

# 2019 Asset Maintenance Plan

## For Public Transit Fleet and Facilities

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## **Introduction**

This document presents vehicle and facility maintenance policies and procedures for the assets procured, operated and maintained by Canby Area Transit (CAT) a department of the City of Canby.

CAT is supported by other City departments. For vehicle and facility maintenance the Transit Department relies on the City of Canby's Facilities, Fleet and Parks Departments to maintain all City owned properties, buildings and equipment, including federally funded assets used for the transit services provided by Canby Area Transit. The City strives to operate safe, clean, and well-maintained facilities and equipment, using the most efficient and cost-effective maintenance practices, products, and personnel resources.

The attractiveness and functionality of CAT's vehicles and facilities are a source of City pride. Maintaining the condition of these assets in a way that increases safety and extends the useful life of the assets; is the desired outcome of this policy and the goals and objectives described in the document. In order to keep pace with current industry standards, this plan must be flexible and capable of change and adaptation. This document will be reviewed regularly. As conditions change, the document will require revisions or modifications.

### ***Mission:***

City of Canby's stated mission is *to maintain and improve the quality of life and environment for all within the Canby Community*. As a department of the City of Canby, Canby Area Transit has established the following mission statement: *To serve the citizens of Canby with accessible, dependable and efficient Public Transportation*.

Both facility and vehicle maintenance play critical roles in the provision of safe, comfortable, and reliable transportation to our passengers, and effective and efficient service to the community.

## **Transit Asset Management**

In 2016, the Federal Transit Administration (FTA) published a rule, 49 CFR Part 625, to require public transit providers that receive Federal transit assistance to undertake certain transit asset management activities. Transit asset management is the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation.

MAP-21 required the establishment of a National Transit Asset Management (TAM) System that would include a definition of "state of good repair;" requirements that recipients and subrecipients of federal transit funding develop transit asset management plans. The FTA established new guidelines for State Departments of Transportation. Specifically, §625.27 requires that States, acting as sponsors, develop a group TAM plan for all subrecipients under the Rural Area Formula Program (Section 5311). The sponsor is responsible for setting unified

targets for the plan participants and sharing that information with MPOs that house their participating providers. In 2018, ODOT developed its Oregon Statewide Tier II Transit Asset Management Plan in accordance with the guidelines established by the FTA.

The City of Canby along with 52 other Oregon public transit providers has requested to participate in the State of Oregon's Tier II Transit Asset Management Group Plan. So, in addition to the asset inventory records maintained by the City, Canby Area Transit is a part of the statewide Tier II Transit Asset Management Plan.

## **Vehicle Maintenance**

The City strives to protect federal and local investments through quality maintenance of CAT equipment and rolling stock. Creating a culture of safety, performing timely repairs, consistent preventive maintenance, utilization of warranties, regular cleaning and frequent inspections will save resources and maintain assets that will serve City of Canby residents for many years.

Canby Area Transit relies on the City's Fleet Department for the maintenance and repair of buses. The Fleet Department utilizes both City staff and contracted service providers, as appropriate, to maintain the CAT fleet.

### ***Goals and Objectives (Fleet):***

The goals and objectives of the vehicle maintenance program are:

1. *Maintain vehicles to promote the safety and comfort of passengers, operators, and protect the public.*
  - Conduct regular pre-trip inspections in order to identify vehicle and equipment problems and assure vehicles are in good operating condition.
  - Conduct basic Preventive Maintenance service routines in a timely manner to identify vehicle problems and keep vehicle systems in good repair.
  - Conduct vehicle repairs in a timely manner and in accordance with industry best practices.
  - Maintain a clean appearance for vehicles through regular interior and exterior cleaning.
2. *Manage Preventive Maintenance and repair activities to promote the reliability of the service by minimizing service interruptions due to vehicle or equipment failure.*
  - Regularly inspect vehicles in order to identify and correct problems in to prevent service interruptions.
  - Schedule repairs promptly in order to minimize service interruptions.
  - Utilize subcontractors as needed to perform specialized services and to supplement City maintenance staff efforts.
  - Schedule preventive maintenance activities to maximize fleet availability during service peaks.
  - Analyze repair, road call and tow data to identify trouble-prone components or systems for pro-active attention.

3. *Maintain vehicles and equipment to promote cost-efficiency of operations.*
  - Maintain and repair vehicles to ensure their operation at peak efficiency, including fuel efficiency, emissions systems, etc.
  - Analyze fleet fuel usage and repair data; identify vehicles which may need remedial work or may need to be made inactive.
  - Maintain vehicles and related equipment to fulfill manufacturer's warranty requirements and pursue warranty repairs where applicable; research and follow up on any applicable recalls or service bulletins.
  - Maintain vehicles to maximize the useful vehicle life, including the life of key components such as tires, brakes, batteries, etc.
  - Manage the maintenance program to be cost effective in terms of staff time, service vendors and parts and supplies costs.

### ***Standard Operating Procedures:***

Effective operation of the Canby Area Transit (CAT) fleet requires cooperation between the subcontracted service provider's staff and the City's Transit and Fleet Department staff. These guidelines apply to City and subcontractor staff who operate CAT vehicles:

1. At the start of each driving shift, the driver performs a pre-trip inspection to ensure safety and accessibility items are operational and that any defects are recorded on the Daily Vehicle Inspection Report (DVIR). Additionally, safety issues are reported directly to the dispatcher and when necessary vehicles are removed from service until inspected and cleared for service by a mechanic.
2. Each driver records beginning and ending miles for the route (s).
3. Each day, dispatch staff record vehicle miles driving for that day in the Mobilitat Easy Rides database. At the end of the month an ending odometer reading is recorded for each vehicle.
4. Vehicle condition and mileage is entered daily into the fleet database (Fleet Maintenance Pro). The program flags cutaway vehicles at 300 miles, coach vehicles at 600 miles and minivans at 100 miles prior to the scheduled deadline for a Preventive Maintenance (PM) service. This allows staff to easily identify vehicles due for PM and assure that the service is performed on or before the service due mileage. Work is scheduled in-house or out-sourced as needed to meet the maintenance deadlines.
5. Specific components of each vehicle are scheduled for inspection, lubrication, cleaning or replacement at regular intervals. The intervals are determined by published information from the vehicle or component manufacturers. In addition, such inspections may include other items or incorporate shorter intervals as recommended by maintenance staff or management.
6. At each service, maintenance staff record service date, odometer reading, service items, parts used, parts cost, and labor hours in Fleet Maintenance Pro as work is performed.
7. At regular intervals Fleet Department staff audit the data collection process and verify the completeness and timeliness of the database records. Management also work with maintenance staff to revise maintenance policy and checklists as needed, to upgrade database capabilities.

8. Monthly, preventive maintenance detail is reviewed for timely performance of PM services for the prior month. Quarterly, management review and consult with maintenance staff to ensure adequate resources are available for the workload.

### ***Process and Forms***

As described in the Standard Operating Procedures section of this document, City and contractor staff utilize database software, reports and forms to manage the operation and maintenance of the CAT fleet. CAT operates three (3) basic vehicle body types in revenue service. These vehicle types are: 35' Coach, 21'-28' cutaway style (standard and low-floor) and minivans. Further, CAT operates both diesel and gas cutaway style buses from multiple model years and manufacturers. Copies of the following documents are included as appendices:

#### ***Appendix A: Vehicle Inventory***

This attachment lists the CAT vehicles in the fleet as of the date of this document.

#### ***Appendix B: Daily Vehicle Inspection Reports (DVIR)***

The DVIRs are used by drivers each day and reviewed daily by dispatch, City Transit and Fleet Department staff.

#### ***Appendix C: Vehicle Preventive Maintenance Inspection Checklists***

These checklists show the components inspected by the mechanics during each preventive maintenance inspection.

#### ***Appendix D: Annual Vehicle Inspection Report and Forms***

As required by ODOT and the FTA, in addition to recording annual inspections in the database a paper copy of the Annual Vehicle Inspection Report is filed for each CAT vehicle annually. The associated forms detail by vehicle body style the items and components inspected annually.

#### ***Appendix E: Lift or Ramp System Safety Inspection Form***

All CAT vehicles have either a ramp or a lift for wheelchair access to the vehicle. This equipment is inspected and maintained according to manufacturer's recommendations

#### ***Appendix F: Security Camera Preventive Maintenance Checklist***

All CAT vehicles except the minivan have AngelTrax security camera systems. This equipment is also inspected and maintained according to manufacturer's recommendations.

## **Facility Maintenance**

Guarding the public investment in Canby facilities requires the same effort described in the Vehicle Maintenance section of this document. The City maintains CAT facilities and equipment by creating a culture of safety, performing timely repairs, consistent preventive maintenance, utilization of warranties, regular cleaning and frequent inspections which save resources and maintain assets that will serve City of Canby residents for many years.

### ***Goals and Objectives (Facilities):***

The following describes the policy elements employed to ensure that facilities receive a level of care and maintenance which allows them to remain in a state of good repair throughout their service life.

1. *At the highest level the goals and objectives for the maintenance of the City's transit facilities are to:*
  - Ensure that City facilities perform effectively and efficiently.
  - Ensure that associated risks are adequately addressed and effectively managed.
  - Establish priority levels based on possible impacts to the delivery of services.
  - Identify and implement best management practices.
  - Establish practices that meet or exceed all statutory and industry requirements.
  - Clarify the appropriate separation of duties between City departments and subcontractors to assure all maintenance tasks are accomplished.
  - Maintain a clean appearance of facilities through regular cleaning.
2. *Maintain facilities and equipment to promote cost-efficiency of operations.*
  - Maintain and repair facilities to ensure their operation at peak efficiency.
  - Analyze energy or water usage and repair data; identify solutions as appropriate.
  - Take full advantage of manufacturer's warranties, track warranty status on all facilities and sub components.
  - Establish maintenance practices that maximize the useful life of the facility.
  - Manage the maintenance program to be cost effective in terms of staff time, service vendors and parts and supplies costs.

### ***Canby Area Transit Facilities:***

The City of Canby owns one facility on behalf of Canby Area Transit that was funded in part with Federal Transit Administration funds. The Canby Transit Center is located at 100 NE 1<sup>st</sup> Avenue, Canby, OR 97013.

Canby Transit Center includes:

- Shelter Paved Area: concrete/pervious-paver waiting area with two (2) bus shelters, four (4) benches, two (2) trash cans, two (2) bike racks, one (1) information triosk, one (1) bus stop sign, lighting, landscaping and security cameras.
- One (1) prefabricated cinderblock building with one (1) driver breakroom/locker room, one (1) restroom for drivers, one (1) public restroom, and a utility room.
- Gazebo Paved Area: contrete waiting area with one (1) cinderblock gazebo with a 4 faced clock, round brick bench inside the gazebo, seven (7) round planters, three (3) trash cans and one (1) bike rack.
- An asphalt driveway with sidewalk and accessable area for buses to board/deboard riders.

### ***Standard Procedures***

The Facilities and Parks Departments of the City cooperatively oversee the maintenance of the Canby Transit Center. The Facilities Department staff manage a subcontract for janitorial service of the driver breakroom/locker room and driver restroom. They are also responsible for general upkeep of the building and maintenance of fixtures and equipment both inside and outside the building. Parks Department staff clean the public restroom. They also clean the bus shelters and oversee the trash removal, sweeping, graffiti removal and general cleaning and landscaping of the paved portions of the facility.

The janitorial service workers and the Parks Department staff attend to the general cleanliness of the Canby Transit Center at least three times each week. At which time the general condition of the facility is also inspected and issues are addressed as needed. Parks and Facility Department staff are available upon request to address any issues that arise during CAT's daily operation. The Facility Department maintains all equipment, fixtures, appliances and the general upkeep of the facility.

A system for logging janitorial and maintenance tasks as well as facility safety and condition has been established. A janitorial log is available to the contracted janitorial staff. Additionally, City staff maintain a notebook which contains checklists and logs for maintenance tasks, janitorial monitoring, facility repair and inspection tasks.

### ***Process and Forms***

As described above, the Facilities and Parks Departments of the City oversee the maintenance of the Canby Transit Center. The Facilities Department manages a subcontract for janitorial service of the driver breakroom/locker room and driver restroom; and are responsible for general upkeep of the building. The Parks Department maintains the public restroom, the bus shelters and trash removal, sweeping, graffiti removal and general cleaning and landscaping of the facility. Copies of the following documents which provide more detail regarding the tasks performed are included as:

#### ***Appendix G: Task Outlines (Checklists)***

The Facilities and Parks Maintenance Tasks and Weekly/Monthly Outline and the Facilities & Parks Maintenance Tasks Quarterly/Annually Outline are checklists of the tasks with the associated frequency that the tasks are performed.

#### ***Appendix H: Facility Maintenance Log Forms***

The Janitorial Log, Weekly/Monthly Maintenance Log, and Quarterly/Annually Maintenance Log list the tasks from the checklists according to the department or service provider responsible for the task.

## **Appendices**

*Appendix A: Vehicle Inventory*

*Appendix B: Daily Vehicle Inspection Reports (DVIR)*

*Appendix C: Vehicle Preventive Maintenance Inspection Checklists*

Coach 8,000 Mile

Diesel Cutaway 4,000 Mile

Gas Cutaway 4,000 Mile

Minivan 3,000 Mile

*Appendix D: Annual Vehicle Inspection Report and Forms*

Annual Vehicle Inspection Report Form

Coach Inspection Forms

Cutaway Inspection Forms

Minivan Inspection Forms

*Appendix E: Lift or Ramp System Safety Inspection Form*

*Appendix F: Security Camera Preventive Maintenance Checklist*

*Appendix G: Task Outlines (Checklists)*

Weekly – Monthly Outline

Quarterly – Annually Outline

*Appendix H: Facility Maintenance Log Forms*

Janitorial Log

Weekly – Monthly Log

Quarterly – Annually Log

*Appendix A: Vehicle Inventory*

Canby Area Transit - Vehicle Fleet

| VEHICLE | YEAR | MAKE              | VIN #             | PLATE # | FUEL   | BODY     |
|---------|------|-------------------|-------------------|---------|--------|----------|
| Bus 17  | 2009 | CHEVROLET SENATOR | 1GBE4V1999F407205 | E248092 | DIESEL | CUTAWAY  |
| Bus 18  | 2010 | CHEVROLET SENATOR | 1GB9G5A68A1121989 | E253103 | DIESEL | CUTAWAY  |
| Bus 19  | 2010 | CHEVROLET SENATOR | 1GB9G5A65A1122100 | E253104 | DIESEL | CUTAWAY  |
| Bus 26  | 2011 | ARBOC             | 1GB6G5BG6B1186044 | E257280 | GAS    | CUTAWAY  |
| Bus 27  | 2011 | ARBOC             | 1GB6G5BG7B1190622 | E257279 | GAS    | CUTAWAY  |
| Bus 28  | 2013 | GILLIG            | 15GGB2719D1182065 | E261557 | DIESEL | COACH    |
| Bus 29  | 2013 | GILLIG            | 15GGB2710D1182066 | E261558 | DIESEL | COACH    |
| MV-30   | 2013 | DODGE CARAVAN     | 2C4RDGCG8ER187479 | E261568 | GAS    | MINI-VAN |
| Bus 31  | 2016 | ARBOC             | 1GB6G5BG8F1245245 | E266563 | GAS    | CUTAWAY  |
| Bus 32  | 2016 | ARBOC             | 1GB6G5BGXF1245781 | E266564 | GAS    | CUTAWAY  |
| Bus 33  | 2016 | ARBOC             | 1GB6G5BG0F1248530 | E266565 | GAS    | CUTAWAY  |
| S-34    | 2004 | CHEVY             | 2G1WF52EX49234326 | E228356 | GAS    | SEDAN    |
| Bus 35  | 2018 | ARBOC             | 1HA6GUBB1JN008040 | E279209 | GAS    | CUTAWAY  |
| Bus 36  | 2018 | ARBOC             | 1HA6GUBB0JN008000 | E279210 | GAS    | CUTAWAY  |
| Bus 37  | 2018 | ARBOC             | 1HA6GUBB6JNOO8082 | E279211 | GAS    | CUTAWAY  |

11-Feb-19

## Appendix B: Daily Vehicle Inspection Reports (DVIR)



### DAILY VEHICLE INSPECTION Report

| Vehicle No. | Date | Driver's Name | Start Miles | Start Time | End Miles | End Time |
|-------------|------|---------------|-------------|------------|-----------|----------|
|             |      | 1.            |             |            |           |          |
|             |      | 2.            |             |            |           |          |
|             |      | 3.            |             |            |           |          |

√ = Satisfactory

X = Unsatisfactory

| 1 | 2 | 3 | Inspection Item   | 1 | 2 | 3 | Inspection Item  |
|---|---|---|---|---|---|---|--|
|   |   |   | <b>TIRE CONDITION, TREAD DEPTH AND AIR PRESSURE</b>             |   |   |   | Clean  |
|   |   |   | Wheels and tires for cracks, rips, bulges or protruding objects |   |   |   | Seats and cushions are secure                                |
|   |   |   | LUG NUTS TIGHT, NO EXCESSIVE RUST OR DAMAGE                     |   |   |   | SEAT BELTS ARE COMPLETE, OPERATIONAL AND SECURE              |
|   |   |   |   |   |   |   | Tie downs present and operational - # of tie downs           |
|   |   |   | <b>CHECK UNDER ENGINE COMPARTMENT FOR LEAKS</b>                 |   |   |   | 2 way radio is complete and operational - <b>RADIO CHECK</b> |
|   |   |   | OTHERS  |   |   |   | WINDSHIELD WIPERS OPERATIONAL                                |
|   |   |   |   |   |   |   | Windshield washer operational                                |
|   |   |   | Windshield has no chips or cracks                               |   |   |   | Horn Operational   |
|   |   |   | MIRRORS ARE COMPLETE AND IN GOOD CONDITION                      |   |   |   | Door operational   |
|   |   |   | Emergency windows complete and operable                         |   |   |   | Brake Interlock  |
|   |   |   |   |   |   |   | VALID REGISTRATION PRESENT AND VISIBLE                       |
|   |   |   | <b>HEADLIGHTS Operational - High and low beam</b>               |   |   |   | Valid proof of insurance                                     |
|   |   |   | All Clearance lights operational and reflectors present         |   |   |   |  |
|   |   |   | <b>BRAKE LIGHTS COMPLETE AND OPERATIONAL</b>                    |   |   |   | Brake pedal feels good and stopping properly                 |
|   |   |   | Turn signals complete and operational                           |   |   |   | PARKING BRAKE COMPLETE AND OPERATING PROPERLY                |
|   |   |   | Backup lights complete and operational                          |   |   |   | List Air Brake Cut In (MIN 85PSI)                            |
|   |   |   | Backup alarm complete and audible                               |   |   |   | List Air Brake Cut Out (MAX 130PSI)                          |
|   |   |   | Emergency 4 way flashers operational                            |   |   |   | Static (No more than 2 PSI) in 60 SEC.                       |
|   |   |   |   |   |   |   | APPLIED BRAKE LOSS (NO MORE THAN 2 PSI) IN 60 SEC.           |
|   |   |   | <b>FIRST AID KIT, PRESENT AND FULLY STOCKED</b>                 |   |   |   | List Low Air Warning (By 80 PSI)                             |
|   |   |   | <b>TRIANGLE REFLECTORS PRESENT AND COMPLETE</b>                 |   |   |   | Self-activating parking brake (Below 45 PSI)                 |
|   |   |   | Fire Extinguisher present, fully charged                        |   |   |   |  |
|   |   |   | Vehicle incident packet present and accessible                  |   |   |   |  |
|   |   |   | Body Fixed Kit present and accessible                           |   |   |   |  |
|   |   |   |   |   |   |   | Steering wheel secure, NO EXCESSIVE PLAY                     |
|   |   |   | Front & rear air conditioner complete and operational           |   |   |   |  |
|   |   |   | Front & Rear heater complete and operational                    |   |   |   | Lift interlock operating properly                            |
|   |   |   | DEFROSTER COMPLETE AND OPERATIONAL                              |   |   |   | Lift free from leakage                                       |
|   |   |   |   |   |   |   | Lift operating properly electronically                       |
|   |   |   |   |   |   |   | Lift operating properly manually                             |

Please explain in detail below any problems you are having with the vehicle; and when the problem occurs, prior to leaving the yard, mark an "X" for any existing damage.



Any items in bold marked unsatisfactory must be brought to the attention of the Supervisor immediately. The bold typeface indicates items that place a vehicle out of service.

I declare that I have properly performed a vehicle inspection on the vehicle indicated above and have inspected and marked the inspection items, listed above, accordingly.

Operation 1: Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Operation 2: Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Operation 3: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

|  |                                 |
|--|---------------------------------|
| <input type="checkbox"/> Reviewed                    | Technician's Signature: _____   |
| <input type="checkbox"/> Noted for repair            |                                 |
| <input type="checkbox"/> Could not duplicate problem | Shop Manager's Signature: _____ |
| <input type="checkbox"/> Repaired                    |                                 |

Inspection of your vehicle is required by federal law and must be performed before moving the vehicle.  
 Airbrake DVIR



# DAILY VEHICLE INSPECTION Report

| Vehicle No. | Date | Driver's Name | Start Miles | Start Time | End Miles | End Time |
|-------------|------|---------------|-------------|------------|-----------|----------|
|             |      |               |             |            |           |          |

✓ = Satisfactory      X = Unsatisfactory

| 1 | 2 | 3 | INSPECTION ITEM  | 1 | 2 | 3 | INSPECTION ITEM                                       |
|---|---|---|--|---|---|---|---|
|   |   |   | <b>TIRES AND WHEELS</b>  |   |   |   | Seats and cushions are secure                         |
|   |   |   | Tire condition, tread depth and air pressure                   |   |   |   | Seat belts are complete, operational and secure       |
|   |   |   | Wheels and rims for cracks, rips, welds or protruding objects. |   |   |   | 2 way radio is complete and operational - RADIO CHECK |
|   |   |   | Lug nuts tight, no excessive rust or damage                    |   |   |   | Windshield wipers operational                         |
|   |   |   | <b>ENGINE COMPARTMENT</b>                                      |   |   |   | Windshield washer operational                         |
|   |   |   | Engine oil   |   |   |   | Horn operational                                      |
|   |   |   | Automatic Transmission fluid                                   |   |   |   | Passenger door complete and operational               |
|   |   |   | Cooling system level   |   |   |   | Valid Registration present and visible                |
|   |   |   | Windshield washer solution                                     |   |   |   | Valid proof of insurance                              |
|   |   |   | Brake fluid level  |   |   |   | OTHER:  |
|   |   |   | Power steering fluid level                                     |   |   |   | <b>BRAKES</b>   |
|   |   |   | Battery terminals clean, no corrosion                          |   |   |   | Brake pedal feels good and stopping properly          |
|   |   |   | Under vehicle leaks  |   |   |   | Parking brake complete and operating properly         |
|   |   |   | <b>VEHICLE GLASS</b>   |   |   |   | <b>STEERING AND SUSPENSION SYSTEM</b>                 |
|   |   |   | Windshield has no chips or cracks                              |   |   |   | Steering wheel secure, no excessive PLAY              |
|   |   |   | Mirrors are complete and in good condition                     |   |   |   | Gearshift mechanism tight and working properly        |
|   |   |   | Windows complete   |   |   |   | <b>SAFETY ITEMS</b>                                   |
|   |   |   | Emergency windows complete and operable                        |   |   |   | First aid kit, fully stocked and present              |
|   |   |   | <b>VEHICLE LIGHTING</b>  |   |   |   | Triangle reflectors present and complete              |
|   |   |   | Headlights operational - High and low beam                     |   |   |   | Orange Traffic Cone present                           |
|   |   |   | All Clearance lights operational & reflectors present          |   |   |   | Fire extinguisher present, fully charged              |
|   |   |   | Brake lights complete and operational                          |   |   |   | Vehicle accident packet present and accessible        |
|   |   |   | Turn signals complete and operational                          |   |   |   | Body fluid kit present and accessible                 |
|   |   |   | Backup lights complete and operational                         |   |   |   | Seat Belt web cutter present                          |
|   |   |   | Backup alarm complete and audible                              |   |   |   | <b>WHEELS/LIFT</b>                                    |
|   |   |   | Emergency 4 way flashers operational                           |   |   |   | Lift free from leakage                                |
|   |   |   | <b>VEHICLE INTERIOR ENVIRONMENT</b>                            |   |   |   | Lift operating properly electronically                |
|   |   |   | Front & rear air conditioner complete and operational          |   |   |   | Lift operating properly manually                      |
|   |   |   | Front & Rear heater complete and operational                   |   |   |   | Lift interlock operating properly                     |
|   |   |   | Defroster complete and operational                             |   |   |   | # of Lap Belts:      # of Tie Downs:                  |
|   |   |   | <b>INTERIOR</b>  |   |   |   | Tie Downs Operable                                    |
|   |   |   | Clean  |   |   |   | <b>POSEY BELT PRESENT AND OPERABLE</b>                |

Please explain in detail below any problems you are having with the vehicle and when the problem occurs.



Any items in **bold** marked unsatisfactory must be brought to the attention of the Supervisor immediately. The **bold** typeface indicates items that place a vehicle out of service.

I declare that I have properly performed a vehicle inspection on the vehicle indicated above and have inspected and marked the inspection items, listed above, accordingly.

Driver's signature Pre Trip inspection: \_\_\_\_\_  
These have been no incidents or accidents with this vehicle since the above signed inspection.

Driver's signature mid trip inspection: \_\_\_\_\_

Driver's post trip inspection: \_\_\_\_\_

|  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Reviewed                    | Technicians Signature: _____   |
| <input type="checkbox"/> Noted for repair            | Shop Managers Signature: _____ |
| <input type="checkbox"/> Could not duplicate problem |                                |
| <input type="checkbox"/> Repaired                    |                                |

Driver number 2, mid trip, only has to perform a walk around inspection. Only inspect items where a mark can be placed.



## DAILY VEHICLE INSPECTION REPORT

| Vehicle No.  | Date | Driver's Name  | Start Miles | Start Time             | End Miles | End Time                 |
|--|------|--|-------------|------------------------|-----------|--------------------------|
| <b>L=LEAVE BASE</b>  |      | <b>R=RETURN</b>  |             | <b>✓= Satisfactory</b> |           | <b>X= Unsatisfactory</b> |
| L  | R    | L  | R           |                        |           |                          |
| <b>Tires and Wheels</b>                                      |      | <b>Inspection Item</b>   |             |                        |           |                          |
| Tire condition, tread depth and air pressure                 |      | MOT present and operational  |             |                        |           |                          |
| WHEELS checked for cracks, rips, leaks or protruding objects |      | Radio present and operational - radio check OK                             |             |                        |           |                          |
| TIRE TREAD checked (if not covered) for rips or damage       |      | Data radio present and operational - MOT logon                             |             |                        |           |                          |
| <b>Engine Compartments</b>                                   |      | Purifier Cond. holder present and free of damage                           |             |                        |           |                          |
| Engine oil at proper level                                   |      | Pledge Card present and fits in holder properly                            |             |                        |           |                          |
| Coolant level at proper level                                |      | Windshield wipers operational  |             |                        |           |                          |
| Windshield washer solution at proper level                   |      | Windshield wiper operational   |             |                        |           |                          |
| Brake fluid level at proper level                            |      | Purifier (door) operational  |             |                        |           |                          |
| Batteries terminal clean, no corrosion                       |      | Valid registration present   |             |                        |           |                          |
| No under vehicle leaks (no visible drain)                    |      | Valid proof of insurance   |             |                        |           |                          |
| <b>Vehicle Glass</b>   |      | <b>Brakes</b>  |             |                        |           |                          |
| Windshield has no chips or cracks                            |      | Brake pedal operational and stopping vehicle properly                      |             |                        |           |                          |
| Mirrors are in proper condition, no chips or cracks          |      | Parking brake operating properly   |             |                        |           |                          |
| Windows, except floor, no chips or cracks                    |      | <b>Steering and Suspension System</b>                                      |             |                        |           |                          |
| Emergency windows operable                                   |      | Steering wheel secure, no excessive play                                   |             |                        |           |                          |
| <b>Vehicle Lighting</b>                                      |      | Gearshift mechanism tight and works properly                               |             |                        |           |                          |
| Headlights operational high and low beams                    |      | <b>Safety Items</b>  |             |                        |           |                          |
| Tail lights operational                                      |      | First aid kit, fully stocked and present                                   |             |                        |           |                          |
| Turn signals operational                                     |      | Triangle reflector present, operational and complete                       |             |                        |           |                          |
| Backup light operational                                     |      | Fire extinguisher present, fully charged and not obstructed (not put away) |             |                        |           |                          |
| Backup alarm operational                                     |      | Safety Backpack present, complete & in good condition                      |             |                        |           |                          |
| Clearance lights operational                                 |      | Vehicle accident parker present and accurate (broken)                      |             |                        |           |                          |
| Emergency 4 way flashers operational                         |      | Body heat kit present and accessible                                       |             |                        |           |                          |
| <b>Vehicle Interior (WORKSPACE)</b>                          |      | Extension belt present & functional  |             |                        |           |                          |
| Front and rear air conditioner operational                   |      | Safety Cone present & in good condition (present at all times)             |             |                        |           |                          |
| Front and rear heater operational                            |      | <b>Mobility Device Lift/Ramp</b>   |             |                        |           |                          |
| Deliveries operational                                       |      | Lift or ramp operating properly (Electric and manual)                      |             |                        |           |                          |
| Seats and cushions are secure                                |      | Fully deploy and slow lift/ramp over time during run time                  |             |                        |           |                          |
| Seat belts are complete, operational and secure              |      | Lift/ramp operates and slows properly                                      |             |                        |           |                          |
| Wheel checks present in interior                             |      | Lift interlock operating properly  |             |                        |           |                          |
| <b>Cleanliness</b>   |      | # of Lap Belts: _____ # of Tie Downs: _____                                |             |                        |           |                          |
| Interior   |      | Tied _____ Not _____ Tie Downs _____                                       |             |                        |           |                          |
| Exterior   |      |  |             |                        |           |                          |



**NOTE:** Explain in detail (below) any problems you are having with the vehicle and when the problem occurred

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\*Any item in bold (marked unsatisfactory) must be brought to the attention of the Supervisor immediately. The bold typeface indicates items that place a vehicle out of service.

I declare that I have properly performed a vehicle inspection on the vehicle listed above and I have inspected and marked the inspection items listed above, and accordingly:

There have been no incidents or accidents with this vehicle since the above signed inspection:  
 Driver's Pre-Trip-Inspection Signature \_\_\_\_\_  
 Driver's Post-Trip-Inspection Signature \_\_\_\_\_

|   |  |
|---|--|
| <input type="checkbox"/> Reviewed<br><input type="checkbox"/> Noted for repair<br><input type="checkbox"/> Could not duplicate problem<br><input type="checkbox"/> Repaired | Technician's Signature _____<br><br>Shop Manager's Signature _____ |
|---|--|

White- Give to Dispatch at the end of shift      PINK-stays in book      Yellow-Drop at gate ON box upon start of shift

## ***Appendix C: Vehicle Preventive Maintenance Inspection Checklists***

### **Coach 8,000 mile**

#### GILLIG COACH 8,000 MILE PM

##### Inspection

Air brake components and lines inspection  
Air brake stroke measurements  
Air filter inspection  
Battery and cable inspection  
Bike rack inspection  
Chassis inspection (frame and cross members)  
Cooling system inspection (check hoses, belts and freeze point)  
Driver dashboard gauges (operation and illumination)  
Drivetrain inspection and fluid level check  
Emergency exit inspection (open and inspect exits)  
Engine compartment inspection (fluid leaks and loose components)  
Exhaust system inspection  
Exterior body damage inspection  
Exterior light inspection  
Front suspension inspection  
Fuel tank, fuel cap and line inspection  
HVAC system operation  
Horn inspection (air and/or electric)  
Interior inspection (check seats, seatbelts, stanchions, seat handles, overhead handles and/or bars for loose or worn parts)  
Mirror inspection  
Power steering fluid  
Rear suspension inspection  
Safety equipment inspection (triangles, fire extinguisher, seat belt cutter, first aid and biohazard kits)  
Steering component inspection (check tie-rods, steering arm, pitman arm, drag link and steering box)  
Tire air pressure (check and adjust)  
Transmission fluid level and condition  
Wheel and tire inspections, tread measurements  
Windshield and wiper assembly inspection

##### Fluids

Change oil and filter

##### Cleaning

HVAC screens (clean)

### Testing

Air brake leakage tests for service and parking brakes

Air brake low air warning and protection valve test

Air compressor cut in and cut out pressure test

### Lubricate

Lube chassis

### Fill

Washer fluid level

### Drain

Drain air tanks

### Measure

Brake lining measurements

## **Diesel Cutaway 4,000 mile**

### Diesel Cutaway 4,000 mile Preventive Maintenance

Chassis Inspection (frame and cross members)

Air filter inspection

Battery and cable inspection

Bike rack inspection

Brake fluid level

Brake inspection and measurements

Cooling system inspection (Check hoses, belts, freeze point and coolant level)

Drivetrain inspection and fluid level check

Emergency Exit inspection (Open exits and test operation of exit warning system)

Exterior light inspection

Front suspension inspection

Interior Inspection (check seats, seatbelts [when applicable], stanchions, passenger assist handles, flooring, ceiling bars and/or handles)

Power steering fluid

Rear suspension inspection

Steering component inspection (check tie-rods, idler arm, steering arm and steering box)

Tire air pressure check and adjust

Tire inspection and measurements

Torque lug nuts

Transmission fluid level and condition

W/C lift interlock operation test

Record number of cycles

### Fluids

Change oil and filter

### Cleaning

Clean HVAC screens

### Lubricate

Lube chassis

### Fill

Washer fluid level

### Drain

Drain air tanks

## **Gas Cutaway 4,000 mile**

### Gasoline Cutaway 4,000 MILE Preventive Maintenance Inspection

Air filter inspection

Battery and cable inspection

Bike rack inspection

Chassis inspection (frame, cross members and air bag suspension components)

Brake fluid level

Brake inspection and measurements

Cooling system inspection (Check hoses, belts, freeze point and coolant level)

Driver dashboard gauges (operation and illumination)

Drivetrain inspection and fluid level check

Emergency exit inspection (open and close exits)

Engine compartment inspection (fluid leaks, loose components)

Exhaust system inspection

Exterior body damage inspection

Exterior light inspection

Front suspension inspection

Fuel tank, fuel cap and line inspection

HVAC system operation

Horn inspection (air and/or electric)

Interior inspection (check seats, seatbelts (if applicable), stanchions, passenger assist handles, flooring, ceiling bars and/or handles)

Mirror inspection

Power steering fluid

Rear suspension inspection

Safety equipment inspection (triangles, fire extinguisher, seat belt cutter, first aid and biohazard kits)

Steering component inspection (check tie-rods, steering arm, pitman arm, drag link and steering box)

Tire air pressure (check and adjust)

Torque lug nuts

Transmission fluid level and condition

Wheel and tire inspections and measurements

Windshield and wiper system inspection

### Fluids

Change oil and filter

### Cleaning

HVAC screens cleaned

### Lubricate

Lube Chassis

Fill

Washer fluid level

Drain

Drain air tanks

Measure

Brake lining measurements

## Minivan 3,000 mile

### Mini-Van Preventive Maintenance (3,000 mi or every 6 months; whichever is first)

#### Inspection

| OK                       | Fault                    | Inspection                                   | Comments | Photo |
|--------------------------|--------------------------|--|----------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect brakes                               |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Check brake and power steering fluids        |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Check transmission fluid level and condition |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Check all emergency lighting                 |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Check all factory lights                     |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Drive train inspection and fluid level check |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect battery and charging system          |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect belts and hoses                      |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect air filter                           |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for body damage                        |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Steering and suspension systems              |          |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Tire tread depth and air pressure inspection |          |       |

#### Fluids

Windshield washer fluid fill

#### Replace

Oil and filter change

#### Lubricate

Lube chassis



# Coach Inspection Forms

## ANNUAL INSPECTION

|  |           |                     |                      |
|--|-----------|---------------------|----------------------|
| <b>COACH</b>                                 |           | DATE:               |                      |
| VIN#   |           | VEHICLE #           |                      |
| LICENSE PLATE#                               |           | MILEAGE:            |                      |
| <b>Brake System</b>                          | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Brake shoe anchor pins                       |           |                     |                      |
| Push rod & slack adjuster (brakes depressed) |           |                     |                      |
| Spider                                       |           |                     |                      |
| Brake drums                                  |           |                     |                      |
| Rear brake shoes                             |           |                     |                      |
| Front brake shoes                            |           |                     |                      |
| S-Cam  |           |                     |                      |
| Slack Adjuster                               |           |                     |                      |
| Clevis Pin                                   |           |                     |                      |
| Push rod                                     |           |                     |                      |
| <b>Exhaust System</b>                        | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Exhaust manifold & pipes                     |           |                     |                      |
| Catalytic converter                          |           |                     |                      |
| Muffler                                      |           |                     |                      |
| Tailpipe                                     |           |                     |                      |
| <b>Fuel System</b>                           | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Visible leak                                 |           |                     |                      |
| Fuel tank filler cap                         |           |                     |                      |
| Fuel lines & connections                     |           |                     |                      |
| Fuel tank & filler neck                      |           |                     |                      |
| <b>Drive Train</b>                           | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Front axle CV boots                          |           |                     |                      |
| Front axle CV boots                          |           |                     |                      |
| Trans axle                                   |           |                     |                      |
| Rear axle                                    |           |                     |                      |
| <b>Frame Inspection</b>                      | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Main frame condition                         |           |                     |                      |
| Sub frame condition                          |           |                     |                      |
| Undercarriage condition                      |           |                     |                      |
| <b>Tire and Wheel Inspection</b>             | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Front Tires                                  |           |                     |                      |
| Rear Tires                                   |           |                     |                      |
| Wheel & well covers                          |           |                     |                      |

## ANNUAL INSPECTION

| Steering and Suspension System  | OK | Needs Repair | Date Repaired |
|---|----|--------------|---------------|
| Steering gear box   |    |              |               |
| Steering Gear box hoses   |    |              |               |
| Tie rod ends & steering links   |    |              |               |
| Front struts and/or shocks  |    |              |               |
| Rear struts and/or shocks   |    |              |               |
| Rear springs and shackles   |    |              |               |
|   |    |              |               |
| Engine  | OK | Needs Repair | Date Repaired |
| Coolant protection to:  |    |              |               |
| Intake manifold   |    |              |               |
| Exhaust manifold(s)   |    |              |               |
| Carburetor/fuel injection system  |    |              |               |
| Cylinder head(s)  |    |              |               |
| Engine block  |    |              |               |
| Oil pan   |    |              |               |
| Emissions system  |    |              |               |
| Drive belts/tensioners/pulleys  |    |              |               |
| Water pump  |    |              |               |
| Power steering pump   |    |              |               |
| Alternator  |    |              |               |
| Battery   |    |              |               |
| Wheelchair lift or ramp   | OK | Needs Repair | Date Repaired |
| Operation (using power switch)  |    |              |               |
| Operation (manually)  |    |              |               |
| Interlocks  |    |              |               |
| Disabled and safety labeling  |    |              |               |
| Hydraulic system  |    |              |               |
| Handrails & Belts   |    |              |               |
| Inspect platform surface condition  |    |              |               |
| Clean & lubricate all hinges, mounts & pivots   |    |              |               |
| Securement Equipment  | OK | Needs Repair | Date Repaired |
| Check for frayed/worn belts on tie downs and seat belt components. Ensure webbing is not twisted inside retractors. |    |              |               |
| Lubricate buckles & fittings  |    |              |               |
| Clean bolt threads on retractors  |    |              |               |
| Inspect floor anchorages for debris and loose tracks  |    |              |               |

# ANNUAL INSPECTION

| Exterior Lights  | OK | Needs Repair | Date Repaired |
|--|----|--------------|---------------|
| Headlights (hi/low beam)                                       |    |              |               |
| Turn signals   |    |              |               |
| 4-way hazard lights  |    |              |               |
| Yield sign   |    |              |               |
| Brake lights   |    |              |               |
| Back up lights and audible alarm                               |    |              |               |
| Clearance lights   |    |              |               |
| Marker lights  |    |              |               |
| Reflectors   |    |              |               |
| Windshield Wiper System  | OK | Needs Repair | Date Repaired |
| Blade condition  |    |              |               |
| Intermittent system  |    |              |               |
| Multi-speed system   |    |              |               |
| Washer delivery system   |    |              |               |
| Glass  | OK | Needs        | Date Repaired |
| Windshield (driver/passenger)                                  |    |              |               |
| Passenger door(s)  |    |              |               |
| Driver side window   |    |              |               |
| Passenger windows  |    |              |               |
| Rear window (if applicable)                                    |    |              |               |
| Interior Appearance  | OK | Needs Repair | Date Repaired |
| Passenger seats/upholstery condition                           |    |              |               |
| Driver seat controls/track/condition                           |    |              |               |
| Wheelchair securement tracks                                   |    |              |               |
| Wheelchair station restraints &                                |    |              |               |
| Interior lights (overhead/passenger door)                      |    |              |               |
| Dash cluster(s)  |    |              |               |
| Passenger compartment  |    |              |               |
| Window seals   |    |              |               |
| Stanchions, modesty panels, seat handles, grab handles or bars |    |              |               |
| Exterior Appearance  | OK | Needs Repair | Date Repaired |
| Body damage (note on attached sheet)                           |    |              |               |
| Fender/bumper damage (note on attached sheet)                  |    |              |               |
|  |    |              |               |
|  |    |              |               |
| Safety Equipment   | OK | Needs Repair | Date Repaired |

## ANNUAL INSPECTION

| Exterior Lights  | OK | Needs Repair | Date Repaired |
|--|----|--------------|---------------|
| Headlights (hi/low beam)                                       |    |              |               |
| Turn signals   |    |              |               |
| 4-way hazard lights  |    |              |               |
| Yield sign   |    |              |               |
| Brake lights   |    |              |               |
| Back up lights and audible alarm                               |    |              |               |
| Clearance lights   |    |              |               |
| Marker lights  |    |              |               |
| Reflectors   |    |              |               |
| Windshield Wiper System  | OK | Needs Repair | Date Repaired |
| Blade condition  |    |              |               |
| Intermittent system  |    |              |               |
| Multi-speed system   |    |              |               |
| Washer delivery system   |    |              |               |
| Glass  | OK | Needs        | Date Repaired |
| Windshield (driver/passenger)                                  |    |              |               |
| Passenger door(s)  |    |              |               |
| Driver side window   |    |              |               |
| Passenger windows  |    |              |               |
| Rear window (if applicable)                                    |    |              |               |
| Interior Appearance  | OK | Needs Repair | Date Repaired |
| Passenger seats/upholstery condition                           |    |              |               |
| Driver seat controls/track/condition                           |    |              |               |
| Wheelchair securement tracks                                   |    |              |               |
| Wheelchair station restraints &                                |    |              |               |
| Interior lights (overhead/passenger door)                      |    |              |               |
| Dash cluster(s)  |    |              |               |
| Passenger compartment  |    |              |               |
| Window seals   |    |              |               |
| Stanchions, modesty panels, seat handles, grab handles or bars |    |              |               |
| Exterior Appearance  | OK | Needs Repair | Date Repaired |
| Body damage (note on attached sheet)                           |    |              |               |
| Fender/bumper damage (note on attached sheet)                  |    |              |               |
|  |    |              |               |
|  |    |              |               |
| Safety Equipment   | OK | Needs Repair | Date Repaired |



# ANNUAL INSPECTION

## Coach Body Inspection

Mark with an "X" or circle  
on this form

Describe condition:

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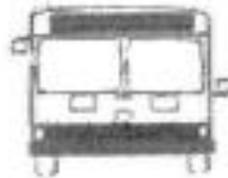
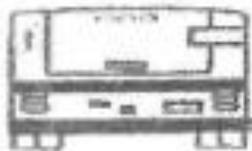
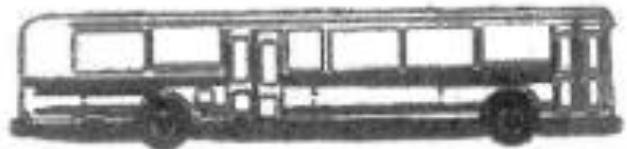
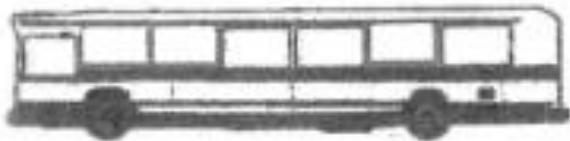
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## Cutaway Inspection Forms

| <b>CUT-AWAY</b>                   |    | DATE:        |               |
|-----------------------------------|----|--------------|---------------|
| VIN#                              |    | VEHICLE #    |               |
| LICENSE PLATE#                    |    | MILEAGE:     |               |
| Brake System                      | OK | Needs Repair | Date Repaired |
| Master cylinder                   |    |              |               |
| Brake booster                     |    |              |               |
| Brake lines                       |    |              |               |
| Brake hoses                       |    |              |               |
| Brake tubing                      |    |              |               |
| Front brake calipers or cylinders |    |              |               |
| Rear brake calipers or cylinders  |    |              |               |
| Front brake pads or shoes         |    |              |               |
| Rear brake pads or shoes          |    |              |               |
| Exhaust System                    | OK | Needs Repair | Date Repaired |
| Exhaust manifold & pipe(s)        |    |              |               |
| Catalytic converter               |    |              |               |
| Muffler                           |    |              |               |
| Tailpipe                          |    |              |               |
| Fuel System                       | OK | Needs Repair | Date Repaired |
| Visible leak                      |    |              |               |
| Fuel tank filler cap              |    |              |               |
| Fuel lines & connections          |    |              |               |
| Fuel tank & filler neck           |    |              |               |
| Drive Train                       | OK | Needs Repair | Date Repaired |
| Front axle CV boots               |    |              |               |
| Front axle                        |    |              |               |
| Trans axle                        |    |              |               |
| Rear axle                         |    |              |               |
| Frame Inspection                  | OK | Needs Repair | Date Repaired |
| Main frame condition              |    |              |               |
| Sub frame condition               |    |              |               |
| Undercarriage condition           |    |              |               |
| Tire and Wheel Inspection         | OK | Needs Repair | Date Repaired |
| Tire condition - Front            |    |              |               |
| Tire condition - Rear             |    |              |               |
| Wheel & well covers               |    |              |               |
|                                   |    |              |               |
|                                   |    |              |               |
|                                   |    |              |               |

| Steering and Suspension System                | OK | Needs Repair | Date Repaired |
|---|----|--------------|---------------|
| Steering gear box                             |    |              |               |
| Steering Gear box hoses                       |    |              |               |
| Tie rod ends & steering links                 |    |              |               |
| Front struts or shocks                        |    |              |               |
| Rear struts or shocks                         |    |              |               |
| Rear springs and shackles                     |    |              |               |
|   |    |              |               |
| Engine  | OK | Needs Repair | Date Repaired |
| Coolant protection to:                        |    |              |               |
| Intake manifold                               |    |              |               |
| Exhaust manifold(s)                           |    |              |               |
| Carburetor/fuel injection system              |    |              |               |
| Cylinder head(s)                              |    |              |               |
| Engine block                                  |    |              |               |
| Oil pan                                       |    |              |               |
| Emissions system                              |    |              |               |
| Drive belts/tensioners/pulleys                |    |              |               |
| Water pump                                    |    |              |               |
| Power steering pump                           |    |              |               |
| Alternator                                    |    |              |               |
| Battery                                       |    |              |               |
| Wheelchair lift or ramp                       | OK | Needs Repair | Date Repaired |
| Operation (using power switch)                |    |              |               |
| Operation (manually)                          |    |              |               |
| Interlocks                                    |    |              |               |
| Disabled/vendor labeling                      |    |              |               |
| Hydraulic system                              |    |              |               |
| Handrails & belts                             |    |              |               |
| Inspect platform surface condition            |    |              |               |
| Clean & lubricate all hinges, mounts & pivots |    |              |               |
| Exterior Lights                               | OK | Needs Repair | Date Repaired |
| Headlights (hi/low beam)                      |    |              |               |
| Turn signals                                  |    |              |               |
| 4-way hazard lights                           |    |              |               |
| Yield sign                                    |    |              |               |
| Brake lights                                  |    |              |               |
| Back up lights and audible alarm              |    |              |               |
| Clearance lights                              |    |              |               |
| Marker lights                                 |    |              |               |
| Reflectors                                    |    |              |               |

| Windshield Wiper System               | OK | Needs Repair | Date Repaired |
|---------------------------------------|----|--------------|---------------|
| Blade condition                       |    |              |               |
| Intermittent system                   |    |              |               |
| Multi-speed system                    |    |              |               |
| Washer delivery system                |    |              |               |
| Glass                                 | OK | Needs Repair | Date Repaired |
| Windshield (driver/passenger)         |    |              |               |
| Passenger door(s)                     |    |              |               |
| Driver side window                    |    |              |               |
| Passenger windows                     |    |              |               |
| Rear window (if applicable)           |    |              |               |
| Passenger seats/upholstery condition  |    |              |               |
| Driver seat controls/track/condition  |    |              |               |
| Wheelchair securement tracks          |    |              |               |
| Wheelchair station restraints & belts |    |              |               |
| Window seals                          |    |              |               |
| Stanchions, modesty panels, seat      |    |              |               |
| Exterior Appearance                   | OK | Needs Repair | Date Repaired |
| Body damage (note on attached         |    |              |               |
| Fender/bumper damage (note on         |    |              |               |
| Safety Equipment                      | OK | Needs Repair | Date Repaired |
| Fire extinguisher                     |    |              |               |
| Blood borne pathogen kit              |    |              |               |
| First aid kit                         |    |              |               |
| Emergency kit                         |    |              |               |
| Seat belt cutter                      |    |              |               |
| Audio Video Surveillance System       | OK | Needs        | Date Repaired |
| Synchronize the DVR clock             |    |              |               |
| Clean the front cover, cable cover    |    |              |               |
| Remove smudges/marks from             |    |              |               |
| Check all camera angles and           |    |              |               |
| <b>COMMENTS:</b>                      |    |              |               |
|                                       |    |              |               |
|                                       |    |              |               |
|                                       |    |              |               |
| <b>SIGNATURE:</b>                     |    |              | <b>TITLE:</b> |

## ANNUAL INSPECTION

Cut-Away Body Inspection

Mark with an "X" or circle  
on this form

Describe condition:

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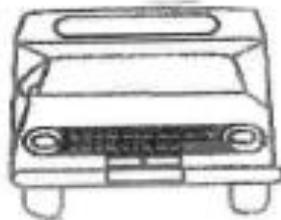
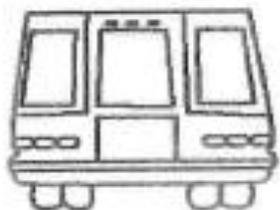
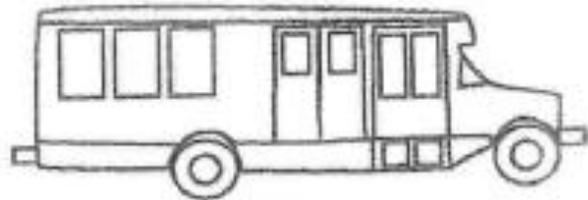
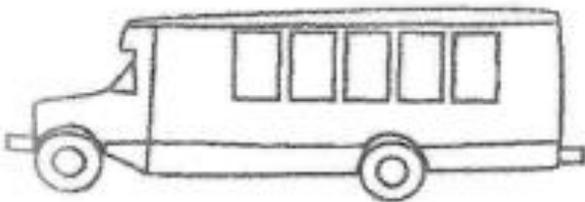
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## Minivan Inspection Forms

| MINI-VAN                              |           | DATE:               |                      |
|---------------------------------------|-----------|---------------------|----------------------|
| VIN#                                  |           | VEHICLE #           |                      |
| LICENSE PLATE#                        |           | MILEAGE:            |                      |
| <b>Brake System</b>                   | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Master cylinder                       |           |                     |                      |
| Brake booster                         |           |                     |                      |
| Brake lines                           |           |                     |                      |
| Brake hoses                           |           |                     |                      |
| Brake tubing                          |           |                     |                      |
| Front brake calipers or cylinders     |           |                     |                      |
| Rear brake calipers or cylinders      |           |                     |                      |
| Front brake pads or shoes             |           |                     |                      |
| Rear brake pads or shoes              |           |                     |                      |
| <b>Exhaust System</b>                 | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Exhaust manifold & pipe(s)            |           |                     |                      |
| Catalytic converter                   |           |                     |                      |
| Muffler                               |           |                     |                      |
| Tailpipe                              |           |                     |                      |
| <b>Fuel System</b>                    | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Visible leak                          |           |                     |                      |
| Fuel tank filler cap                  |           |                     |                      |
| Fuel lines & connections              |           |                     |                      |
| Fuel tank & filler neck               |           |                     |                      |
| <b>Drive Train</b>                    | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Front axle CV boots                   |           |                     |                      |
| Front axle                            |           |                     |                      |
| Trans axle                            |           |                     |                      |
| Rear axle                             |           |                     |                      |
| <b>Frame Inspection</b>               | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Main frame condition                  |           |                     |                      |
| Sub frame condition                   |           |                     |                      |
| Undercarriage condition               |           |                     |                      |
| <b>Tire and Wheel Inspection</b>      | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Tire condition - Front                |           |                     |                      |
| Tire condition - Rear                 |           |                     |                      |
| Wheel & well covers                   |           |                     |                      |
|                                       |           |                     |                      |
|                                       |           |                     |                      |
| <b>Steering and Suspension System</b> | <b>OK</b> | <b>Needs Repair</b> | <b>Date Repaired</b> |
| Steering gear box                     |           |                     |                      |
| Steering gear box hoses               |           |                     |                      |
| Tie rod ends & steering links         |           |                     |                      |
| Front struts or shocks                |           |                     |                      |
| Rear struts or shocks                 |           |                     |                      |
| Rear springs and shackles             |           |                     |                      |

| Exterior Appearance                                 | OK | Needs Repair | Date Repaired |
|---|----|--------------|---------------|
| Body damage (note on attached sheet)                |    |              |               |
| Fender/bumper damage (note on attached sheet)       |    |              |               |
| Safety Equipment                                    | OK | Needs Repair | Date Repaired |
| Fire extinguisher                                   |    |              |               |
| Blood borne pathogen kit                            |    |              |               |
| First aid kit                                       |    |              |               |
| Emergency kit                                       |    |              |               |
| Seat belt cutter                                    |    |              |               |
| Audio Video Surveillance System                     | OK | Needs Repair | Date Repaired |
| Synchronize the DVR clock                           |    |              |               |
| Clean the front cover, cable cover and DVR          |    |              |               |
| Remove smudges/marks from camera lenses             |    |              |               |
| Check all camera angles and reposition as necessary |    |              |               |
| <b>COMMENTS:</b>                                    |    |              |               |
|   |    |              |               |
|   |    |              |               |
|   |    |              |               |
| <b>SIGNATURE:</b>                                   |    |              | <b>TITLE</b>  |

# ANNUAL INSPECTION

## Mini-Van Body Inspection

Mark with an "X" or circle  
on this form

Describe condition:

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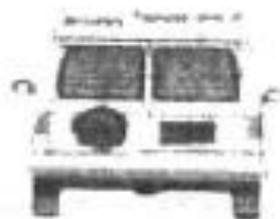
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**Appendix E: Lift or Ramp System Safety Inspection Form**

# Lift or Ramp System Safety Inspection

FLEET # \_\_\_\_\_ DATE \_\_\_\_\_

Vendor Name: \_\_\_\_\_ MILEAGE \_\_\_\_\_

W/C LIFT MAKE/MODEL \_\_\_\_\_ CYCLE COUNT \_\_\_\_\_

W/C LIFT SERIAL \_\_\_\_\_ MODEL/DOM \_\_\_\_\_

| OVERALL CONDITION   | OK                       | REP DATE                 |
|---|--------------------------|--------------------------|
| ABNORMAL NOISES (GRINDING, BINDING, ETC.)<br>RUN WITH WEIGHT TEST   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>CONTROL PENDANT</b><br>DAMAGE/LOOSE CONNECTIONS<br>SWITCHES WORK FREELY  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ELECTRICAL WIRING</b><br>FRAYED WIRES, LOOSE WIRES, LOOSE CONNECTIONS  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>VEHICLE INTERLOCK</b><br>NON-INTERLOCK MODE, OPERATE LIFT  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>DECALS</b><br>ALL SAFETY DECALS AFFIXED PROPERLY   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>HANDRAILS</b><br>FASTENERS TIGHT<br>SAFETY BELT FUNCTIONS PROPERLY   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>LIFT MOUNTINGS/ SUPPORT POINTS</b><br>TORQUE BOLTS, FLOOR CONDITION  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>MAIN LIFT PIVOTS</b><br>TRAVELING FRAME PIN DAMAGE FREE & LOCKED IN POSITION   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PLATFORM/ ATTACHMENT POINTS</b><br>OPERATES PROPERLY W/O OBSTRUCTIONS  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>INNER ROLL STOP</b><br>OPERATES PROPERLY W/O OBSTRUCT. DEPLOYS FULLY AT FLR<br>ALL ADJUSTMENTS WORK<br>SOLENS LIMIT SWITCH | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>PLATFORM ROLL STOP</b><br>OPERATES PROPERLY WHEN CONTACTS GROUND LEVEL   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>HYDRAULIC POWER UNIT</b><br>LEAKAGE<br>BACK-UP HAND PUMP OPERATES<br>FLUID LEVELS  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>HYDRAULIC CYLINDER HOSES AND FITTINGS</b><br>CYLINDER LEAKAGE<br>HOSE DAMAGE, LEAKS<br>ALL FITTINGS TIGHT                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>LUBRICATION</b><br>CLEAN (EXTRA OPTION ADDITIONAL CHARGE)<br>LUBRICATE AND WIPE EXCESS                                     | <input type="checkbox"/> | <input type="checkbox"/> |

TECH INITIALS \_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix F: Security Camera Preventive Maintenance Checklist

>> SAMPLE TRAINING KIT

(AngelTrax 2025 Proposal)

### Preventative Maintenance Checklist

How to properly maintain your AngelTrax mobile surveillance system

At AngelTrax, we take pride in providing surveillance systems that require minimal upkeep. However, in order to maintain the proper operation of your AngelTrax system, we encourage you to perform the preventative maintenance tasks listed below. Our preventative maintenance checklist is a proven method to maintain and extend the product life of your AngelTrax mobile video surveillance system.

| Task   | Description  |
|--|--|
| ✓ Make sure the panic button LEDs are working properly.                              | <p>After the ignition is on for approximately 20 seconds, the green lights should begin flashing rapidly, indicating the DVR is recording. If there is an error, the lights will turn red and remain solid.</p> <p><i>*This is an item that should be included in your drivers' pre-trip inspection.</i></p>   |
| ✓ Synchronize the DVR clock.   | <p>AngelTrax recommends synchronizing the DVR clock every six months to ensure accurate video recording of the time and date.</p>  |
| ✓ Replace the remote control's battery.  | <p>Replace the CR 2025 battery. Use an identical or accepted equivalent battery.</p> <ol style="list-style-type: none"> <li>1. Push the tab on the back of the remote control to the right side, then pull outward to remove the battery compartment.</li> <li>2. Pull the battery compartment out and remove the old battery.</li> <li>3. Insert a new battery into the compartment with the positive side (+) facing up.</li> <li>4. Close the battery compartment.</li> </ol> |
| ✓ Clean the front cover, cable cover, DVR.   | <p>The DVR, front cover and cable covers are made from 18 gauge steel, coated with outdoor powder paint, and only require periodic cleaning. To clean, use a damp cloth with a mild detergent. Do not allow water into the holes.</p>  |
| ✓ Remove smudges/marks from camera lenses.   | <p>To clean camera lenses, use a glass cleaning solution such as Windex®.</p> <p><i>*For exterior camera lenses, daily, pre-trip cleaning is recommended. Also, treat exterior camera lenses with Rain-X® to help increase visibility by deflecting rain, sleet and snow.</i></p> <p><i>*This is an item that should be included in your drivers' pre-trip inspection.</i></p>   |
| ✓ Make sure the vehicle's brake lights are functioning properly.                     | <p><i>*This is an item that should be included in your drivers' pre-trip inspection.</i></p>   |
| ✓ Make sure the vehicle's cameras are positioned as desired before recording begins. | <p>AngelTrax recommends periodically checking your camera angles to guarantee accurate camera angles. Use an installation or onboard viewing monitor to check if camera angles are positioned according to desired capture.</p>  |

## Appendix G: Task Outlines (Checklists)

### Weekly - Monthly Outline

| Facilities & Parks Maintenance Tasks<br>and Weekly/Monthly Outline      | 3 X a week | Monthly |
|---|------------|---------|
| <b>Transit Center - Driver Breakroom</b>                                |            |         |
| Complete/Check Janitorial Log   | X          |         |
| Empty trash and recycle bins and replace liners as needed               | X          |         |
| Wipe and disinfect counters, table, chairs and flat surfaces if cleared | X          |         |
| Dust mop floors   | X          |         |
| Stock hand soap and paper towels  | X          |         |
| Check lighting replace bulbs as needed                                  | X          |         |
| **** Buff and wax floor (annually)                                      |            |         |
| <b>Transit Center - Restrooms</b>                                       |            |         |
| Empty trash and recycle bins and replace liners as needed               | X          |         |
| Sweep/mop/disinfect floors  | X          |         |
| Clean disinfect toilet, urinal, sink, doorknobs, other fixtures         | X          |         |
| Clean mirror  | X          |         |
| Stock hand soap, paper towels and toilet paper                          | X          |         |
| Check lighting replace bulbs as needed                                  | X          |         |
| other   |            |         |
| <b>Transit Center - Exterior</b>  |            |         |
| *Empty cigarette bins (monthly)   |            | X       |
| Pick up trash   | X          |         |
| Confirm weekly trash pick up by Canby Disposal                          | X          |         |
| Blow debris from hard surfaces (monthly)                                |            | X       |
| Clean Bus Shelters (monthly)  |            | X       |
| Maintain landscaping  | X          |         |
| Maintain plant containers   | X          |         |
| Report damage or safety issues to Facilities Department                 | X          |         |

#### Instructions:

Please use the Janitorial Log & Weekly/Monthly Maintenance Log to track all tasks.

#### Legend

3 X a week (3 times each week)

\* Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually

## Quarterly - Annually Outline

| Facilities & Parks Maintenance Tasks<br>Quarterly/Annually Outline      | Quarterly | Semi-Annually/Seasonally | Annually |
|---|-----------|--------------------------|----------|
| <b>Transit Center - Driver Breakroom</b>                                |           |                          |          |
| Conduct Safety Inspection   | X         |                          |          |
| ****Buff and wax floor (annually)                                       |           |                          | X        |
| Check Log book - (were tasks accomplished and noted on all logs?)       | X         |                          |          |
| Inspect HVAC, appliances, fixtures, electric outlets, plumbing          | X         |                          |          |
| Inspect paint and overall condition of the building interior            | X         |                          |          |
| other:  |           |                          |          |
|   |           |                          |          |
|   |           |                          |          |
| <b>Transit Center - Restrooms</b>                                       |           |                          |          |
| Conduct Safety Inspection   | X         |                          |          |
| ****Buff and wax floor (annually)                                       |           |                          | X        |
| Check Log book - (were tasks accomplished and noted on all logs?)       | X         |                          |          |
| Inspect HVAC, appliances, fixtures, electric outlets, plumbing          | X         |                          |          |
| Inspect paint and overall condition of the building interior            | X         |                          |          |
| other   |           |                          |          |
|   |           |                          | X        |
|   |           |                          |          |
| <b>Transit Center - Exterior</b>  |           |                          |          |
| Conduct Safety Inspection   | X         |                          |          |
| Check Log book - (were tasks accomplished and noted on all logs?)       | X         |                          |          |
| Inspect roof, gutters, and overall condition of the building exterior   | X         |                          |          |
| Inspect HVAC, appliances, fixtures, electric outlets, irrigation system | X         |                          |          |
| Turn irrigation on/off  |           | X                        |          |
| Set Gazebo Clock  |           | X                        |          |
| Mow turf areas  |           | X                        |          |
| Weed planters and plant beds  |           | X                        |          |
| Trim trees and shrubs (especially from camera view)                     |           | X                        |          |
| Inspect overall condition of roadway, sidewalks, and paved surfaces     |           | X                        |          |
| other:  |           |                          |          |

### Instructions:

Please use the Quarterly/Annual Maintenance Log to track all tasks.

### Legend

3 X a week (3 times each week)

\*Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually

## Appendix H: Facility Maintenance Log Forms

### Janitorial Log

#### Janitorial Log

Month:

Year:

|   | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|---|--------|--------|--------|--------|--------|
| Date here ---->   |        |        |        |        |        |
| <b>Transit Center - Driver Breakroom</b>                                |        |        |        |        |        |
| Empty trash and recycle bins and replace liners as needed               |        |        |        |        |        |
| Wipe and disinfect counters, table, chairs and flat surfaces if cleared |        |        |        |        |        |
| Dust mop floors   |        |        |        |        |        |
| Stock hand soap and paper towels  |        |        |        |        |        |
| Check lighting replace bulbs as needed                                  |        |        |        |        |        |
| ****Buff and wax floor (annually)                                       |        |        |        |        |        |
| other   |        |        |        |        |        |
| <b>Transit Center - Driver Restroom</b>                                 |        |        |        |        |        |
| Empty trash and recycle bins and replace liners as needed               |        |        |        |        |        |
| Sweep/mop/disinfect floors  |        |        |        |        |        |
| Clean disinfect toilet, urinal, sink , doorknobs, other fixtures        |        |        |        |        |        |
| Clean mirror  |        |        |        |        |        |
| Stock hand soap, paper towels and toilet paper                          |        |        |        |        |        |
| Check lighting replace bulbs as needed                                  |        |        |        |        |        |
| ****Buff and wax floor (annually)                                       |        |        |        |        |        |
| other   |        |        |        |        |        |
| <b>Transit Center - Exterior</b>  |        |        |        |        |        |
| *Empty cigarette bins (monthly)   |        |        |        |        |        |
| Check lighting and report non functioning lights to Facilities Staff    |        |        |        |        |        |
| other   |        |        |        |        |        |
| Initial here ---->  |        |        |        |        |        |

#### Janitorial Log Instructions:

Please use the Janitorial Log to track subcontracted janitorial tasks.

Spell out the name of the month at the top of the form (June, July etc.) and enter the year.

Enter the date at the top of the column (6/2, 7/1 etc.).

If one person completes all tasks in a given date enter a check mark to indicate completed tasks (X, etc.); and enter initials at the bottom of the column.

If multiple people complete tasks on a given date enter initials instead of check marks to indicate the completed tasks on that date.

#### Legend

3 X a week (3 times each week) \*Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually

# Weekly - Monthly Log

## Weekly/Monthly Maintenance Log

Month:

Year:

|  | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 |
|--|--------|--------|--------|--------|--------|
| Date here ---->  |        |        |        |        |        |
| <b>Transit Center - Driver Breakroom</b>                               |        |        |        |        |        |
| <b>Parks Department Tasks</b>  |        |        |        |        |        |
| Check Janitorial Log - (were tasks accomplished and noted on log?)     |        |        |        |        |        |
| Report log irregularities, damage or safety issues to Facilities Dept. |        |        |        |        |        |
| <b>Facilities Department Tasks</b>                                     |        |        |        |        |        |
| Respond as needed to reported janitorial log irregularities            |        |        |        |        |        |
| Respond as needed to reported damage or safety issues                  |        |        |        |        |        |
| <b>Transit Center - Public Restroom</b>                                |        |        |        |        |        |
| <b>Parks Department Tasks</b>  |        |        |        |        |        |
| Empty trash and recycle bins and replace liners as needed              |        |        |        |        |        |
| Sweep/mop/disinfect floors   |        |        |        |        |        |
| Clean disinfect toilet, urinal, sink, doorknobs, other fixtures        |        |        |        |        |        |
| Clean mirror   |        |        |        |        |        |
| Stock hand soap, paper towels and toilet paper                         |        |        |        |        |        |
| Check lighting replace bulbs as needed                                 |        |        |        |        |        |
| Report damage or safety issues to Facilities Department                |        |        |        |        |        |
| ***Buff and wax floor (annually)                                       |        |        |        |        |        |
| <b>Facilities Department Tasks</b>                                     |        |        |        |        |        |
| Respond as needed to reported damage or safety issues                  |        |        |        |        |        |
| <b>Transit Center - Exterior</b>                                       |        |        |        |        |        |
| <b>Parks Department Tasks</b>  |        |        |        |        |        |
| Pick up trash  |        |        |        |        |        |
| Confirm weekly trash pick up by Canby Disposal                         |        |        |        |        |        |
| Blow debris from hard surfaces (monthly)                               |        |        |        |        |        |
| Clean Bus Shelters (monthly)   |        |        |        |        |        |
| Maintain landscaping   |        |        |        |        |        |
| Maintain plant containers  |        |        |        |        |        |
| Report damage or safety issues to Facilities Department                |        |        |        |        |        |
| <b>Facilities Department Tasks</b>                                     |        |        |        |        |        |
| Respond as needed to reported damage or safety issues                  |        |        |        |        |        |

Instructions and legend are printed on the back of this sheet.

NOTES

**Weekly/Monthly Maintenance Log Instructions:**

Please use the Weekly/Monthly Maintenance Log to track all tasks.

Spell out the name of the month at the top of the form (June, July etc.) and enter the year.

Enter the date at the top of the column (6/2, 7/1 etc.).

Enter initials under the date to indicate which tasks were completed and who completed the task.

Space is available in each section to write in notes and additional tasks if needed.

A notes section is also available at the bottom of the form.

**Legend**

3 X a week (3 times each week)

\*Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually

# Quarterly - Annually Log

## Quarterly/Annual Maintenance Log

Fiscal Year:

| Quarter 1        | Quarter 2          | Quarter 3       | Quarter 4    |
|------------------|--------------------|-----------------|--------------|
| July - September | October - December | January - March | April - June |

Date here ---->

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Transit Center - Driver Breakroom and Restroom</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Facilities Department Tasks</b>                                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Safety Inspection   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Log book - (were tasks accomplished and noted on all logs?) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect HVAC, appliances, fixtures, electric outlets, plumbing    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect paint and overall condition of the building interior      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| other   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Transit Center - Public Restroom</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|                                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Parks Department Tasks</b>     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ****Buff and wax floor (annually) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Facilities Department Tasks</b>                                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Safety Inspection   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Log book - (were tasks accomplished and noted on all logs?) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect HVAC, appliances, fixtures, electric outlets, plumbing    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect paint and overall condition of the building interior      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|                                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Transit Center - Exterior</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Parks Department Tasks</b>                                     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Log book - (were tasks accomplished and noted on all logs?) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mow turf areas  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Weed planters and plant beds                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Trim trees and shrubs (especially from camera view)               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Report damage or safety issues to Facilities Department           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Facilities Department Tasks</b>                                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct Safety Inspection   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check Log book - (were tasks accomplished and noted on all logs?)       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect roof, gutters, and overall condition of the building exterior   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect HVAC, appliances, fixtures, electric outlets, irrigation system |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Inspect overall condition of roadway, sidewalks, and paved surfaces     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Turn irrigation on/off  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Set Gazebo Clock  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Instructions and legend are printed on the back of this sheet.*

**Facilities & Parks Quarterly/Annual Log Instructions:**

Please use the monthly Facilities & Parks Quarterly/Annual Log to track all tasks.

Enter the fiscal year at the top of the form. July - June is a fiscal year or it can be noted in this format 2000/2001

Enter the date at the top of the column (month/day/year).

Enter initials under the date to indicate which tasks were completed and who completed the task.

**Legend**

3 X a week (3 times each week)

\*Monthly

\*\* Quarterly

\*\*\* Semi Annually (Seasonally)

\*\*\*\* Annually