

Activity 137 Rest Area Maintenance

Description

Activity 137 involves cleaning, maintaining, and repairing the facilities and grounds of designated roadside rest areas to provide neat, clean facilities for public use. It includes control of noxious weeds and payments for water, electricity, sanitary sewer, supplies, and drainage district assessments.

General Instructions

The Facilities Management Section of the Support Services Branch should maintain current copies of construction drawings for each location to be maintained. The construction drawings should show the location of all facilities and appurtenances at the location. When any of the facilities or appurtenances are modified, removed, replaced, or added, modify the construction drawings to show the current facilities and appurtenances.

Refer to Activities F03 or F04 for maintenance or improvements to any building at a rest area.

The District Manager and Transportation Maintenance Manager should develop a maintenance schedule or plan for each location that may include:

- General security and safety:
 - Process if persons are creating a disturbance, damaging property, or otherwise endangering citizens, property, or ODOT workers.
 - Process to minimize risks or maximize security and safety of visitors/users of the facility or ODOT workers at the site.
 - Process to minimize, report, and repair vandalism and to minimize illegal activities.
 - Process to address solicitation, sales, or vending at the location.
 - Process or information to assist motorists in need, including telephone services.
 - Lighting and illumination of grounds.
- Buildings:
 - Schedule for cleaning, including the items to be maintained or cleaned and the frequency.
 - Items to be inspected and the frequency.
 - Process to allow maintenance workers to clean or maintain restrooms of the opposite sex.
 - Process for closure of buildings as appropriate.
 - Level of heating, ventilation, providing hot water, etc.
 - Coordinate with Facilities Management Section to develop a schedule for them to inspect, maintain, and repair or replace building features including, painting, roofing, plumbing and other fixtures, etc.

- Water systems:
 - Process for required sampling and testing of water, especially for drinking, and recording sampling/testing information and results. OAR 333-061-0036 requires ODOT to test the water. The District Manager and Transportation Maintenance Manager should establish a contract with a qualified laboratory to test the water samples.
 - Inspection and maintenance of the water supply system, including needed chlorination or other treatment.
 - Source or provider of water if not an on-site well owned by ODOT, including contact person if problems occur.
 - Protection of the water supply system in cold weather.
 - Drain or otherwise winterize the irrigation system to prevent freeze damage.
 - Inspection/maintenance needed to assure proper operation of the storm sewer system.

- Sewer systems:
 - Process for inspecting, servicing, and cleaning of septic tank systems and pit or vault-type toilets.
 - Needed chlorination or other treatment of outflow.
 - Contact person for sewerage agency, if sewerage goes to a public or other system.
 - Inspection and maintenance of storm sewer system.

- Parking areas:
 - Gathering and disposing of litter, including servicing litter barrels. For locations served by a garbage service company, consider hiring them to empty litter barrels.
 - Sweeping of parking areas and roadways.
 - Process for replacing signs, including those damaged by vandalism.
 - Schedule for maintaining striping and pavement legends.
 - Maintenance of pavement and paved areas.

- Grounds:
 - Refer to Activity 136 for discussion on work involved in maintaining lawn, shrub, and tree areas.
 - Process for repairing damage from crashes, vandalism, etc.
 - Methods to minimize illegal activities and use by homeless people.
 - Methods to control noxious weeds as required by ORS 570.505 and OAR 603-052-1200 and as prescribed in the Integrated Vegetation Management (IVM) Plan for the District.

- Information displays:
 - Installation, replacement, updating of information provided by ODOT as a service to travelers. (Installation and maintenance of motorist information centers, often located in kiosks, is the responsibility of the Travel Information Council.)

The District Manager may use maintenance workers to maintain rest areas or may use contract methods to perform the work, with administration and cursory review of the work by the Transportation Maintenance Manager or other designee.

Refer to the ODOT *Safety and Health Manual* Advisory ADV02001 for guidance and advice on picking up and handling litter.

Refer to ODOT *Procedure ADM 06-13* for instruction on returnable beverage containers collected at these sites.

Controlling Erosion, Sedimentation, and Pollutants or Contaminants

Plan and implement methods to control erosion, sedimentation, and pollutants or contaminants, including those discussed in the Control of Erosion, Sedimentation, and Pollutants or Contaminants section of this Guide and the ODOT *Routine Road Maintenance Water Quality and Habitat Guide Best Management Practices*.

As appropriate, implement and maintain devices and processes including those described in the *Field Manual for Erosion and Sediment Control*.

Temporary Protection and Direction of Traffic

Plan, implement, and maintain traffic control as addressed in the *Traffic Control on State Highways for Short Term Work Zones* handbook.

Equipment

Select equipment suitable for the work and situation.

Materials

Materials may include:

- Supplies needed to clean and maintain facilities.
- Replacement materials, including toilet paper, soap, paper towels, etc.
- Supplies to perform routine repairs.
- Supplies to maintain lawns and landscaping.

Work Method

Maintain designated rest areas as described in the maintenance schedule or plan for the facility, including needed control of traffic, erosion, sedimentation, and pollutants or contaminants.

Measurement of Accomplishment, Expenditure Account, and Charge Activity

Measurement is the number of worker hours involved. Expenditure account type is Rest Area EA (F9XXXXXX).

- Charge TEAMS Activity 137 except for the following work.
 - Charge TEAMS Activity 320 for maintaining shrub beds and tree areas.
 - Charge TEAMS Activity 321 for maintaining non-developed landscape areas.
 - Charge TEAMS Activity 322 for maintaining irrigation and storm sewer systems.

- Charge TEAMS Activity 323 for applying deicers or removing snow by manual means or in areas other than the roadway through the rest area.
- Charge TEAMS Activity 324 for maintaining turf and grass.
- Charge TEAMS Activity 325 for applying pesticides.
- Charge TEAMS Activity 326 for enhancements or improvements to rest areas.
- Charge TEAMS Activity 534 for controlling noxious weeds in rest areas.