

Facilities and Equipment Management Procedures Manual

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Table Of Contents

Maintenance Program

Program Overview

Section 1

Goals and Objectives

Plan of Action

Program Inspections and Preventative Maintenance

Facilities and Equipment contract Maintenance

Warranty Procedure

Record Keeping System

Loss Prevention

Insurance Requirements

Organizations and Responsibilities

Facilities Process Flows

Future Goals and System Upgrades

Disposition Transit Facilities & Equipment

Preventative Maintenance Schedule

Section 2

Facilities at 1015, 1017, and 1019 Transit Drive

Facilities at 1075, 1145 and 1155, Transit Drive

Facility at 1161 and 1165 Transit Dr.

Facility at 1070 Transit Dr.

Facility at 127 E. Kiowa

Citadel, Voyager Pkwy and Pikes Peak Community College Transfers Stations

Tejon, Woodman, and Monument Park-n-Rides

Shelters and Benches

Bus Stops

Machinery and Equipment in 1145 Transit Drive

Property and Future Expansion

Section 3

Approved by: _____ Effective Date: _____

Section 1

Section 1 provides the user a brief overview of the Facility and Equipment Maintenance and Preventative Maintenance Program.

Program Overview

- a. Goals and Objectives**
- b. Plan of Action**
- c. Program Inspections and Preventative Maintenance**
- d. Facilities and Equipment contract Maintenance**
- e. Warranty Procedure**
- f. Record Keeping System**
- g. Organizations and Responsibilities**
- h. Facilities Process Flows**
- i. Future Goals and System Upgrades**

Mountain Metropolitan Transit (MMT) Facility and Equipment Preventative Maintenance (PM) Program

a. Goals and Objectives

The purpose of the PM program is to minimize down time of equipment; improve safety and the overall condition of the facilities; improve productivity and efficiency of facilities and the workforce; reduce costs; and strive for sustainability. The most effective way to accomplish these goals is to implement and maintain a comprehensive prevention program to keep facilities and equipment in good working order over their life cycles.

MMT objective is to provide well maintained passenger and support facilities through efficient and effective maintenance program that meets our mission statement and serves our riders:

The mission of MMT is to provide high-quality, safe, and reliable public transit services to our community, leading the Pikes Peak region in its transportation evolution.

b. Plan of Action

To accomplish the goals and objectives, the Transit Asset Group will implement and maintain a plan of action that provides the necessary tools and resources, to accomplish the goal. Resources needed to attain the goals:

- Workforce development and assignment of responsibility
- Establishing equipment life cycle costs
- Implementing methods and processes
- Material Utilization
- Adequate and stable budget for operation of department

Proper management of these resources maximizes the department's effectiveness and positively impact the ability to meet the level of service expected by the public.

Regardless of how good the written objectives of the program are the crucial element of success of the plan are the people who manage and administer the implementation of the plan.

c. Program of Inspections and Preventative Maintenance

The baseline for MMT's PM program was a manual system that was included at the time of completion of the facility in 2001. The program was developed by an architectural firm and equipment design group. It has become a dynamic and changing system, based on legal requirements, FTA requirements, OEM recommendations, and mechanic and technician evaluation. It is a living document in that as issues are identified they are evaluated to develop and implement new processes; utilize technological improvements; and implement training to increase efficiency of the operations. The baseline system has been changed and adjusted over time to develop into the manual system that is implemented at this time.

The PM Schedule by building address is included in Appendix A. At the beginning of each month there are Work Orders (WO) printed that provide a checklist of the preventive maintenance items required of MMT's Asset Group and contractors. These are distributed to the responsible person at each facility.

Checklists are developed for inspections as a guide to ensure that maintenance personnel accomplish the important points. Most of the checklists were generated with the original OEM package when the building was built. These are constantly being updated and changed. As new equipment is added to the inventory the manufacturer is asked for life cycle, specific inspection points and frequency.

The MMT Facilities Program Coordinator is responsible for distribution and collection of all the WOs for the month. This position is responsible for oversight to internal staff and contractors performing the WOs. There are three positions responsible for the completion of the WO. The responsibility is as follows:

1. MMT Facilities Program Coordinator

- Building and grounds for 1015 Transit Drive
- Building and grounds for 1017 Transit Drive
- Building and grounds for 1019 Transit Drive
- Building and grounds for 1075 Transit Drive
- Building and grounds for 1145 Transit Drive
- Building and grounds for 1155 Transit Drive

- Building and grounds for 1161 Transit Drive
 - Building and grounds for 1165 Transit Drive
 - Janitorial, Light Building Maintenance, and Snow Removal for 127 E. Kiowa
 - Building Maintenance, Grounds and Snow Removal for Transfer Stations and Park-n-Rides.
 - Maintenance and grounds for shelters and bus stops.
2. Maintenance Contractor
1075, 1145, and 1155 Transit Drive. Snow removal, janitorial, light building maintenance, and total equipment maintenance.
 3. Fixed Route Contractor
1070 Transit Drive. Snow removal, janitorial and light building maintenance.
 4. Paratransit Contractor
1161 and 1165 Transit Drive. Snow removal, janitorial, light building maintenance, and total equipment maintenance.

Light building maintenance would include tasks such as changing light bulbs, painting touch up, minor plumbing, etc. Since much of the work is done by contractors, contract compliance oversight is required of the Facilities Program Coordinator.

Timeliness of the WO is important. The following standards are used to gauge the on-time performance of the PM system:

- Weekly Inspections: They are considered on time if completed between the date issued and 7 days after the due date. Some weekly inspections require daily actions and are issued to cover the entire month and weekly actions are checked off as accomplished.
- Monthly Inspections: These are considered on time if completed between the date issue and 15 days after the due date.
- Quarterly Inspections: These are considered on time if completed between the date issued and 30 days after the due date.
- Semi-annual inspections: These are considered on time if completed between the date issued and 30 days after the due date.
- Annual inspections: These are considered on time if completed between the date issued and 30 days after the due date.

Facility users, customers and managers can identify unscheduled maintenance needs. These are directed to the Asset Group and corrective action is taken to correct the issue as required.

d. Facilities and Equipment Contract Maintenance

MMT has agreements with outside entities and contractors to provide maintenance service. Contractors are used because of expertise and financial cost controls, that can be better achieved through use of outside firms, rather than internally. In some case special training and certifications is required to perform maintenance and it is not cost effective for MMT to retain qualified staff. It also shifts much of the safety liabilities to a third-party reducing risk to MMT. For any corrective maintenance that is beyond the expertise of the MMT staff or the contractor's staff, consultants are contracted to provide the corrective measures to remedy the issue.

1. Facility Maintenance: The City Facilities Department is available on a "time and material" basis to perform work on facilities, schedule permitting.
2. Environmental Compliance: MMT is included on a citywide SLA for environmental services with Colorado Springs Utilities (CSU). CSU performs PMs on storm and sanitary sewer inspections for all of the MMT facilities. They also perform annual environmental audits on all of the appropriate MMT facilities.
3. Landscape and Grounds Maintenance: Services are contracted out for all facilities and top 100 ADA bus stops. There are several different contractors involved with the plan. MMT Facilities Program Coordinator provides oversight of these contractors, ensuring contract compliance on a weekly, monthly, and quarterly basis. Discrepancies are documented and recorded and conveyed to the contractor with a request for correction. MMT Asset Group team members, perform follow-up and site visits until corrected.
4. Shelter and Bench Maintenance: Services are contracted for all units. MMT contracts with firms that maintain and advertise on all benches and shelters in the MMT system. MMT receives revenue for the advertising

rights and the contractor takes care of all the maintenance of the units. Discrepancies are documented with corrective actions plans.

e. Warranty Procedure

Completed workorders are reviewed by the Facilities Program Coordinator to determine if repairs are covered under warranty. All corrective and significant preventative maintenance repairs are listed on the warranty roster for MMT, deficiencies and/or failures are reviewed on a case-by-case basis. As of this time, most of the equipment is no longer under warranty, except for new items that have been recently purchased.

f. Record Keeping

As workorders are completed, they are checked each month for completeness and accuracy, and any required corrective actions are documented. They are then filed electronically for the year and month. Associated invoices and reports are attached to the WO at time of filing as required. Various invoices may lag in receipt after completion of work, these are filed electronically once final. Any warranty work is recorded on the Facility Warranty Roster. Historical information is available on a manual basis only.

g. Loss Prevention

Transit Campus Facilities:

- Facilities are equipped with the latest technology video surveillance systems.
- Facilities are equipped with high security steel fencing with automatic drive gates and lockable pedestrian gates.
- Facilities are equipped with automated door control system, using badge access cards for access to secure areas.
- Facilities are equipped with integrated burglar alarm systems, monitored by a 3rd party contractor.
- 1015 Transit Dr. is equipped with an integrated Fire Alarm System.
- 1145 Transit Dr. is equipped with an integrated Fire Alarm System, with fire sprinkler system.

- Contracted Security on-site, located by Customer Service at Transit Admin; Guard also performs rounds throughout the day on campus; Security Rovers perform rounds after hours within the campus grounds.

Downtown Bus Terminal:

- Facility is equipped with the latest technology video surveillance system.
- Contracted Security on-site during business hours.

Transit Bus Stop, Park-n-Rides and Transfer Stations:

- Asset Group team members perform “rounds” on various bus routes throughout the year. Bus stops, amenities and site conditions are inspected during these rounds, deficiencies and/or record of missing assets is recorded and reviewed.
- Fixed Route bus drivers and/or route supervisors report damage and/or missing assets while out on route.

h. Insurance Requirements

• **Transit Campus Facilities and Equipment**

- The City of Colorado Springs municipality is self-insured, to include liability, property, and casualty coverage.
- The City of Colorado Springs self-insurance program is managed by the City of Colorado Springs Risk Management Division.

• **Contractors Insurance Requirements**

- Insurance requirements for contractors are determined at the time of solicitation and contract execution.
- Requirements based off multiple factors including contract value, risk, type of goods and services etc.

i. **Organization and Responsibilities**

The following are duty titles and brief duty descriptions in respect to facility maintenance.

- Transit Asset Supervisor: Overall responsibility of Facility maintenance and development. Helps to fit the facility needs of MMT with the goals and objectives of the organization. Responsible to internal as well as external customers to provide efficient and safe facilities. Communicates and collaborates with managers in other divisions and departments and develops and monitors budgets, and larger projects
- Facilities Program Coordinator: Responsible of daily function of facilities maintenance and maintenance projects. Develops process and technical procedures. Manages moderate sized contracts, develops material and service specifications, communicates with vendors, and evaluates bids. Prioritizes maintenance work and evaluates contractors.
- Project Design Specialist: Manages contractors in facility design process. Provides project management to transit facilities and large right-of-way improvement projects.

Section 2

Preventative Maintenance Schedule

1. PM Schedules by Facility
 - a) 1015 Transit Drive Transit Administration
 - b) 1017 Transit Drive Emergency Generator
 - c) 1019 Transit Drive Previous CNG Storage Building
 - d) 1070 Transit Drive Service Contractor Administration
 - e) 1075 Transit Drive Bus Storage Canopy
 - f) 1145 Transit Drive Maintenance Building and Equipment
 - g) 1155 Transit Drive Cold Storage Building
 - h) 1161 Transit Drive Para-Transit Contractor Administration
 - i) 1165 Paratransit Service and Bus Storage Building
 - j) Citadel and Pikes Peak State College Transfer Stations
 - k) Black Forest, Tejon, Woodmen and Voyager Park-n-Rides
 - l) Shelters and Benches

2. Work order checklists
 - a) Work order system and index
 - b) Work orders by scope and equipment
 - c) Flow chart of work order request
 - d) Flow chart of work orders for PMs

Work Order System

Introduction

Items identified in the previous section must be examined at regular intervals to maximize their efficiency and to provide the safest possible working environment at the Mountain Metropolitan Transit (MMT) Facility. The tasks involve a wide range of efforts from simple inspection or lubrication of motors to complex tasks, such as major component and parts rebuilding or replacement. Because of the complexity of maintenance involved with some building systems (e.g., heating, ventilation, and air conditioning), it is recommended that service contracts be made on the following items:

- HVAC Systems
- Security System
- Fuel Management System
- Garage Overhead Doors
- Energy Management system
- Elevator

This inspection work order system has been developed to organize the facility maintenance activities. Items listed in the work order index will be included on an inspection work order. The work orders are organized according to their corresponding CSI Division. For instance, Form 16-05 would be the fifth equipment item within Division 16. The location of each item has been identified on its respective work order form.

The Work Orders presented in this section are intended as an informational guide for the MMT staff to use during the input of data into the electronic facility maintenance program of their choosing. While serving as a reminder of necessary maintenance tasks, the work orders are in no way intended as a substitute for the thorough knowledge gained through review of the Operation and Maintenance manuals found in the binders accompanying this Facility Maintenance Plan document.

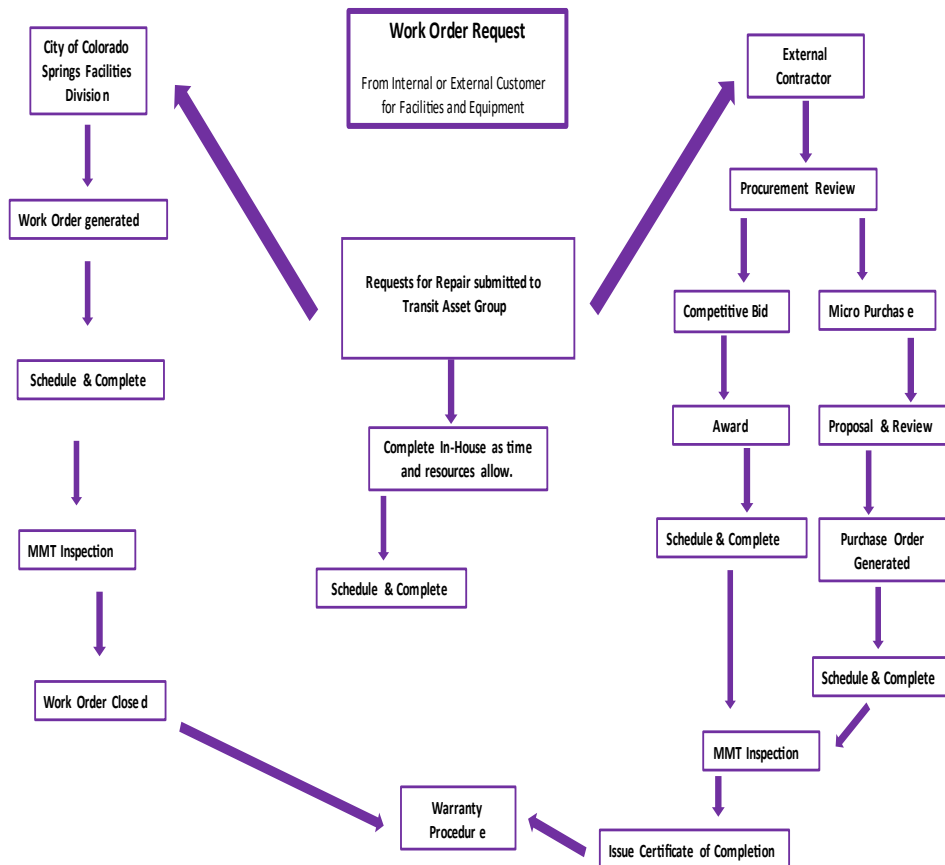
The following is a list of all Work Orders developed for the MMT Facility, followed by the actual Work Orders.

Index to Work Orders

<u>Form #</u>	<u>Item Description</u>	<u>Location</u>
01-01	General Site Maintenance	All Buildings and Applicable Site Locations
01-02	Environmental Inspections	Entire Site
01-03	Universal Waste Disposal	All Buildings and Applicable Site Locations
02-01	Fencing	Entire Site
02-02	Sprinkler Heads	Entire Site
02-03	Irrigation System	Entire Site
02-04	Grasspave	Entire Site
02-05	Landscaping	Entire Site
03-01	Concrete Floors and Retaining Walls Site Locations	All Buildings and Applicable Site Locations
04-01	Concrete Masonry Site Locations	All Buildings and Applicable Site Locations
05-01	Structural Steel Framing Site Locations	All Buildings and Applicable Site Locations
05-02	Metal Stairs, Railing, and Grating Site Locations	All Buildings and Applicable Site Locations
06-01	Wood Trim and Casework	All Buildings
07-01	Roofing Systems	All Buildings
08-01	Personnel Doors	All Buildings
08-02	High-Speed Coiling Doors	Fuel/Wash Bays C100,C101
08-03	Sectional Doors	Vehicle Maintenance Building
08-04	Window Glazing Systems	All Buildings
09-01	Carpeting	All Buildings
09-02	Resilient Flooring	All Buildings
09-03	Tile, Wall, and Ceiling Finishes	All Buildings
10-01	Specialties - General Maintenance	All Buildings and Applicable Site Locations
11-01	Push Mopper	Vehicle Maintenance Building
11-02	Buffer Grinder 6"	Welding Shop C116
11-03	Drill Press	Welding Shop C116
11-04	Horizontal Band Saw	Welding Shop C116
11-05	Mig Welder	Welding Shop C116
11-06	Arc Welder	Welding Shop C116
11-07	Refrigerant Reclamation System	Welding Shop C116
11-08	High-Pressure Washer	Wash Bays C102, C100
11-09	Bus Washer	Bus Wash Bay C101
11-10	Bus Washer Water Reclaim System	Equipment Room C107
11-11	Fluid/Fuel Management System	Fueling C100
11-12	Snow Removal Equipment	Cold Storage
11-13	Bus Vacuum System	Equipment Room C106

<u>Form #</u>	<u>Item Description</u>	<u>Location</u>
12-01	Furnishings	All Buildings and Applicable
12-02	Money Counting Machine	Maint. Cash Office C105
12-03	Combo Door Lock	Maint. Cash Office C105
12-04	Revenue Collection Vault	1145, 2930 New Nichols Heights
13-01	Fluid Containment Tanks	Lube Room C107
13-02	Fuel Tank Storage	Maintenance Building
13-03	900 Gallon Stormceptor	Maintenance Building
13-04	2400 Gallon Stormceptor	Maintenance Building
13-05	Bulk Container Inspection	Entire Site
13-06	200 Gallon Sand Trap	1165 Transit
14-01	36,000 Pound Parallelogram Lift	Lift Bay C115
14-02	50,000 Pound Parallelogram Lift	Chassis Wash Bay C102
14-03	50,000 Pound Two Post Lift	Repair Bays
14-04	Mobile Column Lifts	Repair Bay C110
14-05	Elevator	1161 Transit
14-06	20,000 Tow Post Lift	Repair Bays
15-01	Fire Alarm System	All Buildings and Applicable Site Locations
15-02	Automatic Fire Protection System	All Buildings and Applicable Site Locations
15-03	Chassis Lube Pump and Pump Elevator	Comp./Lube Room C107
15-04	Waste Commodity Pumps	Repair Bays
15-05	Lubricant Pumps	Comp./Lube Room C107
15-06	Reel Bank, All	Repair Bays
15-07	Product and Process Plumbing Systems	Maintenance Building
15-08	Compressed Air Piping System	All Buildings and Applicable Site Locations
15-09	Vehicle Exhaust System	Maintenance Building
15-10	Hotwater Heater	Admin Boiler Room
15-11	Emergency Shower/Eyewash	Maintenance Building
15-12	Temperature and Environmental Systems Control	All Buildings and Applicable Site Locations
15-13	Heating, Ventilation, and A.C. Systems	All Buildings and Applicable Site Locations
15-14	Air Compressor	Comp./Lube Room C107
15-15	Air Dryer	Comp./Lube Room C107
15-16	Electric Furnaces at Terminal	127 E. Kiowa
15-17	Exercising Generator	Admin. Building
15-18	PM on Generator	Admin Building
15-19	UPS	Admin Building
15-20	Backflow Preventers	Admin Building/Maintenance Bldg
16-01	Electrical Distribution System	All Buildings and Applicable Site Locations
16-02	Lighting Systems	All Buildings and Applicable Site Locations
16-03	Transformer	Transformer Pads in Yard Electrical Room C133
16-04	Panelboard	Electrical Room C133 Admin Boiler Room

<u>Form #</u>	<u>Item Description</u>	<u>Location</u>
16-05	Switchboard	Electrical Room C133 Admin Boiler Room
16-06	Transfer Switch	Electrical Room C133
16-07	Cable Trays/Ductwork	All Buildings
16-08	Roof and Gutter De-Icer	All Buildings
17-01	General Site Maintenance at DTT	Downtown Terminal
17-02	General Site Maintenance at Transfer Stations and Park & Rides	Multiple Locations
17-03	Shelters and Benches	Multiple Locations
18-01	Security Equipment	All Buildings



Disposition

Transit Facilities & Equipment Assets

Final determination for disposal for any Transit asset resides with Transit Manager. When it is determined a facilities asset is no longer of value to or needed by Transit it will be properly disposed of in accordance with this procedure. Facilities assets are grouped into three broad categories: Real property, equipment and building assets, or abandoned lost and found.

Disposition of rolling stock assets follows procedures specified in the Fleet Management Plan.

Below identifies when a facilities asset will be considered for disposal.

- Beyond its operation service life
- Damaged beyond repair
- No longer needed by Transit agency
- Abandoned lost and found items

Real Property:

When the Transit Services Division has real property that is no longer required for Transit use it will be disposed of in accordance with the City of Colorado Springs Procedure Manual for the Acquisition and Disposition of Real Property Interest. Real property may be considered for Intra-city real property transfer to another division, or an outright sale to a private entity.

Equipment and Building Assets <\$5,000:

Once the decision for disposal has been made, Asset Group personnel will dispose of the asset in accordance with the Service Level Agreement by the City of Colorado Springs for Investment Recovery. Facilities personnel will complete the required City of Colorado Springs/Colorado Springs Utilities Property Disposition Form. This completed form and the assets for disposal will be delivered to Investment Recovery Operations (IRO) at 150 S. Hancock Expressway. The IRO will make a determination as to the final disposition of the asset such as; repair, sell, donate, recycle or dispose of as trash. Financial proceeds generated are returned to Transit General Fund, minus the IRO processing fee. Additionally, some Transit assets may be disposed of as part of a construction project where demolition or equipment replacement takes place.

Equipment and Building Assets >\$5,000:

Equipment with value >\$5,000 with FTA interest, will be disposed of following FTA C 5010.1E. guidelines.

Once it has been determined that the asset requires disposal, a member of the Asset Group will reference MMT's TAM Plan and or FTA resources available online, to determine if the asset has met its minimal useful life. If the asset has reached its minimal useful life, the Asset Group team member will then complete an asset disposal form for assets > \$5,000 and submit to the MMT Grants Analyst.

Disposal of assets >\$5,000 require approval by the Business Administrator and/or Transit Manager. Once approvals have been obtained internally at MMT and by the FTA , the Asset Group team member will then coordinate the disposal.

The completed asset disposal form and the assets for disposal will be delivered to Investment Recovery Operations (IRO) at 150 S. Hancock Expressway.