



Maintenance Plan

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I. INTRODUCTION

The mission of Tulsa Transit's Maintenance Department is to provide safe, clean, reliable vehicles for the riding public. This includes not only maintenance of the vehicle fleet, but also maintenance of the equipment, grounds, facilities, and storage of materials used to maintain the fleet.

The overall quality of the maintenance program depends on many factors including fleet type, staffing levels, mechanic skill level, preventive maintenance procedures, work control procedures, training, and safety measures. This program recognizes vehicles, facilities, and equipment are a significant public investment that must be maintained in good operating condition.

General goals and objectives for Tulsa Transit's Maintenance Department include:

1. Maintain the fleet so vehicles are available for peak pull-out 100% of the time.
2. Maintain 7,500 miles between road calls 95% of the time.
3. Maintain vehicle operating efficiency goal of 30 cents or less per mile for replacement parts.
4. Complete preventive maintenance inspections every 6,000 miles (+/- 500) 90% of the time.
5. Wash every vehicle in the fixed-route fleet at least three times per week, weather permitting.
6. Maintain a system for identifying facility repair needs, and make routine repairs within 72 hours after problem has been identified 90% of the time.
7. Maintain a safe working environment resulting in no more than one workplace injury per year.
8. Repair equipment designed to make vehicles and facilities accessible to persons with disabilities within 72 hours after problem has been identified 90% of the time.
Accessibility features include, but are not limited to, wheelchair lifts, ramps, securement devices, signs, and communication equipment for persons with disabilities.

II. ORGANIZATION

Tulsa Transit's Maintenance Department is responsible for implementing effective and efficient procedures to assure all vehicles, facilities, grounds, and equipment are maintained properly

and that a sufficient number of vehicles are available to meet all service requirements. The Maintenance Department includes the full-time personnel shown on the table on page 4. (Please refer to Attachment A for a complete organizational chart)

Job Title	Budgeted Positions
Director of Maintenance	1
Maintenance Coordinator	1
Maintenance Supervisors	2
Parts and Warranty Administrator	1
Mechanics	15
Tire Technician	1
Body Shop Technician	2
Utility Personnel	6
Maintenance Facility Coordinator	1
TOTAL	30

The Director of Maintenance reports to the General Manager and has the primary responsibility to ensure all Maintenance Department activities comply with the Maintenance Plan.

III. FLEET AND OTHER MISSION CRITICAL ITEMS

The Maintenance Department is responsible for the maintaining and repairing heavy-duty transit buses, paratransit vehicles, and non-revenue support vehicles. The total fleet size is 133 vehicles. See Attachment B for a complete list of vehicles owned, operated, and maintained by Tulsa Transit.

Tulsa Transit maintains the following revenue service vehicles:

Fixed-Route

Sixty-one (62) heavy-duty buses are operated in fixed-route service with a peak daily service requirement of fifty one (51) buses.

ADA Complementary Paratransit Service

Minibuses and vans make up the 44-vehicle paratransit fleet. These vehicles are operated by Tulsa Transit's paratransit operating contractor, First Transit. Approximately thirty-eight (38) vehicles are operated in maximum service.

Fixed-Route Flexible Services

Three (3) minibuses are used to operate service in Broken Arrow. Tulsa Transit operates this service. First Transit uses fourteen (14) minibuses to operate Nightline and Sunday service for Tulsa Transit. These seven vehicles are the same vehicles used during the day for Lift service.

Non-Revenue Support Vehicles

Tulsa Transit operates eighteen (22) non-revenue support vehicles for administrative, operations, and maintenance activities.

Contingency Fleet

Tulsa Transit currently has no heavy-duty buses in its contingency fleet.

Other Mission Critical Items

In addition to maintaining the fleet, the Maintenance Department is responsible for maintaining and repairing the following mission critical items:

- Administrative Building
- Maintenance Building
- Call Center Building
- Denver Avenue Station (DAS)
- Memorial Midtown Station (MMS)
- 214 Passenger Shelters
- Five Parking Lots
- 25 HVAC Systems
- Plumbing
- 22 Overhead Doors
- Bus Wash and Wash Reclamation System
- 4 Backup Generators
- 138 Building Security Cameras
- 707 Fleet Security Cameras
- CNG Fueling Station
- 2 CNG Fast-Fill Dispensers
- 45 CNG Time-Fill Dispensers
- 11 In-Ground Lifts
- 6 Sets Column Lifts
- 90 Fareboxes
- 121 Fleet Radios
- 11 Hand-Held Radios

- 2 Base Radio Systems
- 105 Public Address Systems

See Attachment E: Preventive Maintenance Schedules for Mission Critical Items.

IV. PREVENTIVE MAINTENANCE

Preventive maintenance is the key element of an ongoing maintenance program. A sound preventive maintenance program maximizes the efficient use of resources and provides the highest possible level of transit service. The overall quality of the preventive maintenance program can be determined by such measures as the miles between road calls and parts cost per mile.

Bus Operators visually inspect vehicles daily. These inspections include lights, tires, wheelchair lift, and leaks (both exterior and interior). In addition, every time a bus is in the shop for repair, Mechanics inspect lights and check for fluid leaks.

All preventive maintenance inspections will meet or exceed manufacturer requirements. The inspection rotation will be every 6,000 miles (+/- 500 miles) as outlined below:

- A. 6,000
- B. 12,000
- C. 18,000
- D. 24,000

Note: A "B" inspection also includes an "A" inspection. A "C" inspection also includes "A" and "B" inspections. A "D" inspection also includes "A", "B", and "C" inspections. Preventive maintenance inspections are performed on wheelchairs during "C" and "D" inspections. Lifts are cycled and visually inspected during "A" and "B" inspections. See Attachment C for examples of preventive maintenance inspection forms.

Non-revenue vehicle inspections are performed based on manufacturer recommendations unless otherwise determined by oil analysis or time related wear.

Maintenance Supervisors spot check vehicles following preventive maintenance inspections. Needed repairs identified during inspections are completed in a timely fashion, with major repairs completed before a bus is returned to service.

The mileage between inspection intervals is tracked by the Trapeze EAM fleet maintenance software. Speedometer mileage readings and fuel information is recorded daily and entered into EAM. The software then provides a report of the vehicles due for preventive maintenance inspections.

Synthetic lubricants are used whenever possible in order to extend component life and increase mileage. Oil analysis is conducted to verify lubricant performance.

V. GENERAL REPAIRS

Maintenance Supervisors schedule general repair work. Repair needs are compiled from Operator Defect Cards, preventive maintenance inspection forms, accident reports, or reports prepared by Utility Personnel in the service lane. When repairs have been successfully completed, Maintenance Supervisors spot check the quality of the Mechanics' work.

VI. ACCESSIBILITY FEATURES FOR PERSONS WITH DISABILITIES

Special attention is given to repairs related to Americans with Disabilities Act (ADA) features on buses and minibuses, and to all features designed to assist the elderly and persons with disabilities. This includes items such as wheelchair lifts, securement devices, kneelers, stepwell lighting, microphones, decals, etc.

All revenue vehicles are equipped with ramps. These ramps and their accompanying securement devices must be fully functional before a vehicle can be placed into service. In the event of mechanical problems while in service that would in any way affect the use of the device by a person with a disability, the device will be repaired while the bus is in service, or a vehicle change will be made as soon as possible.

Preventive maintenance on facility accessibility features like elevators and push button doors are performed at intervals per manufacturer recommendations. Repairs are made promptly by Maintenance Department personnel or outside firms, depending upon the complexity of the problem.

VII. OPERATOR & PASSENGER AMENITIES

Operator and passenger seating, heating, air conditioning, windows, chimes, flooring, stanchions, signage, and loose panels are given appropriate attention to ensure longevity and ride comfort.

As an example, the policy of Tulsa Transit regarding bus air conditioning when the temperature is above 70 degrees or bus heating when the temperature is below 60 degrees is:

- Every bus that leaves the garage to go into passenger service will have a fully functioning air conditioning or heating system.
- Buses known to have defective air conditioning or heating systems will not be assigned to operate in passenger service until repaired. The defective bus would be operated in revenue service only in the event holding the bus would result in failure to make pull-out.

- Buses that develop air conditioning or heating system defects while in service will be removed from service and replaced with a similar type of bus with an operational air conditioning or heating system as soon as possible. During warm weather, roof hatches and slide open windows will be used until a replacement bus arrives.
- Regular air conditioning and heating system inspections will be scheduled as part of the preventive maintenance cycle in order for all vehicles to be fully operable.

VIII. SERVICING AND CLEANING

Bus Operators returning from their final run drive to the Dispatch office where Utility Personnel probe and empty the cashbox vault from the GFI fareboxes, turn in their defect cards, and park the buses on the lot.

Utility Personnel drive the buses to the service lane. The service lane function includes:

- visual inspection and reporting of leaks, defects, and abnormal fluid consumption
- topping off oil, transmission fluid, power steering fluid, windshield washer, and coolant in the bus and recording amounts used
- reporting any noticeable defects, leaks, and excessive amounts of needed fluid to the Maintenance Supervisor for follow-up before the vehicle is returned to service
- fueling all buses used in revenue service
- going through each bus to check seats, sweep floors, dust dash, and empty trash
- driving the bus through the automatic bus washer
- parking buses.

A Maintenance Supervisor is responsible for overseeing performance of the service lane. See Attachment D for Service Lane Procedures.

Using mobile devices at the fuel pump, Utility Personnel enter fuel and oil information and speedometer readings into the Trapeze EAM fleet maintenance software. The software produces daily and monthly fuel and oil reports and generates a report showing upcoming preventive maintenance inspections.

Major interior cleans are scheduled on a bi-monthly basis and performed by Economy Janitorial. Contractor employees pay special attention to areas behind seating, around step-well areas, the Bus Operator's station and dash, and bulkhead areas. Gum and stains are removed from flooring and interiors are hand washed from the top of the windows down to the floor.

IX. UNIT REBUILD

The unit rebuild area is one of the most important aspects of the Maintenance Department. The quality and cost of the rebuilt components have a substantial effect on the maintenance effort and, ultimately, on service to the riding public.

Generally rebuilds of all major units are done at the facility by Maintenance Department employees; however, some rebuildable units, such as air compressors, injectors, and fuel pumps, may be purchased as new or rebuilt units from outside vendors. Major engine repairs and rebuilds on paratransit vehicles are often outsourced to local vendors.

Rebuild work is tracked on work orders, with the cost of the parts and labor being charged to the vehicle on which the component is installed.

The number and types of units to be rebuilt and kept on hand at any time are determined by the Director of Maintenance. This determination is based on the expected need for rebuilt parts and the availability of parts and labor needed to perform rebuilding activities.

X. TIRE MAINTENANCE

Proper tire maintenance and repairs are the responsibility of the Maintenance Department. This includes monitoring inflation pressures and tire wear, and making repairs and replacements as needed.

Most tire maintenance, including mounting and removing tires on rims is performed by the Tire Technician. Utility Personnel and Mechanics also are responsible for monitoring tire wear, general condition, and inflation as part of regular preventive maintenance inspections and nightly servicing. Re-capping services are performed by a contractor. Re-grooved tires are not used.

XI. WARRANTY REPAIRS

Tulsa Transit will aggressively pursue reimbursement for all repairs required while vehicles are under warranty to protect the financial interests of the agency and the Federal Transit Administration. Warranty repairs typically are performed by the equipment manufacturer or its representative. On rare occasions when labor costs to install a part are minimal, the manufacturer delivers a part to Tulsa Transit at no charge, and mechanics replace the part on-site.

When a manufacturer or its representative is utilized for warranty repairs, Tulsa Transit receives a zero balance invoice to show the work was completed under the warranty provisions of the procurement. All warranty claims are tracked in the Trapeze EAM fleet maintenance software.

XII. PURCHASING

The Director of Maintenance is authorized to make purchases up to \$12,500. Purchases for higher amounts must be approved by the General Manager and/or the Board of Trustees. The

Maintenance Department purchases from many of the major national after market bus parts vendors, comparing prices to obtain the best combination of quality and value per dollar expended. Depending upon price, the Director of Maintenance uses either of the following procurement procedures:

Micro Purchase

Purchases that do not exceed \$3,000 may be made without obtaining competitive quotations. The Director of Maintenance or his designee purchases from qualified suppliers using an equitable distribution method where possible. Procurements are not split to avoid competition. Minimum documentation is required, including a determination the price is fair and reasonable and the method by which the determination was made.

Small Purchases

For purchases between \$3,001 and \$12,500, the Director of Maintenance or his designee obtains price or rate quotations from a minimum of two sources. Appropriate documentation, including a list of the vendors contacted and the quotes received, are included in the procurement file. Applicable Federal clauses are included in small purchase solicitation documents. All solicitations contain clear, accurate, and complete specifications.

When parts are received, the Maintenance Administrative Assistant enters the current purchase price in the Trapeze EAM fleet maintenance software. These prices are updated with each new purchase.

All items purchased are documented with a purchase order. The packing slips of parts received and copies of the purchase orders are matched with invoices as they are received. All three documents are forwarded to Accounts Payable. Checks are prepared to initiate payment of the invoices.

XIII. INVENTORY CONTROL

All parts are stored in the parts room. The parts room is organized by functional area. Inventory records for all inventoried parts are entered in the Trapeze EAM fleet maintenance software and audited annually by Tulsa Transit administrative staff under the direction of the Chief Financial Officer.

The parts room is staffed by the Parts and Warranty Administrator, Maintenance Supervisors, and the Director of Maintenance. The part numbers of all parts used on the work order are entered into the software by the technician or a supervisor. The work order is entered into the Trapeze EAM fleet maintenance software. This system adjusts the inventory and generates requisitions for parts reorder.

The Maintenance Coordinator is responsible for receiving shipments of parts, supplies, and bulk fluids. The Maintenance Administrative Assistant or other designated employee is expected to

be at the location of delivery for fluids and chemicals as part of the spill prevention program. Receiving information, including the document numbers of parts received, is entered into the Trapeze EAM fleet maintenance software.

XIV. WORK ORDER PROCEDURES

Work orders are important maintenance documents that allow management to monitor and track all repair activities performed by the Maintenance Department.

Work orders are created whenever a Maintenance Department employee spends time on a work activity, or when inventoried parts or supplies are needed to complete a repair. A work order is created when:

1. Repairing defects reported by a Bus Operator as stated on the Bus Operator's defect report.
2. Responding to a road call.
3. Repairing a defect that caused a road call.
4. Completing a preventive maintenance inspection.
5. Repairing defects found on a preventive maintenance inspection.
6. Repairing defects found in the service lane if the repairs take more than 15 minutes or involve the use of inventoried parts.
7. Rebuilding major components such as engines, transmissions, and generators.
8. Repairing wheelchair lifts or other ADA items.
9. Performing any safety repairs.
10. Making body repairs.

Work orders are generally created by the Director of Maintenance or Maintenance Supervisors, but also can be generated by Mechanics performing preventive maintenance inspections. The Trapeze EAM fleet maintenance software assigns each work order an individual number, tracks time of repair, repair history, vehicle down time, parts cost, etc. The Director of Maintenance and/or Maintenance Supervisors assign the work orders to individual Mechanics.

When Mechanics log into the fleet maintenance software, they see the assigned work order and begin making repairs. The Mechanics record parts used, time on task, vehicle mileage, repairs completed, and any other pertinent information related to the repair. The Maintenance Supervisor periodically monitors the progress of the Mechanic on assigned repairs. The Mechanic is not allowed to initiate major repairs beyond the scope authorized on the work order without approval of the Director of Maintenance or the Maintenance Supervisor. When the Mechanic finishes the work order, the finished work order is placed into a queue. The Director of Maintenance and/or Maintenance Supervisors review the work order in queue and close out the work order when satisfied work has been completed in a thorough and quality manner.

The Director of Maintenance is responsible for randomly checking reports to ensure the required work orders are being generated for needed repairs.

XV. SHOP TOOLS

Mechanics are required to procure and maintain the tools necessary to complete their assigned tasks. In addition, Tulsa Transit purchases component or vehicle specific specialty tools required to maintain heavy duty fleets.

XVI. PERFORMANCE MEASURES

As part of the Maintenance Department's plan for tracking performance, the following measures are tracked at least monthly:

- PM mileage interval on-time performance (90%)
- Miles between road calls (7,500)
- Vehicle availability (100%)
- Vehicle operating efficiency goal (30 cents or less per mile for replacement parts)

XVII. FACILITIES

The scheduling of regular preventive maintenance and repairs to the facility, grounds, and equipment is the responsibility of the Director of Maintenance who assigns specific tasks to the Facility Maintenance Coordinator or outside firms, as appropriate.

Tasks include snow removal, plumbing, electrical, HVAC, masonry, roofing, fire prevention system, overhead doors, and other repairs and replacements; landscape maintenance; yard repairs; sign placement and maintenance, etc.

Visual facility inspections are performed on a monthly basis by the Maintenance Facility Coordinator and/or Safety Committee members. They inspect doors, fire extinguishers, lights, eye wash machines, misplaced covers, first aid stations, potential safety hazards, etc. See Facility Inspection Forms in Attachment E. In addition, the Maintenance Facility Coordinator oversees facility and equipment inspections performed by contractors.

Administrative Facility

Tulsa Transit's administrative offices are located at 510 South Rockford Avenue in Tulsa. This facility includes:

1. One Elevator
Quest Elevator Service inspects the elevator on a monthly basis and maintains a log of those inspections which is reviewed annually by the City of Tulsa Elevator Inspector. Repairs are made by Quest on an as-needed basis.
2. HVAC Units
In the administrative building there are four rooftop HVAC units, five split HVAC systems, two mini-split HVAC systems, and one spot cooler in the server room. Mullins Service conducts pre-season inspections of HVAC units and makes repairs on an as-needed basis.
3. Automatic Accessible Door
Door Control of Tulsa inspects the automatic accessible door every four months and repairs deficiencies as needed.
4. Lawn Sprinkler System
TruGreen inspects the sprinkler system prior to each growing season and winterizes the system at the end of the season. The company makes repairs during the season as needed.

Call Center

Tulsa Transit's Call Center is located at 1403 East 5th Court in Tulsa. The Call Center houses both Call Center employees and paratransit operations contractor employees. Paratransit vehicles are parked on a lot outside the building and indoors in an adjacent parking garage. The Call Center facility includes:

1. HVAC Units
There are two rooftop HVAC units and one spot cooler in the server room at the Call Center. Mullins Service conducts pre-season inspections of HVAC units and makes repairs on an as-needed basis.
2. Two Overhead Doors
Tulsa Overhead Door inspects the two overhead doors in the garage attached to the Call Center every six months and makes repairs on an as-needed basis.

Maintenance

Tulsa Transit's Maintenance Building is located at 510 South Rockford Avenue in Tulsa. The maintenance garage contains bus lifts, paint and body repair facilities, ten repair bays, tire

room, Maintenance Department offices, and storage for tools, equipment, parts, and supplies. Cleaning and fueling are performed in an adjacent, connected building.

All fixed-route vehicles are parked on the lot outside the Maintenance Facility. This facility includes:

1. HVAC Units
There are two rooftop HVAC units in the Maintenance Building. Mullin Service conducts pre-season inspections of HVAC units and makes repairs on an as-needed basis.
2. Overhead Doors
There are 20 overhead doors in the maintenance building. Tulsa Overhead Door inspects the overhead doors every six months and repairs deficiencies as needed.
3. Bus Wash
The automatic bus wash system is monitored daily by maintenance personnel. Any defects are reported and repairs are coordinated by maintenance supervisors or through the Facility Maintenance Coordinator if contractor repairs are needed. A contractor is used for scheduled maintenance on this equipment. MTTA uses a contractor certified by the equipment manufacturer for this service. Service is performed on a quarterly basis as prescribed by the OEM.
4. Bus Vacuum
Service 1 Electric inspects the bus vacuum in the wash bay every six months. Repairs are completed by McCall on an as-needed basis.
5. Fire Alarm
APS Fire conducts annual inspections on the fire alarm in the Maintenance Building. Any deficiencies identified are corrected by APS.
6. Sprinkler System
APS Fire conducts annual inspections on the sprinkler system in the Maintenance Building. Any deficiencies identified are corrected by APS.
7. Lifts
There are nine in-ground and three portable vehicle lifts in the Maintenance Building. Mechanics inspect lifts on a daily basis and Lums Equipment makes needed repairs and adjustments.
8. Air Exchange System
The air exchange system in the Maintenance Building is serviced by the current HVAC contractor. Equipment is serviced based upon the OEM specifications. The Facility Maintenance Coordinator is responsible for scheduling service on this system.

Denver Avenue Station

Denver Avenue Station is located at 319 South Denver Avenue in Tulsa. This facility includes:

1. HVAC Units
There are five rooftop HVAC systems at Denver Avenue Station. Mullins Service conducts pre-season inspections of HVAC units and makes repairs on an as-needed basis.
2. Automatic Accessible Doors
There are two automatic accessible doors at Denver Avenue Station. Door Control of Tulsa inspects the doors every four months and repairs deficiencies as needed.
3. Sliding Doors
There are two sets of sliding doors at Denver Avenue Station. Door Control of Tulsa inspects the doors every four months and makes repairs on as as-needed basis.
4. Fire Alarm
APS Fire conducts annual inspections on the fire alarm at Denver Avenue Station. Any deficiencies identified are corrected by APS.
5. Sprinkler System
APS Fire conducts annual inspections on the sprinkler system at Denver Avenue Station. Any deficiencies identified are corrected by APS.
6. Lawn Sprinkler System
TruGreen inspects the sprinkler system prior to each growing season and winterizes the system at the end of the season. The company makes repairs during the season as needed.

Memorial Midtown Station

Memorial Midtown Station is located at 7952 East 33rd Street in Tulsa. This facility includes:

1. HVAC Units
There are two mini-split HVAC systems at the Memorial Midtown Station and one self-contained HVAC unit in the station office. Mullins Service conducts pre-season inspections of HVAC units and makes repairs on an as-needed basis.

2. Automatic Accessible Doors

There is one automatic accessible doors a Memorial Midtown Station. Door Control of Tulsa inspects the door every four months and repairs deficiencies as needed.

3. Lawn Sprinkler System

TruGreen inspects the sprinkler system prior to each growing season and winterizes the system at the end of the season. The company makes repairs during the season as needed.

XVIII. EMPLOYEE SAFETY AND SECURITY

Employee safety is the responsibility of every Tulsa Transit employee. The Manager of Safety and Training oversees safety functions, including coordination of the Safety Committee which identifies potential safety hazards and determines responsibility for on-the-road and workplace accidents. A representative of the Maintenance Department sits on the Safety Committee. Vehicle safe driving rules, including speed limits in yards and safe working procedures, are strictly enforced by management.

In order to keep employees informed about the proper procedure for the handling of hazardous materials, Material Safety Data Sheets (MSDS) are made available to employees. All employees have been instructed in proper usage of machinery and tools available and given "Right to Know" training. Separate Safety and Security Plans have been distributed to all employees.

XIX. HAZARDOUSE MATERIALS MANAGEMENT

Tulsa Transit conforms to federal, state, and local regulations related to hazardous waste management, air and water quality, storage, accidental releases, and associated employee training.

Spill containment procedures have been communicated to Maintenance Department employees and are enforced by management. The shop areas and service lane are equipped with clean-up kits in strategic locations to quickly contain and dispose of spills such as coolants, fuels, lubricants, etc. Special attention is paid to sealing vehicle engines from leaks during preventive maintenance procedures. Fuel tanks are not topped off after automatic shut off which eliminates fuel spills. Steam cleaning debris are directed to a trench drain and settled, shoveled, and vacuumed by Safety Kleen.

Storage of Hazardous Materials

Although the majority of unused automotive fluids are not deemed hazardous until they have been used, fire department permits are required for bulk storage. All virgin and used fluids are stored in accordance with EPA guidelines for secondary containment and leak detection. Waste oil and other fluids are removed as needed from oil water separators by Safety Kleen.

Storage of Flammables

All flammable paints and solvents are stored in fireproof cabinets. Used solvents are stored in a 30-gallon drum and removed by Safety Kleen every twelve (12) weeks.

Battery Storage

Batteries are also stored in a ventilated area and all recharging is performed in a ventilated area of the facility. A supply of soda ashe is maintained in proximity to the battery room to neutralize accidental spills.

Accidental Releases

Tulsa Transit facilities and two service trucks are equipped with spill containment socks, absorbent materials, and soda ashe to respond to small spills. For larger spills the telephone numbers for the State Department of Environmental Protection (DEP) and Manager of Safety and Training are posted for notification purposes. Sooner Emergency Services would also provide a licensed site professional LSP in accordance with EPA and DEP regulations if required.

Record Keeping

Tulsa Transit maintains MSDS sheets for all fluids, solvents, sprays, and chemicals used in each facility in a visible location and accessible to all employees who have a "Right to Know". All Hazardous Waste manifests for used fluid and solvents are maintained and monitored by the Director of Maintenance.

XX. CONTRACTOR OVERSIGHT PROCEDURES

The Director of Maintenance, in conjunction with the Accounting and Grants Manager, will ensure fair and open competition for all contracted maintenance opportunities. The Director of Maintenance or his designee will maintain oversight of all maintenance contractor activities, including but not limited to:

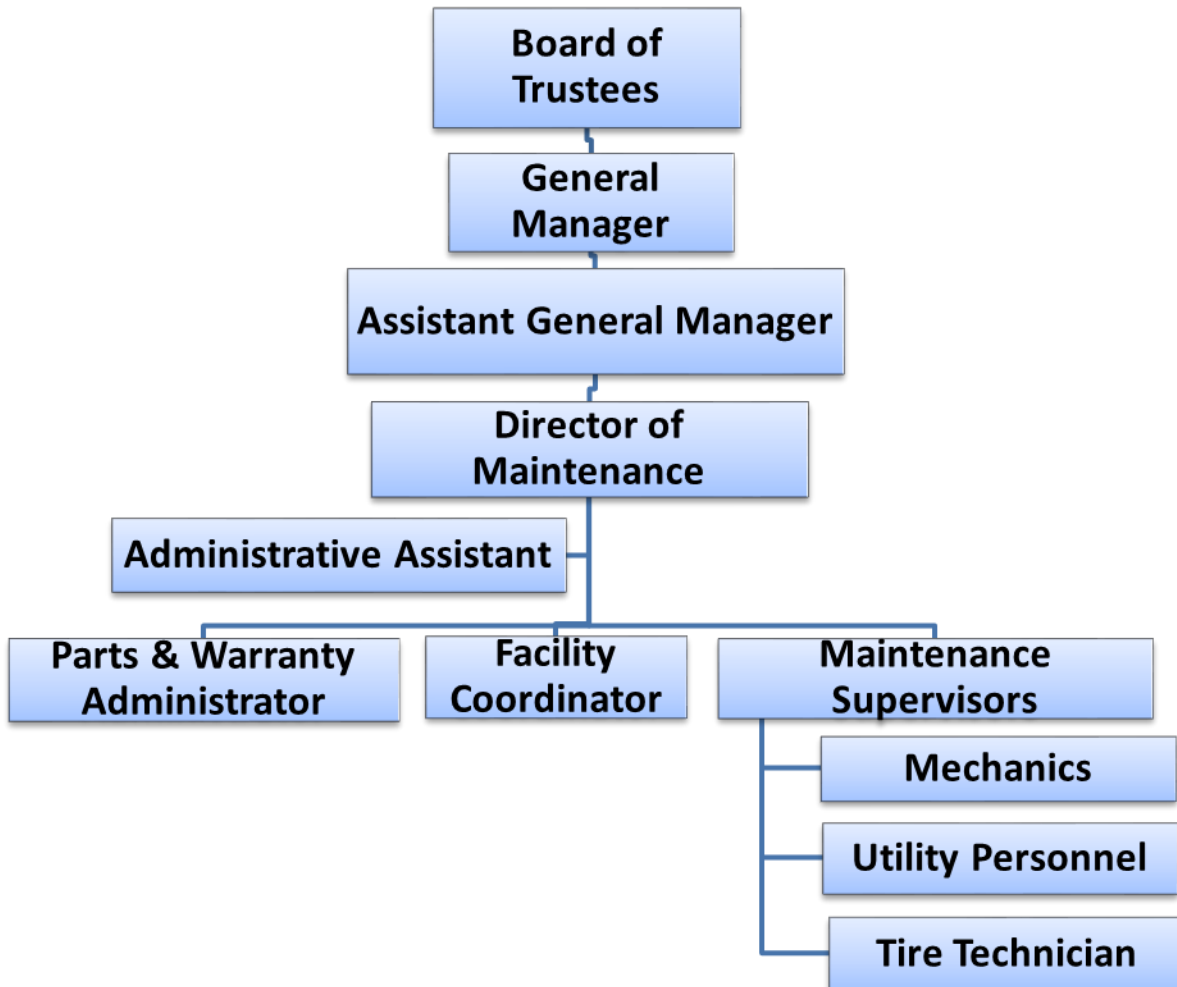
- Conduct periodic on-site inspections (at least one time per year) of contractor facilities to ensure contractor is compliant with required federal, state, and local regulations.
- Ensure contractor prices for parts and labor rates are reasonable and consistent with prices quoted in contract documents.
- Inspect all vehicles upon return to Tulsa Transit to ensure contracted work has been performed in a high quality manner.

Attachment A

Organization Chart

Tulsa Transit

Organizational Chart October 2015



Attachment B

Vehicle Fleet Lists

Fixed Route Fleet

Unit #	Year	Make	Length	Fuel	Unit #	Year	Make	Length	Fuel
403	2004	Gillig	35'	Diesel	1109	2011	Gillig	35'	CNG
404	2004	Gillig	35'	Diesel	1110	2011	Gillig	35'	CNG
405	2004	Gillig	35'	Diesel	1111	2011	Gillig	35'	CNG
406	2004	Gillig	35'	Diesel	1112	2011	Gillig	40'	CNG
407	2004	Gillig	35'	Diesel	1113	2011	Gillig	40'	CNG
408	2004	Gillig	35'	Diesel	1114	2011	Gillig	40'	CNG
501	2005	Gillig	40'	Diesel	1115	2011	Gillig	40'	CNG
502	2005	Gillig	40'	Diesel	1301	2013	Gillig	35'	CNG
503	2005	Gillig	40'	Diesel	1302	2013	Gillig	35'	CNG
504	2005	Gillig	35'	Diesel	1303	2013	Gillig	35'	CNG
505	2005	Gillig	35'	Diesel	1304	2013	Gillig	35'	CNG
506	2005	Gillig	35'	Diesel	1305	2013	Gillig	35'	CNG
507	2005	Gillig	35'	Diesel	1307	2013	Gillig	40'	CNG
508	2005	Gillig	35'	Diesel	1308	2013	Gillig	40'	CNG
509	2005	Gillig	35'	Diesel	1309	2013	Gillig	40'	CNG
510	2005	Gillig	35'	Diesel	1310	2013	Gillig	35'	CNG
511	2005	Gillig	35'	Diesel	1311	2013	Gillig	35'	CNG
601	2006	ElDorado	30'	Diesel	1312	2013	Gillig	35'	CNG
602	2006	ElDorado	30'	Diesel	1601	2016	Gillig	40'	CNG
603	2006	ElDorado	30'	Diesel	1602	2016	Gillig	40'	CNG
604	2006	ElDorado	30'	Diesel	1701	2017	Gillig	35'	CNG
901	2009	Gillig	28'	Diesel	1702	2017	Gillig	35'	CNG
902	2009	Gillig	28'	Diesel	1703	2017	Gillig	35'	CNG
903	2009	Gillig	28'	Diesel	1704	2017	Gillig	35'	CNG
904	2009	Gillig	35'	Diesel	1705	2017	Gillig	35'	CNG
905	2009	Gillig	35'	Diesel	1706	2017	Gillig	35'	CNG
1101	2011	Gillig	35'	CNG	1707	2017	Gillig	35'	CNG
1102	2011	Gillig	35'	CNG	1708	2017	Gillig	35'	CNG
1103	2011	Gillig	35'	CNG					
1104	2011	Gillig	35'	CNG					
1105	2011	Gillig	35'	CNG					
1106	2011	Gillig	35'	CNG					
1107	2011	Gillig	35'	CNG					
1108	2011	Gillig	35'	CNG					

Paratransit Fleet

Unit #	Year	Make	Access	Fuel	Special	Special
L1116	2011	Toyota	Ambulatory	Gas		
L1201	2012	VPG	Ramp	CNG		
L1202	2012	VPG	Ramp	CNG		
L1402	2014	Arboc	Ramp	CNG	Farebox	Bike Rack
L1403	2014	Arboc	Ramp	CNG	Farebox	Bike Rack
L1404	2014	Arboc	Ramp	CNG	Farebox	Bike Rack
L1405	2014	Arboc	Ramp	CNG	Farebox	Bike Rack
L1406	2014	Arboc	Ramp	CNG	Farebox	Bike Rack
L1407	2014	Arboc	Ramp	CNG	Farebox	Bike Rack
L1603	2016	Arboc	Ramp	CNG	Farebox	Bike Rack
L1604	2016	Arboc	Ramp	CNG	Farebox	Bike Rack
L1605	2016	Arboc	Ramp	CNG	Farebox	Bike Rack
L1606	2016	Arboc	Ramp	CNG		
L1607	2016	Arboc	Ramp	CNG		
L1608	2016	Arboc	Ramp	CNG		
L1609	2016	Arboc	Ramp	CNG		
L1610	2016	Arboc	Ramp	CNG		
L1611	2016	Arboc	Ramp	CNG		
L1612	2016	Arboc	Ramp	CNG		
L1613	2016	Arboc	Ramp	CNG		
L1614	2016	Arboc	Ramp	CNG		
L1710	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1711	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1712	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1713	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1801	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1802	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1803	2017	Arboc	Ramp	CNG	Farebox	
L1804	2017	Arboc	Ramp	CNG	Farebox	
L1805	2017	Arboc	Ramp	CNG		
L1806	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1807	2017	Arboc	Ramp	CNG		
L1808	2017	Arboc	Ramp	CNG		
L1809	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
L1901	2018	Dodge	Ramp	UNL		

Unit#	Year	Make	Access	Fuel
L1903	2018	Dodge	Ramp	UNL
L1904	2018	Dodge	Ramp	UNL
L1905	2018	Dodge	Ramp	UNL
L1906	2018	Dodge	Ramp	UNL
L1907	2018	Dodge	Ramp	UNL
L1908	2018	Dodge	Ramp	UNL
L1909	2018	Dodge	Ramp	UNL
L1910	2018	Dodge	Ramp	UNL
L1911	2018	Dodge	Ramp	UNL

Fixed-Route Flexible Vehicles

Unit #	Year	Make	Access	Fuel	Special	Special
1709	2017	Arboc	Ramp	CNG	Farebox	Bike Rack
1306	2013	Arboc	Ramp	CNG	Farebox	Bike Rack
1401	2014	Arboc	Ramp	CNG	Farebox	Bike Rack

Attachment C

**Vehicle Preventive Maintenance
Inspection Forms**

Attachment D

Service Lane Procedures

Service Lane Procedures

- _____ Check all fluid levels.
- _____ Visually inspect the exterior and interior of the vehicle. Note any unusual items that need attention.
- _____ Attach fuel nozzle to vehicle. Replace fluids as needed.
- _____ Attach vacuum to vehicle. Turn off A/C while blowing out vehicle so dust does not get into the air return system. Remove all paper and large trash items.
- _____ Blow vehicle out. Get in all corners and around the driver's area. Pay attention to wheel wells and under seats at the front of the vehicle. Raise wheelchair locations seat. Get in all corners behind doors.
- _____ Mop areas that need extra attention.
- _____ Get vehicle mileage. Double check to make sure you have the correct mileage. Note any speedometers that are inoperative. Please inform Maintenance Supervisors if you can't get a reading on mileage.
- _____ Detach vacuum.
- _____ Remove nozzle from vehicle BEFORE operating vehicle.
- _____ Clearly and correctly document mileage and gallons of fuel dispensed. List all other fluids and amounts dispensed.
- _____ Wash vehicle, weather permitting. Give attention to the front and rear of the vehicle as the bus is pulled through the wash bay. Make sure all brushes are out of the way of mirrors before pulling forward.
- _____ Wipe down all seat and steering wheel.
- _____ Mop floor with a damp mop (Skittles only).
- _____ Park vehicle in assigned location on parking lot.
- _____ Report any mechanical problems to Maintenance Supervisor. Visually inspect vehicle after parking for any damage that may have occurred in the wash bay, and report all damages to Maintenance Supervisor immediately.

Attachment E

Facility Inspection Check List

Administration Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Monthly)					
Thermostats operating properly					
Visually inspect RTU's & note any unusual noises, smells, and/or vibrations					
Server room spot cooler					
Inspect mini-split system in office of Director of Operations					
Condensate drains are free of obstructions					
HVAC - (Out Sourced Spring Seasonal Maintenance PM - Air Conditioning)					
Condenser fan motor mounting bolt tightness					
Compressor mounting bolt tightness					
Condenser fan blade positioning					
Control box cleanliness and wiring condition					
Wire terminal tightness					
Refrigerant charge level					
Evaporator coil cleaning					

Administration Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Evaporator blower motor amperage					
HVAC - (Out Sourced Fall Seasonal Maintenance PM - Heating)					
Heat exchanger flue passageways					
Gas burner condition					
Gas manifold pressure					
Heating temperature rise					
Heating temperature rise					
ELECTRICAL					
Visible wiring un-frayed, in good condition, and properly grounded					
Switch panels and breaker box doors closed					
Extension cords of proper type and in good condition for temporary use only					
All electrical disconnects and breaker boxes properly labeled					
Electrical plug-ins in good condition					
Lights out (mark location in comments)					

Administration Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Space heaters plugged in and unoccupied					
Power strips overloaded					
EXTERIOR					
Inspect roof for any signs of leaks and/or holes					
Inspect windows for damage and broken seal					
Parking lot					
Parking lot stops					
Painting					
Trash cans					
Gates & fencing					
ELEVATOR (Out Sourced Monthly/Annual Service & Inspections)					
Inspect/service per City of Tulsa regulations					
ADA BATHROOMS					
Inspect handicap stall grab bars for tightness					
ADA AUTOMATIC DOOR (Out Sourced Quarterly PM)					
Inspect/service all electronic motors and components for proper operation					

Administration Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
DRINKING FOUNTAINS					
Push bars operational					
Filter change					
Draining properly					
ICE MACHINES					
Inspect for leaks					
Filter change					
CLEANING					
Entry					
Administration offices					
Bathrooms					
Windows clean					
Janitorial supplies stored neatly					
LANDSCAPING					
Grass height					
Grass clippings					
Edging					
Trimming					
Shrubbery					
Planting beds					

Administration Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Weed control in lawn, beds, & pavement					
Tree & shrub care					
Tree trimming					
Sprinkler zone check					
Trash					
PEST CONTROL					
Glue traps present					
Visual inspection of interior & exterior grounds					
OTHER ISSUES					

Call Center Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Monthly)					
Thermostats operating properly					
Visually inspect RTU's & note any unusual noises, smells and/or vibrations					
Inspect server room spot cooler					
Condensate drains are free of obstructions					
HVAC - (Out Sourced Spring Seasonal Maintenance PM - Air Conditioning)					
Condenser fan motor mounting bolts tightness					
Compressor mounting bolts tightness					
Condenser fan blade positioning					
Control box cleanliness and wiring condition					
Wire terminal tightness					
Refrigerant charge level					
Evaporator coil cleaning					
Evaporator blower motor amperage					

Call Center Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Out Sourced Fall Seasonal Maintenance PM - Heating)					
Heat exchanger flue passageways					
Gas burner condition					
Gas manifold pressure					
Heating temperature rise					
ELECTRICAL					
Visible wiring un-frayed, in good condition, and properly grounded					
Switch panels and breaker box doors closed					
Extension cords of proper type and in good condition for temporary use only					
All electrical disconnects and breaker boxes properly labeled					
Electrical plug-ins in good condition					
Lights out (mark location in comments)					
Space heaters plugged in and unoccupied					

Call Center Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
OVERHEAD DOORS (Out Sourced Semi-Annually PM)					
Inspect/service rollers, electronic operator, springs, chain tightness, and any required door adjustments					
EXTERIOR					
Inspect roof for any signs of leaks and/holes					
Inspect windows for damage and broken seal					
Parking lot					
Parking lot stops					
Painting					
Trash cans					
Gates & fencing					
ADA BATHROOMS					
Inspect handicap stall grab bars for tightness					
DRINKING FOUNTAIN					
Push bars operational					
Filter change					
Draining properly					

Call Center Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
ICE MACHINE					
Inspect for leaks					
Filter change					
CLEANING					
Entry					
Administration offices					
Bathrooms					
Main Call Center floor					
Contractor dispatch office					
Warehouse					
Garage					
Windows clean					
Janitorial supplies stored neatly					
LANDSCAPING					
Grass height					
Grass clippings					
Edging					
Trimming					
Trash					

Call Center Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
PEST CONTROL					
Glue traps present					
Visual inspection of interior & exterior grounds					
OTHER ISSUES					

Maintenance Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Monthly)					
Thermostats operating properly					
Visual inspect RTU's & note any unusual noises, smells, and/or vibrations					
Condensate drains are free of obstructions					
BUS WASH (Under Warranty)					
Inspect/service per manufacturer's recommendations					
BUS VAC (Out Sourced Semi-Annually PM)					
Inspect/service per manufacturer's recommendations					
AIR EXCHANGER (Out Sourced Semi-Annually PM)					
Inspect/service per manufacturer's recommendations					
Install new filters					
HVAC - (Out Sourced Spring Seasonal Maintenance PM - Air Conditioning)					
Condenser fan motor mounting bolt tightness					
Compressor mounting bolt tightness					

Maintenance Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Condenser fan blade positioning					
Control box cleanliness and wiring condition					
Wire terminal tightness					
Refrigerant charge level					
Evaporator coil cleaning					
Evaporator blower motor amperage					
HVAC - (Out Sourced Fall Seasonal Maintenance PM - Heating)					
Heat exchanger flue passageways					
Gas burner condition					
Gas manifold pressure					
Heating temperature rise					
Heating temperature rise					
ELECTRICAL					
Visible wiring un-frayed, in good condition, and properly grounded					
Switch panels and breaker box doors closed					

Maintenance Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Extension cords of proper type and in good condition for temporary use only					
All electrical disconnects and breaker boxes properly labeled					
Electrical plug-ins in good condition					
Lights out (mark location in comments)					
Space heaters plugged in unoccupied					
Power strips overloaded					
OVERHEAD DOORS (Out Sourced Semi-Annually PM)					
Inspect/service rollers, electronic operator, springs, chain tightness, and any required door adjustments					
EXTERIOR					
Inspect roof for any signs of leaks and/or holes					
Inspect windows for damage and broken seal					

Maintenance Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
CNG fill connections					
Parking lot					
Parking lot stops					
Painting					
Trash cans					
Gates & fencing					
BUS WASH					
Leaks					
Visual inspection					
FIRE ALARM					
Inspect control box for alarms					
FIRE SPRINKLER SYSTEM					
Inspect for any signs of leaks					
FIRE SPRINKLER (Outsourced Annual Inspection/PM)					
Inspect/repair any deficiencies, and place green tag					

Maintenance Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
FIRE ALARM (Outsourced Annual Inspection/PM)					
Inspect/repair any deficiencies, and place green tag					
DRINKING FOUNTAIN					
Push bars operational					
Filter change					
Draining properly					
ICE MACHINE					
Inspect for leaks					
Filter change					
CLEANING					
Maintenance offices					
Bathrooms					
Windows clean					
Janitorial supplies stored neatly					
LANDSCAPING					
Weed control in pavement					
Trash					
PEST CONTROL					
Glue traps present					

Maintenance Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Visual inspection of interior & exterior grounds					
OTHER ISSUES					

Denver Avenue Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Monthly)					
Thermostats operating properly					
Visually inspect RTU's & note any unusual noises, smells, and/or vibrations					
Condensate drain is free of obstructions					
RTU's air filters are relatively clean					
HVAC - (Out Sourced Spring Seasonal Maintenance PM - Air Conditioning)					
Condenser fan motor mounting bolt tightness					
Compressor mounting bolt tightness					
Condenser fan blade positioning					
Control box cleanliness and wiring condition					
Wire terminal tightness					
Refrigerant charge level					
Evaporator coil cleaning					
Evaporator blower motor amperage					

Denver Avenue Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Out Sourced Fall Seasonal Maintenance PM-Heating)					
Heat exchanger flue passageways					
Gas burner condition					
Gas manifold pressure					
Heating temperature rise					
ELECTRICAL					
Visible wiring un-frayed, in good condition, and properly grounded					
Switch panels and breaker box doors closed					
Extension cords of proper type and in good condition for temporary use only					
All electrical disconnects and breaker boxes properly labeled					
Electrical plug-ins in good condition					
Lights out (mark location in comments)					
Space heaters plugged in unoccupied					

Denver Avenue Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Power strips overloaded					
FIRE ALARM					
Inspect control box for alarms					
FIRE SPRINKLER SYSTEM					
Inspect for any signs of leaks					
FIRE SPRINKLER (Outsourced Annual Inspection/PM)					
Inspect/repair any deficiencies and place green tag					
FIRE ALARM (Outsourced Annual Inspection/PM)					
Inspect/repair any deficiencies and place green tag					
EXTERIOR					
Inspect roof for any signs of leaks and/or holes					
Inspect windows for damage and broken seal					
Damage to brick pillars or pre-cast concrete					
Parking & station signs in good condition					
Parking lot stops					

Denver Avenue Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Painting					
Trash cans					
Smoking cans					
Kiosks					
Gates & fencing					
Flag poles & condition of flags					
ADA BATHROOMS					
Inspect handicap stall grab bars for tightness					
ADA AUTOMATIC DOORS (Out Sourced Quarterly PM)					
Inspect/service all electronic motors and components for proper operation, and correct any deficiencies found					
DRINKING FOUNTAINS					
Push bars operational					
Draining properly					
CLEANING					
Entry					
Lobby					
Customer Service Office					

Denver Avenue Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Security Office					
Play Area					
Windows clean					
Driver's Break Area					
Janitorial supplies stored neatly					
LANDSCAPING					
Grass height					
Grass clippings					
Edging					
Trimming					
Shrubbery					
Planting beds					
Weed control in lawn, beds, & pavement					
Trash					
Tree & shrub care					
Tree trimming					
Sprinkler zone check					
Seasonal color					

Denver Avenue Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
PEST CONTROL					
Glue traps present					
Visual inspection of interior & exterior grounds					
OTHER ISSUES					

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Memorial Midtown Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Monthly)					
Thermostats operating properly					
Visually inspect mini-splits for unusual noises, smells, and/or vibrations					
Condensate drain is free of obstructions					
HVAC - (Out Sourced Spring Seasonal Maintenance PM - Air Conditioning)					
Condenser fan motor mounting bolt tightness					
Compressor mounting bolt tightness					
Condenser fan blade positioning					
Control box cleanliness and wiring condition					
Wire terminal tightness					
Refrigerant charge level					
Evaporator coil cleaning					
Evaporator blower motor amperage					

Memorial Midtown Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
HVAC - (Out Sourced Fall Seasonal Maintenance PM - Heating)					
Heat pump					
Heating temperature rise					
ELECTRICAL					
Visible wiring un-frayed, in good condition, and properly grounded					
Switch panels and breaker box doors closed					
Extension cords of proper type and in good condition for temporary use only					
All electrical disconnects and breaker boxes properly labeled					
Electrical plug-ins in good condition					
Lights out (mark location in comments)					
Space heaters plugged in unoccupied					
Power strips overloaded					

Memorial Midtown Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
EXTERIOR					
Inspect roof for any signs of leaks and/or holes					
Inspect windows for damage and broken seal					
Damage to brick pillars or pre-cast concrete					
Parking & station signs in good condition					
Parking lot stops					
Painting					
Trash cans					
Smoking cans					
Wooden privacy fence					
Bus bay shelters					
Gates & fencing					
Flag poles & condition of flags					
ADA BATHROOMS					
Inspect handicap stall grab bars for tightness					

Memorial Midtown Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
ADA AUTOMATIC DOORS (Out Sourced Quarterly PM)					
Inspect/service all electronic motors and components for proper operation, and correct any deficiencies found					
DRINKING FOUNTAIN					
Push bars operational					
Draining properly					
CLEANING					
Entry					
Lobby					
Bathrooms					
Customer Service Office					
Windows clean					
Janitorial supplies stored neatly					
LANDSCAPING					
Grass height					
Grass clippings					
Edging					
Trimming					
Shrubbery					

Memorial Midtown Station Facility Monthly Inspection Form

Date of Inspection _____

Inspected By _____

ALL DEFICIENCIES REQUIRE COMMENTS ABOUT CORRECTIVE ACTIONS AND A COMPLETION DATE BY THE MAINTENANCE FACILITY COORDINATOR

Condition and/or Protection Satisfactory?	Satisfactory	Unsatisfactory	N/A	Comments	Completion Date
Planting beds					
Weed control in lawn, beds, & pavement					
Trash					
Tree & shrub care					
Tree trimming					
Sprinkler zone check					
Seasonal color					
PEST CONTROL					
Glue traps present					
Visual inspection of interior & exterior grounds					
OTHER ISSUES					

Attachment F

**Mission Critical Items
Preventative Maintenance Check List**

Mission Critical Items Preventive Maintenance Checklist

Item	X Miles	Monthly	Quarterly	Semi- Annually	Annually
Large Buses	6500				
Small Buses	6500				
Buildings		X			
Shelters					X
Parking Lots					X
HVAC Systems				X	
Plumbing		X			
Overhead Doors			X		
Bus Wash/Reclamation System			X		
Backup Generators			X		
Building Security Cameras		X			
Fleet Security Cameras		X			
CNG Fueling Station		X			
CNG Fast-Fill Dispensers		X			
CNG Time-Fill Dispensers		X			
In-Ground Lifts		X			
Column Lifts		X			
Fareboxes	6500				
Fleet Radios	6500				
Hand-Held Radios					X
Base Radio Stations					X
PA Systems	6500				