

RESOLUTION NO. 015-23R

A RESOLUTION APPROVING AND ADOPTING AN UPDATED FACILITY MAINTENANCE PLAN FOR THE BUILDINGS AND LAND COMMONLY REFERRED TO AS THE AMTRAK STATION AS REQUIRED BY THE FEDERAL TRANSIT ADMINISTRATION AND OHIO DEPARTMENT OF TRANSPORTATION; AND DECLARING THAT THIS RESOLUTION SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, this City Commission approved a Transportation Services Agreement between the City of Sandusky and First Transit, Inc., of Lombard, Illinois, relating to the Sandusky Transit System by Ordinance No. 23-082, passed on March 27, 2023; and

WHEREAS, as part of a Triennial Review conducted by the Ohio Department of Transportation, an updated Facility Maintenance Plan must be adopted as stated in the Corrective Action Compliance Requirements; and

WHEREAS, the Facility Maintenance Plan is a comprehensive overview of the essential systems that govern the historical Amtrak Station and the practices to ensure its upkeep and clearly defines, documents, and dictates the collective responsibility of First Transit, the City's third party operator, and the City of Sandusky in maintaining the Amtrak Station, located at 1230 N. Depot Street in Sandusky, that houses Sandusky Transit System's operations; and

WHEREAS, this Resolution should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to immediately adopt and execute the updated Facility Maintenance Plan to be in compliance with the requirements of the FTA and Ohio Department of Transportation; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of Municipal Departments, including the Sandusky Transit System, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio, finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Resolution** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. This City Commission hereby approves and adopts the Updated Facility Maintenance Plan for the Amtrak Station, as required by the Federal Transportation Administration and Ohio Department of Transportation's compliance guidelines.

Section 2. This City Commission authorizes and directs the City Manager to execute the Facilities Maintenance Plan on behalf of the City for the Amtrak Station located at 1230 N. Dept Street, substantially in the same form as reflected

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in Exhibit "1" which is attached to this Ordinance and specifically incorporated as if fully rewritten herein together with such revisions or additions as are approved by the Law Director as not being substantially adverse to the City and being consistent with the objectives and requirements of this Ordinance and with carrying out the City's public purposes.

Section 3. If any section, phrase, sentence, or portion of this Resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Resolution were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 5. That for the reasons set forth in the preamble hereto, this Resolution is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: April 10, 2023



City of Sandusky

Division of Transit

Facility Maintenance Plan

EXHIBIT "1"



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EXHIBIT "1"



MISSION

The Transit Administrator and the contractor's General Manager will assure that the transit facility is a safe, clean, properly maintained working environment that supports and contributes to STS's mission to provide quality, accessible, cost effective and safe public transportation for the residents of the City of Sandusky and Erie County.

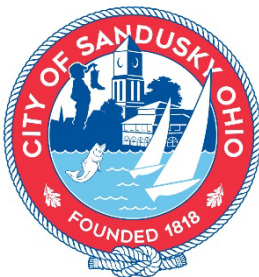
Signature Transit Administrator _____
Date

Signature Contractor's General Manager _____
Date

Signature Maintenance Supervisor _____
Date

EXHIBIT "1"

This plan was last reviewed and updated on: 01/01/2023



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Community Development
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SAFETY

General Safety Procedures

1. Emergency Phone Numbers: Fire/Law Enforcement/EMS: 911

 Poison Control: 800-222-1222
2. Wear appropriate clothing and Personal Protective Equipment (PPE) for the work being done.
 - a. Wear rubber gloves when cleaning washrooms or locker rooms or when using toxic chemicals.
 - b. Wear safety glasses or goggles when working close to liquid chemicals or when using hand tools.
 - c. Wear closed toe shoes or boots when operating lawn mowing equipment.
 - d. Wear approved helmet, apron, and gloves when welding
3. Follow manufacturers' instructions when mixing chemicals. Always mix chemicals in a well-ventilated area with spill protection.
4. 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 will be available in the Maintenance Office.
5. NEVER use chains and padlocks to secure exit doors during hours of operation. Security is of great importance. In the interest of safety, exit doors must function properly.
6. Always use proper lifting techniques when lifting heavy objects. Lift with the legs. Keep the back straight. Do not twist the body and lift at the same time. Request assistance.
7. The Lock-Out Tag-Out system will be utilized whenever working on electrical circuits.
8. Do not use tools that are broken or that have missing guards, shields, or other protective components. Report broken tools to the Maintenance Supervisor.
9. Any employee hired to operate Agency-owned or leased motor vehicles must meet STS's driver qualification standards as defined in our policies.

10. No employee shall attempt to perform tasks for which he or she has not been trained and authorized to perform by the Maintenance Supervisor.

Chemical Hazards - Use, Storage and Disposal of Chemicals

Toxic, flammable, or otherwise hazardous chemicals are most encountered in the custodial closets, kitchens, maintenance garage, wash bay and storage rooms. It is very important to know how to use, store and dispose of chemicals and other hazardous substances used by personnel in their areas of responsibility. Safety precautions and guidelines for each of these three aspects of safe practices for chemicals are presented next.

Chemical Use:

No one should use any substance, even household products, without understanding what dangers exist and how to use the product safely. Chemical substances should be used only in the manner and for the purpose for which they were intended. Before using any chemical, personnel should learn about possible hazards, disposal and emergency treatment measures, and handling procedures. All of this information can be found on either the label on the product or its Material Safety Data Sheet (MSDS), which will be available 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 done 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 alkalis, and chemicals with petroleum products such as cleaning liquids, are also hazardous combinations. Other points to note about chemical storage:

- Never transfer chemicals into an unlabeled container.
- Store potentially flammable chemicals in approved containers 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:

Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems. Material Safety Data Sheets contain information about the safe disposal procedures for the chemical substances used. Some general rules to follow:

- 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 up spill.

Fluorescent Light Bulb Recycling

Most fluorescent and mercury lamps are hazardous and require special handling. Nationwide, there are over 600 million lamps discarded each year. Until recently, regulations have made it difficult and expensive to properly manage used lamps and most end up in municipal landfills. Now the USEPA has included mercury lamps in the Universal Waste Rule (UWR), a new federal regulation that reduces the cost and regulatory burden on generators who recycle. The Ohio Department of Environmental Services enforces the Universal Waste Rule in Ohio.

DO NOT THROW FLUORESCENT LIGHT BULBS IN DUMPSTERS FOLLOW THE GUIDELINES BELOW TO PROPERLY DISPOSE OF THEM:

Guidelines for packing and shipping fluorescent lamps:

- A contractor can provide boxes to pack lamps and ballasts. Acceptable shipping containers include manufactures' boxes in which the new lamps were shipped, contractor provided four-foot, five-foot, eight-foot, T-26 and T-43 boxes. All other boxes must be approved by Contractor prior to use.
- Fill boxes to capacity with lamps.
- All precautions should be taken to eliminate breakage of lamps. Extra charges may result from broken lamps.
- Do not tape lamps together. This results in excess handling of lamps and additional charges.
- If a box of lamps breaks, place the entire box in a plastic bag immediately. DO NOT open the box. Close and seal the bag. Notify the Contractor of any broken lamps prior to shipment.
- Contractor will complete the Lamp Recycling Manifest and leave a copy at the facility.

Contact the following Contractor for Fluorescent Light Bulb Recycling:

- Heritage-Crystal Clean (877) 938-7948

Electrical Hazards

Working with electricity can be a shocking 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 Agency building. Electrical hazards occur in kitchens, workshops, and IT 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, conference rooms and offices. Personnel should be alert for such potential problems throughout the Agency. Coffee pots and microwave ovens are common hazards. Equipment with heating elements should be carefully monitored and not left unattended. Electrical hazards also exist anytime personnel use or service 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 using 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 worn electric cord or missing the grounding 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 properly) are important precautions to take against fire hazards. The State Fire Code regulates many safety practices. Briefly, the code covers fire resistance ratings of building materials, use of smoke

detectors and fire alarms, storage of flammable and combustible materials, required means of egress and other related topics. Areas that often contain fire hazards are storage rooms that tend to accumulate trash, equipment rooms, furnace rooms, and the custodial closet. The maintenance person is in a unique position to recognize and eliminate potential fire hazards in many of these areas. Any time a problem is noted, the maintenance person should notify either the Maintenance Supervisor or the Transit Director.

Custodial 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. Agency staff 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, 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 personnel 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.
- 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 Extinguishers

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

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

Use the proper type of 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 as extinguisher, remember the PASS method:

- Pull the pin.
- Aim the extinguisher nozzle at the base of the flames.
- Squeeze the trigger while holding the extinguisher upright.
- Sweep 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 personnel are working. Wherever a ladder, mop, tools, or other equipment is used, there is potential for accidents. Stairs, hallways, mechanical or boiler rooms, and Agency 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 personnel 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 deal with the heat.

Proper Lifting Technique:

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

1. 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.
2. 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.
3. 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.
4. 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.
5. Never twist the body. Move the feet to change direction.

6. Bend knees to put down the load. Be sure fingers are not caught underneath the object as it is put down.
7. 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.
8. 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. Personnel must be aware of many factors that cause slipping and falling.

1. Clothing that is inappropriate for the job can cause falls. Clothing should not be too long or loose. Shoes should be slip resistant, preferably with rubber or other grip type soles.
2. Be alert. Watch for things that can trip people, 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.
3. 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 a wet surface, the technician should place feet carefully and move slowly.
4. 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.
5. Falls are commonly caused by tripping over obstacles in walkways. Personnel can thoughtlessly create this type of hazard for others on the Agency 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 of what they were designed for and how to use them.

- **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 themselves.
 - 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.
 - 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 always kept in good condition. 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.
- 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 personnel 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

Personnel 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 floor machine. 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.

1. 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.
2. Never use a defective tool.
3. Always wear protective gear such as gloves, goggles, and hearing protection when performing any task involving hazardous tool usage.
4. Do not overload a tool's capacity or try to hurry its operation.
5. Disconnect power cord before adjusting tools, such as changing the blade on a skill saw.
6. Always be conscious of where parts of the body are in relation to the tool being used.
7. Keep tools in proper shape. A sharp knife is less dangerous than a dull one that must be forced through what is being cut.
8. Use only tools for which training has been received.
9. Do not reach into waste containers or push trash into a partly full container with bare hands.
10. Put waste with sharp edges in sturdy containers.
11. Be aware of sharp edges on furniture or other objects being moved. Even the edges of a cardboard carton can cut badly.
12. 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 hot 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 ° 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.

FACILITY INVENTORY

This plan applies to the following facility:

Facility Information

Building Name: Sandusky Amtrak Station (STS)

Address: 1230 N. Depot St, Sandusky , Ohio, 44870

Phone: 419-627-0740

Current Total Size (square feet) 8,808 ft²

Site Size (acres) 1 acres

Date of Original Construction: 01/01/1893

Dates and Description of Additions:
Vehicle storage facility was constructed 1999.

Identification and Distance to Nearest Fire Station (miles):
Sandusky Fire Department ,600 W Market ST Sandusky, OH 44870
Phone: (419) 627-5821
Fax: (419) 627-5820

Water Supply (municipal or well): municipal – City of Sandusky Water & Sewer Departments

Sewage Disposal System (municipal or onsite septic system): municipal – City of Sandusky Water & Sewer Departments

Description of Fire Protection Systems (alarms, sprinklers etc.): Alarms

Date of most recent asbestos inspection: 1998– facility renovated in 1999

CUSTODIAL SERVICE

CUSTODIAL CLEANING FREQUENCY

Entrances, Lobbies and Corridors

These areas are generally the first areas seen by staff and visitors. Their condition and cleanliness leave a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel at least once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the Agency. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season.

3x's a Week: (Minimum)

- Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove.
- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head always on the floor. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (*See Drinking Fountain procedures*)
- Clean entrance door glass.
- Use only solutions recommended by the manufacturer when cleaning "Dry Erase Marker Boards".

Weekly:

- Dust the tops of extinguishers and window casings. (Low dusting, below 5') Clean glass partitions, display cases, and interior door glass.
- Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
- Dust Furniture.
- Restore floor finish on non-carpeted floors.

Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

Monthly:

- High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')
- Vacuum upholstered furniture.

CUSTODIAL METHODS AND PROCEDURES

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

EXHIBIT "1"

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

- A vacuum cleaner is the best tool for removing dust.
- Treated “dust cloths” can be used for most dusting. These are usually rolls of factory treated flannel cloth.
- Some surfaces lend themselves well to ‘damp dusting’ using a clean cloth and plastic sprayer with appropriate solution. Desktops are to be cleaned daily with an Agency-approved disinfectant.
- Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks.
- As a rule, all horizontal surfaces less than 5’ will receive a thorough dusting weekly. Horizontal surfaces greater than 5’ will receive a thorough dusting monthly. Some surfaces may require spot dusting daily.

Note: Lock all windows when you clean the sills.

Dust Mopping Resilient Floors

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick-up with counter brush and dustpan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using or hanging up.
6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

Trash

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

Note: Use ramp or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

Carpet Vacuuming

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Replace all furniture.

5. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloth or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas. Use clean cloth or paper towels and detergent solution in plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of conference rooms, offices...etc. as previously recommended.

Before leaving the room, visually check to make sure all the following duties are completed:

- Windows are locked.
- All items are in appropriate place.
- Room looks clean and - is clean!
- Lights are turned off.
- Door is locked.

Restroom Cleaning (3x's a week or under Special Circumstances of an Incident)

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted. Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for several reasons:

- Bacteria control to help eliminate cross infections to safeguard health.
- Many times, the custodial staff is judged on the appearance and cleanliness of the rest rooms.
- Clean rest rooms encourage the public to help keep them that way.
- Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
- The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Check the working condition of the units.
4. Close and lock dispenser.

5. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.
6. Clean the surface of the dispenser as above.
7. Fill all soap dispensers.
8. Empty the sanitary napkin/tampon disposal boxes.

Cleaning Sinks and Wash Basins

Several methods can be used to clean sinks with equal final results; however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sink daily as part of the procedure.
7. Do not use lime de-scaler on counter tops.

Mirrors

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on mirror. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves always. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside of bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

To clean seat and outside of fixtures using sprayer:

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions:

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean clothes or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

Bathroom and Shower Floors: (Does not include wood floors)

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet vacuum for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

Note: Do not rinse floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

Floor Surfaces

The flooring surfaces vary considerably in the different buildings; however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Pick up towels, socks, shoes, etc. and store appropriately.
3. Lightly flood floors with germicide/detergent solution and warm water.
4. Let stand 3 minutes or more for chemical action.
5. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
6. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.

Note: Rinsing not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.

GROUND'S MAINTENANCE

Winter

- Snow and ice shall be removed from entry ways and sidewalks at least 30 minutes prior to the start of work for the day.
- Sidewalks and entry ways shall be salted/sanded as necessary.
- When snow continues to fall after the start of the workday, the main entrance shall be cleared hourly. Other entrances and sidewalks shall be cleared at least every two hours.
- All parking lots and driveways shall be plowed at least one hour prior to the start of work. A decision to plow once work has started shall be made by the Maintenance Supervisor in cooperation with the Transit Director. Maintenance staff shall assist in coordinating the movement of vehicles as necessary.

Bus Stop / Bus Shelter Requirements

The Contractor is responsible for cleaning bus shelters and bus stops on a routine basis. The contractor will monitor the cleanliness and appearance of transit stops and document the service of each stop or shelter by log. The Contractor is responsible to respond within two (2) hours to any request made by the Transit Administrator to address the general upkeep of a transit stop, which includes but not limited to picking up trash around the stop, switching out trash bags at bins, removing shopping carts and returning them to their storeowner, snow removal by hand or shovel and landscaping. The City shall be responsible for maintenance and repair of the shelters. The City Reserves the right to Remove Shelter and Stop maintenance from the final Contract.

1.) **Shopping Cart Retrieval Policy:** Upon request by the Transit Administrator the contractor is responsible for the removal of shopping carts from designated bus stop waiting areas and return them to their place of origin. The contractor may use designated

fleet inventory with automated lift gates to complete these tasks only if that vehicle has been approved in writing by the Transit Administrator prior to task completion. A preapproved list of current designated vehicles will be provided to the Contractor at the start of the new contract. The contractor must complete the cart retrieval task within a period of two (2) hours upon receiving the request.

INTEGRATED PEST MANAGEMENT

Four Points of IPM:

1. Prevention of pest population. (Performed by Contractor)
2. Application of pesticides only as needed. (Performed by The City of Sandusky)
3. Selecting the least hazardous pesticides effective for control of targeted pests. (Performed by The City of Sandusky)
4. Precision targeting of pesticides to areas not contacted or accessible to customers or staff. (Performed by The City of Sandusky)

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 - not just staff responsible for pest management. How a building 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; and
 4. applying our growing knowledge about pests to create long-term, low-risk solutions.
5. 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.

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 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 your building. Typical key pests in and around buildings include ants, birds, cockroaches, head lice, 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
- Flies
- Mice
- Bees, wasps and yellow jackets
- Cockroaches (prevention only)
- Head lice

EXHIBIT "1"

IPM Planning & Communication

1. **Compliance with regulations:** The STS Maintenance Supervisor and the Executive Director understand and ensure that STS meets all Federal, State and local legal requirements related to pest management in buildings (e.g., posting, notification, pesticide management, etc.)
2. **IPM Plan:** A written IPM policy is adopted stating a commitment to IPM implementation and identifying overall objectives relating to pest and pesticide risk management. The policy is used to guide decision-making, and is reviewed at least once every three years and revised as needed.
3. **IPM Coordinator:** The Transit Director will have primary responsibility for coordination of IPM. The maintenance staff will provide day-to-day oversight of IPM

implementation. IPM coordinators are aware of and understand Federal, State and Local laws and regulations pertaining to pest management in Agency buildings.

4. **Schedule of inspection and monitoring:** The written IPM Plan includes a schedule for comprehensive inspection and monitoring of buildings and adjacent grounds; schedule for areas requiring more frequent inspection/ monitoring (e.g., food storage, preparation and serving areas); and a list of key pests and action thresholds for each key pest.
5. **Posting:** At least 24 hours prior to pesticide application, postings are placed in the main office detailing locations to be treated and contact information for further information. Copies of the pesticide label and MSDS sheet for the material(s) to be used are included in the posting and maintained on file. This notice remains posted for at least 48 hours after the application.
6. **Record-keeping:** Complete records of each pesticide application, including product name, quantity used, date and time of application, location, application method and target pest are maintained by the Agency for at least three years.
7. **Public access** is provided to all information about the IPM policy, IPM plan and implementation. The IPM plan and MSDS are available in the main office for review by interested persons.
8. **PCO Contracts:** If outside contractors are used to provide pest control services, a written contract is signed identifying specific IPM practices to be used, including regular inspections, monitoring where appropriate, record-keeping and agreement to abide by the IPM Policy and IPM Plan, including use of only Reduced-Risk or Least-Risk Options, contract proposals are not evaluated on the basis of low bid only, but are also valued on the basis of the contractor's experience and performance history with an IPM approach, ability to conduct preventative inspections and demonstrated practice of using chemical controls as a last resort.
9. **Pest Sightings:** Staff is instructed to report all pest-related incidents to maintenance including date, time and exact location of the sighting, a description of the pest or pest damage, and the name of the person reporting the incident. Staff is encouraged to use zip lock bags to collect and identify specimens.
10. **Inspection records:** Records are maintained of inspection results, pest management actions and evaluations of results.
11. **Training:** Key staff, including new staff, is provided with initial training IPM and with informational updates as needed.

Prevention strategies- building:

The IPM Plan includes a list of actions to prevent and avoid key pest problems (e.g., building repair, waste handling equipment upgrades) and a timeline for implementation. The IPM plan specifies policies for building maintenance, new or renovated building design that build in preventative and avoidance strategies for pests.

A complete inventory of all existing lawn maintenance equipment is maintained, as well as a list of desired equipment for reduced risk pest control options (e.g., aerator, de-thatcher, spring-tooth harrow, flotation tires, etc.). Desired equipment is worked into the budget.

Prevention strategies- grounds:

The IPM Plan includes a list of actions to prevent and avoid key pest problems (e.g., replacement of problem plants, moving problem plants to more favorable locations, slope modification, pavement replacement and repair) and a timeline for implementation. The IPM plan specifies policies for grounds maintenance, new or renovated landscape design that build in preventative and avoidance strategies for pests such as avoiding pest-prone plants, proper placement, etc.

IPM Administration, Inspection, Sanitation & Exclusion

1. **Inspection:** (Performed by The City of Sandusky) A comprehensive inspection of all buildings is conducted by the Transit Director at least annually for defects including cracks, crevices and other pest entryways; food, moisture and shelter resources available to pests; moisture, pest or other damage to structural elements; termite earthen tunnels, pest fecal matter or other signs of pest activity; etc. A report of all defects is prepared, corrective actions are identified and a timeline is established for completion.
2. **IPM inspection checklist:** (Performed by The City of Sandusky) For periodic inspections, listing each building feature (e.g., foundation, eaves, etc.) and room to be inspected, including specific locations within features or rooms (e.g., vents, storage closets) to be included in the inspection, and specific conditions to be noted (e.g., repair, cleaning needs).
3. **Food policies for areas other than break room:** (Performed by Contractor) Food and beverages are allowed only in designated areas.
4. **Cleaning of floors and carpets:** (Performed by Contractor) Floors are cleaned and carpets vacuumed daily in areas where food is served, and at least weekly in other areas. Furniture in offices that are rarely moved (e.g., staff desks, bookcases, filing cabinets) receive a thorough cleaning around and under to remove accumulated lint, etc., at least annually.

5. **Cleaning in food areas:** (Performed by Contractor) Food-contaminated dishes, utensils and surfaces are cleaned by the end of each day; sponges, mops and mop buckets are properly dried and stored (e.g., mops are hung upside down, buckets are emptied). Surfaces in food preparation and serving areas are regularly cleaned of any grease deposits. Appliances and furnishings in these areas that are rarely moved (e.g., refrigerators, freezers, shelf units) receive a thorough cleaning around and under to remove accumulated grease, dust, etc., at least monthly. Food waste from preparation and serving areas, and waste with food residues (e.g., milk cartons, juice boxes) is drained of excess moisture before discarding and stored in sealed plastic bags before removal from grounds.
6. **Waste materials in all rooms:** (Performed by Contractor) Make sure all waste receptacles are collected and removed to a dumpster or compactor daily.
7. **Exterior doors:** (Performed by Contractor) Ensure all exterior doors throughout the building are kept shut when not in use.
8. **Window screens:** (Performed by Contractor) Windows and vents are screened or filtered. Agency policy requires use of screens, when windows are opened.
9. **Vent and duct cleaning:** (Performed by The City of Sandusky) The inside of vents and ducts are cleaned annually. Vent or heater filters are cleaned or replaced at least annually.
10. **Vegetation near structure:** (Performed by The City of Sandusky) Vegetation, shrubs and wood mulch is kept at least one foot away from structures. Tree or shrub limbs and branches are maintained at least 6' away from structures.
11. **Building eaves, walls and roofs are inspected:** (Performed by The City of Sandusky) Inspect frequently during nesting season for bird and other nests, and these are removed.
12. **Weather stripping and door sweeps:** (Performed by The City of Sandusky) Must be placed on all doors to exclude pest entry.
13. **Moisture sources:** (Performed by The City of Sandusky) Areas where condensation forms frequently are ventilated, plumbing and roof leaks fixed, dripping air conditioners repaired. Floor drains are screened and sewer lines are in good repair.
14. **Cracks and crevices:** (Performed by The City of Sandusky) All cracks in walls, floors and pavement are corrected.

15. **Openings around potential insect and rodent runways:** (Performed by The City of Sandusky) Electrical conduits, heating ducts, and plumbing pipes must be sealed.
16. **New purchases:** (Performed by Contractor) Purchases of new kitchen appliances and fixtures are of pest-resistant design (i.e., open design, few or no hiding places for roaches, freestanding and on casters to ease thorough cleaning). Purchases of new office and conference room furniture that is rarely moved (e.g., staff desks, bookcases, filing cabinets) are of a design that permits complete cleaning under and around the furniture, or ready movement for cleaning purposes.

Building Pest & Pesticide Risk Management (Performed by The City of Sandusky)

1. **Pesticide applicators:** All pesticide applications are made by a person licensed and/or certified by the state to apply pesticides in commercial facilities, except that unlicensed maintenance staff is authorized to apply wasp and hornet and ant treatments in emergency situations. Licensed persons include Agency staff.
2. **Pesticide applications** are made only after detection of a verifiable pest problem and accurate identification of the pest. Applications are not made on a routine or regularly scheduled basis (e.g., weekly, monthly applications are not made).
3. **Pest contamination:** Food that has come in direct contact with pests (e.g., ants, cockroaches, mice) is considered contaminated and is disposed of.
4. **Baits:** Chemical baits, if used (e.g., for ants, cockroaches, rodents), are placed in a locked, distinctively marked, tamper-resistant container designed specifically for holding baits and constructed of metal, plastic or wood. Bait containers are securely attached to floors, walls, etc. such that the container cannot be picked up and moved. Baits must always be placed in the baffle protected feeding chamber of the container and not in the runway. Parafinized or weatherproof baits are used in wet areas. All bait use is in areas inaccessible or off-limits to children. Baits are not used outdoors unless bait containers are inaccessible to children (e.g., placed underground in pest nests or on building roofs).
5. **Mapping of baits and traps:** If baits or traps of any kind are used, a map or floor plan of each area where baits or traps are located is prepared, numbering each bait station or trap, and entering the location of each numbered bait station or trap on the map. Bait stations or traps are marked with appropriate warning language.
6. **If dust formulations** are used, these are applied only to areas that can be sealed (e.g., wall voids) to prevent exposure of employees or clients to airborne dust particles.

7. **Reduced-Risk or Least-Risk Options are the only pest controls used.** No pesticide applications are made for pests that cause aesthetic damage only.

PREVENTIVE MAINTENANCE (Performed by The City of Sandusky)

The focus of STS's maintenance program shall be on preventive maintenance. Every part of the facility shall be inspected according to the **FTA/ODOT requirement for 80% on-time performance for all facility preventive maintenance intervals**. Example: If HVAC is required for a maintenance interval every 6 months or 180 days, then on-time would be from 162 days (-10%) to 198 days (+10%).

Mechanical equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit an order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs.

The Maintenance Supervisor shall identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

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

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Automatic Doors (Performed by The City of Sandusky)

All automatic doors will be inspected monthly. These include automatic vehicular gates, doors with ADA controls, and overhead doors in delivery areas and shops. Routine maintenance is the best method to ensure operational integrity.

____ *Nut, bolt, and fastener conditions*

- ___ *Operating devices (motors), pneumatic powering*
 - ___ *Cleanliness*
 - ___ *Lubrication*
 - ___ *Stability*
 - ___ *Structural integrity*
 - ___ *Shaft conditions*
 - ___ *Bearing conditions*
 - ___ *Overload and other relay conditions*
 - ___ *Circuit breaker conditions*
 - ___ *Overall appearance for damage or vandalism*
- ___ *Overall operation*
- ___ *Weatherproofing/caulking condition*
- ___ *Lubrication of guides, hinges, and locks*
- ___ *Roller alignment*
- ___ *Glazing integrity*
- ___ *Hinge conditions*
- ___ *Lock conditions and security*
- ___ *Alignment*
 - ___ *Plumb*
 - ___ *Building settlement*
 - ___ *Straightness of guides*
- ___ *Overall condition for deficiencies such as water intrusion and corrosion*

Lighting: Exterior and Interior (Performed by The City of Sandusky)

All lighting systems will be inspected monthly. 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
- Field and sports areas
- Building interior (classrooms, common areas, offices, hallways, exits, etc.)
- Emergency

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 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*

___ *Luminary conditions*

___ *Wire conditions*

___ *Ballast conditions*

___ *Timers/sensors function (make seasonal adjustments)*

___ *Junction box and cover conditions*

___ *Switch conditions*

EXHIBIT "1"

___ *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*

Security Systems (Performed by The City of Sandusky)

Biweekly preventive maintenance of security systems is critical for occupant safety.

___ *Surveillance cameras and monitors*

___ *Function*

___ *Fixture integrity*

___ *Mounting condition/stability*

___ *Location accuracy*

___ *General console condition*

___ *Power source continuity*

___ *Overall condition*

___ *Function*

EXHIBIT "1"

Alarm Systems (Performed by The City of Sandusky)

The following checklist covers automated smoke and burglar alarm systems throughout the buildings. Preventive maintenance consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals shall make repairs or adjustments to alarm systems. Maintenance staff will accompany professionals during statutory inspections.

___ *Smoke detectors:*

___ *Operation*

Procedure: Use UL-approved smoke alarm tester in aerosol can. One spray will activate both photo electric and ionization detectors.

___ *Battery efficiency*

___ *Hard wire connections*

___ *Housing condition*

___ *Overall condition*

___ *Intruder alarm system:*

Note: Many systems are self-tested on a daily basis. Manufacturer's instructions should be followed at all times.

Doors and Windows (Performed by The City of Sandusky)

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*

EXHIBIT "1"

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 (Performed by The City of Sandusky)

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
- 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*

___ *Operation*

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

Restrooms (Performed by The City of Sandusky)

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

___ Accessible sinks

___ Accessible mirror

___ Hand rail stability and condition

___ Special features function such as "help" mechanisms and automated systems

___ 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

EXHIBIT "1"

___ *Cap and part conditions*

___ *Seat support conditions*

___ *Overall condition*

___ *Dispenser operation and conditions (soap, paper towels, etc.)*

___ *Partitions*

___ *Stability*

___ *Surface conditions for deficiencies such as sharp or worn areas or vandalism*

___ *Part conditions*

___ *Security*

___ *Overall condition*

___ *Trash receptacles*

___ *Sanitation conditions*

___ *Stability*

___ *Overall condition*

___ *Mirrors*

___ *Cleanliness*

___ *Overall condition for deficiencies such as cracks, sharp edges, or vandalism*

___ *Overall cleanliness*

___ *Overall privacy*

___ *Overall appearance for damage and vandalism such as graffiti*

___ *Fire extinguishers (See also annual inspection of Fire Extinguishers)*

___ *Tag currency*

EXHIBIT "1"

____ *Placement in correct proximity to potential hazards per code*

____ *Housing condition*

____ *Hose condition*

____ *Overall condition*

Offices (Performed by The City of Sandusky)

Check the following once per month.

____ *Fire safety*

____ *Electrical outlet load*

____ *Positioning of paper/flammable materials away from heat sources*

____ *Accessible route*

____ *Visible exit*

____ *Emergency control panels*

____ *Operation*

____ *Part conditions*

____ *Overall condition*

____ *Floor condition for deficiencies such as excessive wear, tears, stains, and tripping hazards*

____ *Walls/ceiling condition*

____ *Furniture: desks, chairs, tables, and shelves*

____ *Stability*

____ *Surface conditions for deficiencies such as sharp or rough edges or protruding hardware*

EXHIBIT "1"

___ *Lubrication of hardware*

___ *Overall condition*

___ *File cabinets*

___ *Stability*

___ *Lock function*

___ *Overall condition*

___ *Stationary partitions*

___ *Stability*

___ *Surface conditions for deficiencies such as sharp or worn areas and vandalism*

___ *Overall condition*

___ *PA system*

___ *Operation*

___ *Overall condition*

EXHIBIT "1"

___ *Fire extinguishers (See also annual inspection of Fire Extinguishers)*

___ *Charge*

___ *Tag currency*

___ *Placement in correct proximity to potential hazards per code*

___ *Housing condition*

___ *Hose condition*

___ *Overall condition*

Kitchen and Dining Areas (Performed by The City of Sandusky)

Kitchens and dining areas contain many pieces of equipment that can jeopardize safety if preventive maintenance is neglected. The following monthly checklist includes common

cooking equipment and dining furniture. Preventive maintenance for general features including **Lighting, Alarm Systems, Fire Extinguishers, 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 kitchen 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.

_____ *Garbage disposal*

_____ *Refrigerator*

_____ *Coffee Maker*

_____ *Toaster*

_____ *Floor condition for deficiencies such as excessive wear, stains, and tripping hazards*

_____ *Furniture: counters, tables, benches, and chairs*

_____ *Stability*

_____ *Surface condition for deficiencies such as rough areas or protruding hardware*

_____ *Overall condition*

_____ *Fire extinguishers (See also annual inspection of Fire Extinguishers)*

_____ *Charge*

_____ *Tag currency*

_____ *Placement in correct proximity to potential hazards per code*

EXHIBIT "1"

____ *Housing condition*

____ *Hose condition*

____ *Overall condition*

Landscape (Performed by The City of Sandusky)

Due to the comprehensive nature of preventive maintenance, select critical areas within the landscape domain should be inspected monthly. Note: Make sure the actual number of drains and their locations correspond with those shown on the “as built” drawings. (*The Irrigation Controllers checklist also applies to this area.*)

____ *Drains*

____ *Proper water flow*

____ *Piping conditions*

____ *Cover conditions*

____ *Overall condition for obstructions*

____ *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*

Asphalt (Performed by The City of Sandusky)

Asphalt surfaces at building facilities receive extensive wear and tear from contact with buses, cars, and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for maintenance 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

____ *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*

EXHIBIT "1"

Signage (Performed by The City of Sandusky)

Signage is not only important for directing building 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 agency 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*

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

Exterior Stairs, Decks, and Landings (Performed by The City of Sandusky)

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

___ *Overall appearance*

___ *Concrete*

___ *Expansion joint conditions*

___ *Metal spacer conditions*

___ *Overall condition for deficiencies such as alkali-aggregate expansion, cavitations (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)*

EXHIBIT "1"

___ *Stability*

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

___ *Coverings*

___ *Surface condition*

___ *Overall integrity*

___ *Overall condition*

___ *Grade appearance*

___ *Footings/foundation*

___ *Stability*

___ *Overall condition for deficiencies such as cracks and broken or missing components*

HVAC Systems (Performed by The City of Sandusky)

Regular preventive maintenance of HVAC (heating, ventilation, and air-conditioning) systems is crucial to the quality of air and comfort level within agency facilities. HVAC systems should always sufficiently control temperature and humidity, distribute outside air uniformly, and isolate and remove odors and pollutants. Improper function and maintenance can cause indoor air pollution by allowing stale or contaminated air to remain in the building. As there are many areas within the agency that house activities with unique ventilation requirements, it is essential that the HVAC system has fully functional and regularly inspected pressure control, filtration, and exhaust equipment.

The following checklist shall be used for semiannual inspections of the HVAC system. When performing any maintenance procedures, always refer to manufacturers' recommendations.

For all types of HVAC systems, change filters twice a year and post a sticker on the HVAC unit with the date of change and initials of the mechanic. Use only MERV 13 rated filters unless otherwise directed by the Maintenance Supervisor.

___ *General conditions*

___ *Air filter conditions*

___ *Burner assembly conditions*

___ *Circulation*

___ *Refrigerant dryer, strainer, valve, oil trap, and accessories conditions*

___ *Overall cleanliness*

___ *Overall condition for deficiencies such as rust, corrosion, and mineral deposits*

___ *Heat pumps*

Check all items listed above under "central/ground/roof mounted," plus:

___ *Temperature setting*

___ *Noise and vibration levels*

___ *Heating systems (See also annual checklist for Hot Water Heaters)*

___ *Amp draw per manufacturer's specs*

___ *Equipment cleanliness*

___ *Flow switch operation*

___ *Mechanical equipment function*

___ *Pull header conditions (on units more than 5 years in age)*

___ *Pumps*

___ *Function*

___ *Oil condition*

___ *Overall condition*

___ *Safety limit switch operation*

___ *Water temperature (in and out)*

___ *Overall condition for deficiencies such as corrosion, scale, and entrapped air*

EXHIBIT "1"

____ *Boilers*

Note: Shall be performed by a licensed professional inspector/maintenance contractor to ensure compliance with state and federal regulations.

____ *Overall condition for deficiencies such as leads between joints, leaks, corrosion, buildup, breaks, and obstructions*

____ *Overall condition for deficiencies such as leaks, cracks, deterioration, end panel separation, corrosion, pitting, wood casing for signs of rot, brittleness or cracking of fiberglass*

____ *Safety limit and interlock function*

____ *Shutdown operation*

____ *Walkway/platform stability and condition*

____ *Overall condition*

Semiannual

Smoke Alarms (Performed by The City of Sandusky)

The following is a preventive maintenance checklist for individually installed smoke alarms that are not part of the larger automated alarm system. This check shall be performed semiannually. These smoke alarms may be battery-operated or hard-wired, and may be found in various areas of the facility, including out buildings. (See **Alarm Systems** checklist for automated smoke alarms.)

____ *Battery efficiency (if not hard wired)*

____ *Connection conditions for proper wiring and deficiencies such as arcing or exposed wires*

____ *Housing condition*

____ *Mounting security*

____ *Overall operation*

____ *Overall condition*

Semiannual

Structural Members (Performed by The City of Sandusky)

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*

Annual

Electrical Systems (Performed by The City of Sandusky)

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. .

____ *Equipment cleanliness*

____ *Distribution system*

____ *Wire and cable conditions for deficiencies such as corrosion, dirt, moisture, and fire*

hazards

___ *Connection conditions*

___ *Overall condition*

___ *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*

___ *Lock security and lubrication*

___ *Utility room cleanliness and safety*

___ *Overall integrity*

___ *Overall condition for deficiencies such as loose wires, debris, corrosion, potential power failure, and water encroachment*

Annual

Fire Extinguishers (Performed by The Contractor)

The following annual PM checklist is for fire extinguishers throughout the building 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 in areas of the Agency including **Business Offices, Kitchen and Dining Areas, Boardrooms, and Restrooms.** (See corresponding checklists.)*

____ Certification

____ Charge

____ Housing condition

____ Hose condition

____ Proper location per code

____ Overall condition

Annual

Hot Water Heaters (Performed by The City of Sandusky)

Preventive maintenance of hot water heaters shall be performed annually. (See also **HVAC Systems** for other heating components.)

____ 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 rust in water, water and fuel leaks, and unusual sounds or odors*

Annual

Roofing (Performed by The City of Sandusky)

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 for all roofs, including newly installed ones. 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 attic 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. *(For preventive maintenance of **Gutters/Roof Drains**, see corresponding annual checklist.)*

EXHIBIT "1"

____ *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*

____ *Asphalt roof conditions for deficiencies such as brittle or missing shingles, cracking, curled edges, erosion, or exposed wood*

____ *Flat roof conditions for evenness across the horizontal plane and deficiencies such as bare areas, blisters, cove areas abutting parapets, cracks, curling, exposed nail heads, or ponding*

EXHIBIT "1"

___ Overall condition

Annual

Gutters/Roof Drains (Performed by The City of Sandusky)

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.

___ 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

___ Splash block location

___ Seam and elbow conditions

___ Caulking condition

___ Gutter positioning toward downspouts

___ Overall condition for deficiencies such as corrosion, rust, blockage, obstructions, and disconnection

Annual

Sewer Laterals (Performed by The City of Sandusky)

EXHIBIT "1"

All drain lines in the physical building 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 in-house personnel.

___ *Caulking condition adjacent to building exit point*

___ *Plug conditions*

___ *Pipe integrity*

___ *Plaster condition adjacent to building exit point*

___ *Overall condition for deficiencies such as soil erosion (if line exits ground*

Annual

Storm Drains (Performed by The City of Sandusky)

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.

___ *Grate conditions*

___ *Cover conditions*

___ *Adjacent concrete or asphalt conditions*

___ *Drainage*

___ *General safety conditions*

___ *Overall condition for deficiencies such as dirt buildup around drain that might preclude proper directional flow*

Every Five Years

Fire System Certification (Performed by The City of Sandusky)

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.

EXHIBIT "1"

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, and 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)*

EXHIBIT "1"

CONTRACTED SERVICES

(List name, address, and phone number for contractors)

Refuse Removal: Waste Management

Snow Removal: Contractor

Cleaning Service: Contractor

Elevator Service: N/A

Security Systems: City of Sandusky Information Technology Department

Fire Protection: City of Sandusky Fire Department

Electrician: City of Sandusky Utilities Department

Plumber: City of Sandusky Utilities Department

Telephone Systems: City of Sandusky Information Technology Department

Cable TV: N/A

Hazardous Materials Disposal: Contractor

Recycling: N/A

Sewer/Septic System: City of Sandusky Water Department

ENERGY MANAGEMENT

Energy Management Guidelines

Wise energy management is good for everyone. It contributes to the national goal of energy conservation, therefore extending the life of our available natural fuel reserves. It helps preserve our environment. Reducing the demand for electricity will reduce the amounts of emissions that power plants add to the air. This will also reduce the number of new power plants that will need to be built. Whatever we can do to modify our behavior and become more conscious of how electricity is used and wasted will benefit us all.

Energy Saving Strategies (Behavior Modification)

The U.S. Department of Energy estimates that at least a quarter of the dollars spent could be saved through better energy management. While it is true that much of these savings would require equipment or systems changes to achieve, just modifying the way we use our building will help tremendously. If each building will reduce energy consumption even a small percentage a considerable amount of money will be available to reinforce our other budgetary needs.

Keep the doors closed when A/C is running. Air conditioning is a wonderful thing, but it is very costly. We have the capability of monitoring and controlling most of our systems from a central point and of adjusting run-time schedules that will keep the buildings comfortable and clean and still be efficient.

Turn the lights off when the room is unoccupied, even for only a few minutes. As much as 40% of the energy consumed is for lighting. Some rooms have wall switches that allow for partial lighting. Some have occupancy sensors. Both of these strategies can help reduce lighting costs. But, the biggest savings will be achieved by turning the lights OFF when the room is unoccupied. While it is true the life of a bulb can be shortened by turning it on and off, the balance point between turning a light on and off many times versus the energy savings gained by turning lights off when not needed is usually ten minutes or less. So, the rule of thumb should be: If a room is unoccupied for ten minutes or longer the lights should

be turned off. This rule applies to either incandescent or fluorescent lights. Modern fluorescent lights use little starting energy contrary to the myth that operating fluorescent lights is cheaper than turning them on and off for brief periods. Turning them off helps them last longer and lowers energy costs.

Turn off televisions and VCRs when not in use. Like the lights, leaving equipment running when not in use wastes energy. Turn off computers at night and on weekends. That computer costs more than you think! The computer hard drive will use about 15.2 KWH per month if turned on/off each day and about 77.1 KWH if left on for 24 hours. Computers also generate a significant amount of heat that will need to be removed from the room.

Energy Management Checklist

To reduce energy consumption for air conditioning:

- Reset or set back thermostats to maintain specified settings for cooling and heating.
- Minimize conditioning of seldom-used spaces, such as storerooms.
- Where possible, turn the air conditioning off on weekends, holidays and off-shift hours.
- Turn off ventilating and exhaust equipment when not in use, such as in bathrooms and storerooms.
- Check for good fitting doors and windows.
- Block out morning and afternoon sun from shining through windows.
- Be sure the thermostat is working and the fan is set in the "Auto" mode.

To reduce energy consumption for lighting:

- Turn lights off in areas when they are not occupied.
- Reduce lighting levels where safety and performance would not be adversely affected, for example in hallways.
- Check the level of outdoor security lighting and make sure is turned off during daylight hours.

To reduce energy consumption for equipment:

- Turn off computers, monitors and copiers when not in use.
- If possible stagger the start times on major equipment, such as air handlers and exhaust fans.
- Use handheld tools instead of power tools at any opportunity to do so