

Activity F03 Facilities Maintenance and Repair

Description

Activity F03 involves maintaining the facilities and grounds of most ODOT buildings and properties, including costs associated with:

- Landscape and grounds.
- Water systems.
- Exterior benches and tables.
- Walkways.
- Controlling snow or ice in parking areas or on walkways.
- Pest control.
- Painting.
- Floor coverings.
- Light or illumination fixtures.
- Roof repair.
- HVAC inspection, servicing, and repair.
- Changing locks.
- Removing graffiti.
- Other actions to ensure continued service and use.

General Information

Refer to discussion in the General Instructions section preceding Activity 014 in this section of the *Maintenance Guide* for additional information including environmental and traffic control recommendations and other important considerations.

Refer to Activity 041 for costs of tenant services.

Refer to Activity F04 if the work will alter or expand the building or property.

Refer to Activity 137 for repairs at designated rest areas.

Refer to Activity 305 for work at scale sites, work requested by the ODOT Support Services Branch, and buildings for communications facilities.

As appropriate, seek assistance and guidance from the ODOT Facilities Management Section of the Support Services Branch. Also refer to the ODOT Owned Property section of this Guide.

Use contract methods to perform work that is beyond the capability of ODOT resources. Refer to the Purchase and Acquisition of Goods and Services section of this Guide.

Measurement of Accomplishment, Expenditure Account, Charge Activity

Measurement is number of worker hours involved. Expenditure account type is Building EA; use a sub job appropriate for the crew performing the work.

- Charge all costs to Activity F03.