as antifreeze and solvents.

Disposal

The only acceptable practices for disposal are either Re-refining, which should be done whenever possible or Incineration which must be done in accordance with Federal and State Regulations.

In some states waste oil must be handled as hazardous waste and must be manifested. Each shop manager is responsible to work with their assigned director of maintenance to determine the state specific regulations for disposal.

All waste oil haulage and disposal facilities used by the company that is picking up the waste oils must be fully permitted in accordance with local, state and Federal regulations.

Spills

All waste oil spills must be picked up with absorbent materials. If a cloth type of absorbent is used it must be squeezed out into a waste oil tank. If a dry type of absorbent is used such as Oil Dry, used absorbent must be discarded in the trash only if waste oil is not classified as hazardous waste in that specific state. In states where oil is considered Hazardous, the absorbent must be stored separately and disposed of by a licensed waste hauler and a copy of said manifest kept in the Environmental file.

3. **Records**

All waste oil disposal manifests must be kept in the facilities environmental file indefinitely.

Go Durham Facility Maintenance Plan

Used Oil Filter Disposal

1. **Purpose**

To ensure that all used oil filters are disposed of in an accordance with all State and Federal Regulations.

2. **Procedure**

The acceptable practice for disposal of used oil filters is state specific, in some states used oil filters must be handled as hazardous waste and must be manifested. Each shop manager is responsible to work with their assigned Director of Maintenance to ensure disposal is done in accordance with Federal and State Regulations.

If used oil filters must be disposed of as hazardous waste, they should be crushed before placing in a drum for disposal.

All used oil filter haulage and disposal facilities used by the company that is picking up the used oil filters must be fully permitted in accordance with local, state and Federal regulations

3. **Records**

All used oil filter disposal manifests must be kept in the facilities environmental file indefinitely.

Hazardous Materials Management Plans

1. **Purpose**

To ensure that all facilities are in compliance with submittal of Hazardous Materials Management plans in accordance with Local, State and Government Regulations.

2. **Procedure**

A Hazardous materials plan may be required by local or state regulations. This plan a detailed list of chemicals, annual quantities used which includes all types of oils, fuels and any chemical used on site. The plan also must include spill procedures and identify other companies that can be called in the event of a large spill such as diesel fuel or gasoline at the facility.

Every General and shop manager is responsible to work with their Director of Maintenance to determine what the regulations are for a specific facility location.

Note

DCTC GODURHAM will be subject to severe fines if a plan is required and we are not in compliance.

3. **Records**

All Chemical plans must be kept in the facilities environmental file and updated annually.

Go Durham Facility Maintenance Plan

Facility Floor Drain Maintenance

1. **Purpose**

To ensure that all facility floor drains, and oil water separators are cleaned on a regular schedule and that waste is disposed of in accordance with all State and Federal Regulations.

2. **Procedure**

Water Discharge

All detergents used to wash vehicles or floors must be biodegradable and phosphate- free.

Water must be discharged into storm drains or sanitary sewer systems in accordance with and state regulations. Some states require wastewater discharge permits; the Directors of maintenance can assist the Maintenance Managers with providing or researching regulations.

Cleaning

Drains and separators should be cleaned on a regular basis. Facilities that have automatic bus washers will need to have oil water separators cleaned more frequently due to the high volume of water that is drained through them.

Disposal

The sludge generated from the treatment systems may contain oil, grease, sand and heavy metals such as zinc and lead. The only acceptable practices for disposal, is either incineration, disposal in a land fill or recycling in accordance with Federal and State Regulations.

In some states waste sludge must be handled as hazardous waste and must be manifested. Each shop manager is responsible to work with their assigned director of maintenance to determine the state specific regulations for disposal.

All waste sludge haulage and disposal facilities used by the company that is picking up the waste oils must be fully permitted in accordance with local, state and Federal regulations.

Spills

All waste sludge spills must be picked up with absorbent materials. Disposal of used absorbent will depend on material spilled.

3. **Records**

All waste sludge disposal manifests must be kept in the facilities environmental file indefinitely.

Go Durham Facility Maintenance Plan

Under Ground Storage Tanks

1. **Purpose**

To ensure that Under Ground Storage Tanks (UST's) are installed and maintained in accordance with all Local, State and Federal Regulations.

2. **Procedure**

All UST's must meet all Local, State and Federal regulations. This includes all UST's which may be on property that is leased by DCTC GODURHAM.

Annual tank and pipe testing must be performed per local and state regulations.

All UST's and piping must be tested prior to leasing and when moving out of a facility.

All UST's must have Leak Detection monitoring equipment.

All dispensers and associated piping must be protected from damage by moving vehicles by the use of cement filled bollards.

All repairs which may be required must comply with all National Fire Protection Association codes.

Record Keeping

The Maintenance Manager is responsible for monitoring leak detection, daily inventory, usage and monthly reconciliation reports. This is can be accomplished either electronically if an automated dispensing system is used or the use of handwritten reports.

Spills

Each facility should have a Spill Prevention and Counter Control measures plan. This plan requires a list of phone numbers of DCTC GODURHAM Management, Local Authorities and Environment clean -up companies that can be called in the event a large spill occurs.

This list must be posted, and all employees trained on what actions need to take place if a spill occurs.

All spills which are greater than 25 gallons must be reported to the State Authority within 24 hours. All other spills must be picked up with absorbent materials. If a cloth type of absorbent is used it must be squeezed out into a waste oil tank. If a dry type of absorbent is used such as Oil Dry, used absorbent must be discarded in the trash only if waste oil is not classified as hazardous waste in that specific state. In states where oil is considered Hazardous, the absorbent must be stored separately and disposed of by a licensed waste hauler and a copy of said manifest kept in the Environmental file.

3. **Records**

All daily usage, monthly reconciliation and testing reports must be kept in the facilities environmental file indefinitely.