



# **MAINTENANCE**

# **COST HANDBOOK**

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Office of Maintenance  
Tallahassee, Florida  
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# **PREFACE**

This handbook, in connection with associated Maintenance Management System guidance and procedure, will assist maintenance managers and supervisors in determining proper job costing and production reporting of maintenance personnel, equipment, and materials to the Department's Accounting System and the Maintenance Management System.

The reported information is used for management purposes. To be properly utilized, all information must be accurate and complete.

Information reported directly to the Department's Accounting System provides job cost information. Information is reported to the Maintenance Management System at a much greater level of detail. The Management System then allows information reflective of actual performance for specific activities to be reviewed. This detailed information is also transferred to the Department's Accounting System.

Functions shown are acceptable for reporting to the Maintenance Management System. The Department's Accounting System will accept all functions shown plus others if properly established and associated with specific phase group/type.

This handbook provides direction to capture maintenance activity information at the minimum level necessary for management purposes. This direction is shown as "must", "will" or "shall". It also allows for individual districts management to require a greater level of detail to be reported for their individual management needs. These areas are identified by "should" or "may" conditions.

**THIS HANDBOOK IS INTENDED FOR EXCLUSIVE USE BY MAINTENANCE PERSONNEL AND OTHERS ASSIGNED TO MAINTENANCE.**

## WAREHOUSE ISSUES FOR ROUTINE MAINTENANCE ACTIVITIES

All materials used for Routine Maintenance should be issued through the Materials Supply Inventory (MSI).

Materials obtained from sources other than a Department warehouse and not recorded as an MSI issue will not be reflected in standard Maintenance Management System reports. To be properly considered in the MMS reports these materials (those purchased with warehouse and maintenance funds) should be recorded as MSI issues. To do so they should be purchased using financial project number **1909701A102, function 054**; then received into a DOT warehouse using the same financial project number, function; and then issued through MSI to the correct crew, district holding financial project number (see table below for financial project numbers) and actual work activity. Materials purchased with and issued to numbers other than these job numbers will not be allocated to routine maintenance jobs but will remain as charged on the purchase instrument and may not appear in Unit Cost Reports.

ROUTINE MAINTENANCE MATERIALS OBTAINED FROM SOURCES OTHER THAN DOT WAREHOUSES					
Purchase by L.P.O./P.O./ETC.		Receipt into Warehouse Inventory		Issue to Maintenance Projects	
Financial Project Number	Function	Financial Project Number	Function	Financial Project Number	Function
1909701A102	054	1909701A102	054	XXXXXXXXXXXX	XXX

See Note

V	V
#1	#2

Notes:

1. **FINANCIAL PROJECT NUMBER** - An eleven digit number that can be obtained from Table 1, Page 28.
2. **FUNCTION** - The appropriate ACTIVITY/FUNCTION can be obtained from Table 2, Page 29.

Material issues must be recorded to the activity/function they are intended to be used on when the materials are issued.

All warehouse issues must record the crew identification number of the crew assigned to utilize the issued materials. This requirement applies to Department of Correction contract crews, contract maintenance crews, or others performing maintenance functions for the Department and utilizing Department furnished materials. The MMS USERS MANUAL should be referenced for the proper identification/numbering convention of different type crews.

Warehouse issues to maintenance contract crews also require that a phase 71 be properly established with the contract job number. Materials for contract use will be charged directly to the contract job number with a phase 71. Instructions for establishment of the material phase for contract jobs is found in procedure number 375-020-002, Contract Maintenance Inspection and Reporting.

Non project specific issues such as hammers, shovels, safety vests and other activity related items should be charged to the primary activity of the crew receiving the materials.

Maintenance Management System reports capture the total value of items issued by activity/function, by cost center, and by crew type from MSI for a specified period of time. This total value is then matched with total units of production reported in the same period of time by activity/function, crew type and cost center. The value is then used to represent the average material cost per unit of activity for the level shown within the report. A similar process is used to allocate warehouse costs to properly established jobs in the accounting system (JCR). All maintenance warehouse issues without corresponding production in the Maintenance Management System will be allocated to the overhead job number. MSI charges made to job numbers other than the holding job number shown in this handbook will remain charged to the issue job number. Any charges made to specific routine maintenance job numbers should be done so completely. Partial use of the holding job number shown and partial use of routine job numbers within a cost center will distort the allocation process. This would mean that a given cost center must charge all routine maintenance activity warehouse issues to the routine maintenance holding job number (see table on previous page) or all to specific routine maintenance job numbers. Specific numbers such as betterment or emergency job numbers can be mixed with the holding job number and should be used when required and properly established.

To be properly considered in MMS reports and to allow JCR material cost allocations, all materials issued through MSI must be recorded as indicated.

# ROUTINE MAINTENANCE WAREHOUSE ISSUES TO HOLDING FINANCIAL PROJECT NUMBERS

## ISSUES FOR OTHER THAN TURNPIKE, TOLL FACILITIES OR CONTRACT CREWS

ORG-CODE	FINANCIAL PROJECT NUMBER	FUNCTION
XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXX

See		
Note	V	V
	#1	#2
		V
		#3

Notes:

1. **ORG-CODE** - The Org-Code is an eleven digit number containing the cost center and can be obtained from Table 6, Page 33.
2. **FINANCIAL PROJECT NUMBER** - An eleven digit number that can be obtained from Table 1, Page 28.
3. **FUNCTION** - The appropriate ACTIVITY/FUNCTION can be obtained from Table 2, Page 29.

All warehouse issues must record the crew identification number of the crew assigned to utilize the issued materials. This requirement applies to Department of Correction contract crews, contract maintenance crews, or others performing maintenance functions for the Department and utilizing Department furnished materials. The MMS USERS HANDBOOK should be referenced for the proper identification/numbering convention of different type crews.

# ROUTINE MAINTENANCE WAREHOUSE ISSUES

## TOLL FACILITIES, TURNPIKE AND CONTRACT CREWS ONLY

ORG-CODE	FINANCIAL PROJECT NUMBER	FUNCTION
XXXXXXXXXXXX	XXXXXXXXXXXX	XXX

See Note	 V #1	 V #2	 V #3
-------------	-------------	-------------	-------------

Notes:

1. **ORG-CODE** - The Org-Code is an eleven digit number containing the cost center and can be obtained from Table 6, Page 33.
2. **FINANCIAL PROJECT NUMBER** - An eleven digit number.

ROUTINE MAINTENANCE FINANCIAL PROJECT NUMBER is the number that the conversion created and was found using the crosswalk table related to the old job number.

TURNPIKE FINANCIAL PROJECT NUMBER can be obtained from Table 3, Page 30.

TOLL FACILITIES FINANCIAL PROJECT NUMBER can be obtained from Table 4, Page 31.

TOLL PLAZAS FINANCIAL PROJECT NUMBER can be obtained from Table 5, Page 32.

Other situations that require charging to the actual financial project number are **EMERGENCY JOBS, BETTERMENT JOBS, PERIODIC MAINTENANCE, WORK FOR OTHER AGENCIES** or other **appropriately established job numbers** within the Department's Accounting System. These job numbers and instructions for charging materials to them, must be provided by District Management.

3. **FUNCTION** - The appropriate ACTIVITY/FUNCTION can be obtained from Table 2, Page 29.

**Report overhead activity/functions to one Financial Project Number as a holding number (use the Primary Financial Project number for the County which the maintenance yard is located).**

All warehouse issues must record the crew identification number of the crew assigned to utilize the issued materials. This requirement applies to Department of Correction contract crews, contract maintenance crews, or others performing maintenance functions for the Department and utilizing Department furnished materials. The MMS USERS MANUAL should be referenced for the proper numbering convention of different type crews.

# EMPLOYEE TIME AND EQUIPMENT UTILIZATION

Employee time and equipment utilization for all Activities/Functions are reported to the Maintenance Management System and the Department's Accounting System.

Other Financial Project numbers that require direct charging are **EMERGENCY JOBS, BETTERMENT JOBS, PERIODIC MAINTENANCE, WORK FOR OTHER AGENCIES** or **other appropriately established job numbers** within the Department's Accounting System. These Financial Project numbers and instructions for charging materials to them, must be provided by District Management.

ORG-CODE	FINANCIAL PROJECT NUMBER	FUNCTION
XXXXXXXXXXXX	XXXXXXXXXXXX	XXX

See Note	 V #1	 V #2	 V #3
-------------	-------------	-------------	-------------

Notes:

1. **ORG-CODE** - The Org-Code is an eleven digit number containing the cost center and can be obtained from Table 6, Page 33.
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Other Financial Project numbers that require direct charging are **EMERGENCY JOBS, BETTERMENT JOBS, PERIODIC MAINTENANCE, WORK FOR OTHER AGENCIES** or **other appropriately established job numbers** within the Department's Accounting System. These Financial Project numbers and instructions for charging materials to them, must be provided by District Management.

3. **FUNCTION** - The appropriate ACTIVITY/FUNCTION can be obtained from Table 2, Page 29.

**Report overhead activity/functions to one Financial Project Number as a holding number (use the Primary Financial Project number for the County which the maintenance yard is located).**



## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
411	<p><b>Asphalt Repair - Manual:</b> Repair of roadway pavement depressions, edge raveling, potholes, and leveling of pavement irregularities with hot or cold plant mix material by hand labor method. Other areas of asphalt repairs which are to be reported to this standard are as follows: Paved shoulders, paved turnouts, edge widening, roadway ditches, under guardrail, constructing or maintaining drainage flumes, etc.</p> <p><b>UNIT OF MEASURE: TONS</b></p>
412	<p><b>Asphalt Repair - Mechanical:</b> Repair of severe depressions and leveling of irregularities with hot or cold plant mix material by mechanical means on roadway surfaces and paved shoulders. Includes major efforts by mechanical means in constructing paved turnouts, edge widening and paved aprons. (Not to include construction projects, such as crossovers, turn lanes, parking lots, etc., as these are betterment type projects, Function 993).</p> <p><b>UNIT OF MEASURE: TONS</b></p>
414	<p><b>Base Repair:</b> Repair of base or subgrade failures with suitable material under paved surfaces. Includes construction base for paved turnouts, edge widening and paved aprons. Not to include construction projects, such as crossovers, turn lanes, parking lots, etc., as these are betterment projects. Full depth asphalt repair and surface repair should be reported to 411 or 412.</p> <p><b>UNIT OF MEASURE: TONS</b></p>
421	<p><b>Pressure Grouting:</b> Raising or leveling of concrete pavement slabs using hydraulic pressure grouting. Filling cavities beneath concrete slabs (pavement or slope), box culverts, pipelines, etc.</p> <p><b>UNIT OF MEASURE: CUBIC FEET</b></p>
423	<p><b>Concrete Pavement Joint Repair:</b> Cleaning and sealing joints and cracks in concrete pavement and longitudinal joints between concrete pavement and asphaltic concrete shoulders with joint sealant.</p> <p><b>UNIT OF MEASURE: LINEAR FEET</b></p>
424	<p><b>Concrete Slope Pavement Joint Repair:</b> Clean all open joints and weep holes in concrete slope pavement. Fill all vertical joints and all open horizontal joints and cracks with sealant material.</p> <p><b>UNIT OF MEASURE: LINEAR FEET</b></p>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
425	<p><b>Concrete Pavement Surface Repair:</b> Repairing concrete pavement surfaces. Includes spalls, pop-outs and partial slab replacement. Entire slab replacement should be reported as minor betterment (Function 993). Asphalt patching of concrete is to be reported to activity 411 or 412.</p> <p><b>UNIT OF MEASURE: SQUARE FEET</b></p>
431	<p><b>Motor Grader Operation:</b> To operate a motor grader on various roadsides that are not reportable to the Maintenance Management System as any other activity. Does not include work done in maintenance yard. Examples include the grading of unpaved roads, the blading of pavement edges prior to edge striping and maintenance of roadside areas and shoulders.</p> <p><b>UNIT OF MEASURE: SHOULDER MILES</b></p>
432	<p><b>Repairing Non-paved Shoulders, Front Slopes, and Roadside Ditches</b></p> <p>- <b>Manual:</b> Repairing non-paved shoulders by adding suitable material, or by lowering high areas to include minor work on slopes, ditches, and turnouts. This activity should only be performed in situations requiring attention which are not practical to be corrected by mechanical means. Includes small areas mulched by hand.</p> <p><b>UNIT OF MEASURE: SQUARE YARDS</b></p>
433	<p><b>Sodding:</b> Placing sod in areas along the roadside associated with reworking non-paved shoulders, slopes, ditches, median islands, utility strips and repairing washouts. Sod should be used in areas where seeding, fertilizing, and mulching operations have failed to provide desirable turf. This activity would also include the cutting of sod.</p> <p><b>UNIT OF MEASURE: SQUARE YARDS</b></p>
435	<p><b>Seeding, Fertilizing, and Mulching:</b> Seeding, fertilizing, and mulching of the roadside. (To include seeding, fertilizing, and mulching associated with reworking non-paved shoulders and slope repair, standard 436 and ditch repair, standard 461.)</p> <p><b>UNIT OF MEASURE: ACRES</b></p>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
436	<b>Reworking Non-paved Shoulders and Front Slopes - Mechanical:</b> Reworking of non-paved shoulders and front slopes and turnouts either by addition of suitable material and reshaping, or by cutting down built-up areas. This should include the reworking of shoulders done by state forces after a resurfacing project. Report fertilizing, seeding and mulching to activity 435. <b>UNIT OF MEASURE: ACRES</b>
451	<b>Clean Drainage Structures:</b> Mechanical or manual cleaning of storm drains, french drains, manholes, side drains, cross drains, inlets, piped outfalls, box culverts and other miscellaneous drain structures. Not to include bridge drains. <b>UNIT OF MEASURE: LINEAR FEET</b>
456	<b>Repair or Replace Storm Drains, Side Drains, Cross Drains:</b> Repair and replacement of storm drains, side drains, cross drains, french drains, and mitered ends. Not to include repairs of items listed for activity 457. <b>UNIT OF MEASURE: LINEAR FEET</b>
457	<b>Concrete Repair:</b> Concrete repair on items such as catch basins, median inlets, headwalls, curb inlets, pedestrian underpasses, seawalls, retention walls, barrier walls, and box culverts (under 20 foot span), curb and gutters, paved ditches, paved slopes, flumes or spillways, and rip rap. (Not to include bridge or sidewalk repair.) <b>UNIT OF MEASURE: CUBIC YARDS</b>
459	<b>Concrete Sidewalk Repair:</b> Repair or replacement of existing sections of concrete sidewalk. This includes the repair or replacement of truncated domes. Construction of a new sidewalk is to be done under function 993--Betterment. <b>UNIT OF MEASURE: SQUARE YARDS</b>
461	<b>Roadside Ditches - Clean and Reshape:</b> Cleaning and reshaping of roadside and right of way ditches. <b>UNIT OF MEASURE: LINEAR FEET</b>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
464	<b>Outfall Ditches - Clean and Repair:</b> Cleaning outfall ditches and restoration of slopes and bottom areas. Do not report to this activity when efforts are limited to brush and weed cutting. <b>UNIT OF MEASURE: LINEAR FEET</b>
465	<b>Mitigation Area Maintenance:</b> Providing of all efforts necessary to properly maintain mitigation areas. Includes control of nuisance vegetation by herbicide and/or manual removal. <b>UNIT OF MEASURE: ACRES</b>
471	<b>Large Machine Mowing:</b> Mowing of roadside areas with large mowers where conditions accommodate the efficient use of 7 foot and larger mowers, alone or in combination. <b>UNIT OF MEASURE: ACRES</b>
482	<b>Slope Mowing:</b> Grass, brush, and weed cutting along slopes that are too steep to mow with conventional mowing tractors. All mowing and brush cutting with a mechanical slope mower is to be reported to this activity. <b>UNIT OF MEASURE: ACRES</b>
484	<b>Intermediate Machine Mowing:</b> The intermediate machine mowing of areas (using mowers greater than 40 inches and up to 7 feet) too difficult to mow with large mowers and not practical for small mowers. <b>UNIT OF MEASURE: ACRES</b>
485	<b>Small Machine Mowing:</b> Mowing the roadside with small hand or riding mowers having a cutting width of 40 inches or less. <b>UNIT OF MEASURE: ACRES</b>
487	<b>Weed Control - Manual:</b> Brush, weed, and grass cutting (4 inches in diameter or less) performed with hand tools, including weed eaters. Trimming or removal of vegetation larger than 4 inches in diameter should be reported to activity 492. <b>UNIT OF MEASURE: ACRES</b>
489	<b>Wildflowers:</b> Includes soil preparation, planting and watering new stands of wildflowers as well as efforts to preserve existing stands along roadsides and other visible areas. <b>UNIT OF MEASURE: ACRES</b>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
490	<p><b>Fertilizing:</b> Fertilizing to provide required nutrients to establish and maintain an acceptable roadside turf. <b>DO NOT</b> report fertilizing operations separately that are normally included as part of any other activity such as 435 Seeding, Fertilizing and Mulching.</p> <p><b>UNIT OF MEASURE: TONS</b></p>
492	<p><b>Tree Trimming and Removal:</b> The trimming of the height and sides of trees and removal of undesirable trees (over 4 inches in diameter or trimming that cannot be done under activity 487). To include the chipping and/or removal of all debris from work site.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
493	<p><b>Landscaped Area Maintenance:</b> Maintenance of landscaped areas including mowing, weeding, and the replacement of plant material. Not to include any efforts associated with the planting or maintenance of wildflowers.</p> <p><b>UNIT OF MEASURE: SQUARE YARDS</b></p>
494	<p><b>Chemical Weed and Grass Control:</b> The application of herbicides to slopes, ditches, fences, guardrail, barrier walls, bridges, curb and gutter, obstructions, shoulders, and other areas within the highway rights of way. Do not include herbicide efforts within mitigation or landscape areas.</p> <p><b>UNIT OF MEASURE: GALLONS</b></p>
497	<p><b>Chemical Weed and Grass Control Selective Weeding:</b> The application of herbicides to control undesired vegetation in turf within the highway right of way. This involves application of selective chemical formulations by wiping or handgun methods. Do not include herbicide efforts within mitigation or landscape areas.</p> <p><b>UNIT OF MEASURE: ACRES</b></p>
498	<p><b>Storm Water Management:</b> Providing of all efforts necessary to properly maintain Surface/Storm Water Management Systems allowing them to function as designed and permitted. Work includes but is not limited to chemical or manual weed control, mowing, litter removal, fence repair, cleaning and repair of drainage structures...etc. Work is generally confined to the permitted area however, other systems may be included which routinely require significant workloads greater than the statewide planning values.</p> <p><b>UNIT OF MEASURE: ACRES</b></p>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
499	<b>Control of Exotic/Invasive Species:</b> Providing of all efforts necessary to properly control Exotic/ Invasive Species. This activity will include, but is not limited to, herbicide, hand removal and weed wacking. <b>UNIT OF MEASURE: MANHOURS</b>
519	<b>Delineators:</b> Installation, replacement, repair and maintenance of flexible and non-flexible roadside delineators and Type II object markers (6" x 12" or three button markers). <b>UNIT OF MEASURE: UNITS</b>
520	<b>Signs - Ground Signs 30 Square Feet or Less:</b> Installation, replacement, repair, overlay and maintenance of Type I or Type III object markers, signs, sign posts, and the repair and maintenance of small sign structures. <b>UNIT OF MEASURE: UNITS</b>
521	<b>Signs - Ground Signs Over 30 Square Feet and All Overlane Signs:</b> Replacement, repair, and overlay of large signs over 30 square feet and all overlane and cantilever signs. Also includes bolt tightening and torquing. Installation of new large sign structures should be charged to a special project job number. <b>UNIT OF MEASURE: UNITS</b>
522	<b>Sign Cleaning:</b> The routine cleaning of signs with a detergent and water solution. <b>UNIT OF MEASURE: UNITS</b>
526	<b>Guardrail Repair:</b> Repair of damaged or deteriorated guardrail and cable barrier. Report 1 foot of production for every 12 feet of guardrail or cable when performing miscellaneous guardrail repair or replacing posts in cable barrier system. <b>UNIT OF MEASURE: LINEAR FEET</b>
527	<b>Fence Repair:</b> Repair of fence, including replacing deteriorated components. Not to include new fence installation. New fence will be a betterment job. <b>UNIT OF MEASURE: LINEAR FEET</b>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
530	<b>Routine Attenuator Inspection and Service:</b> The uniform and timely inspection and service of all attenuator units on the state highway system. <b>UNIT OF MEASURE: EACH</b>
531	<b>Attenuator Repair:</b> Repair of traffic attenuators due to accident damage. The original installation of attenuators should be charged to Activity 993 with a betterment job number. <b>UNIT OF MEASURE: EACH</b>
532	<b>Pavement Striping - Large Machine:</b> Machine striping of longitudinal markings of pavement surface. Includes paint lines, and other material used for this purpose. <b>UNIT OF MEASURE: LINE MILES</b>
534	<b>Pavement Symbols:</b> Installation, refurbish or removal of symbols, school markings, railroad markings, crosswalks, stop bars, pavement arrows and related traffic control markings. Not to include replacement of pavement delineators. <b>UNIT OF MEASURE: SQUARE FEET</b>
537	<b>Raised Pavement Marker Replacement:</b> Replacement of pavement markers. <b>UNIT OF MEASURE: EACH</b>
540	<b>Graffiti Removal:</b> Removal (by paint, chemicals or pressure washing) of unsightly markings from bridges, barrier walls, and other structures within the right of way. Does not include any sign work. <b>UNIT OF MEASURE: SQUARE FEET</b>
541	<b>Roadside Litter Removal:</b> Cleaning roadways and roadsides of debris, such as cans, bottles, paper, trash and Adopt-A-Highway litter. Includes the hauling and disposal of litter. Does not include wayside parks, rest areas and service plazas barrels. <b>UNIT OF MEASURE: ACRES</b>
542	<b>Road Sweeping - Manual:</b> Hand sweeping of roadway to protect the facility from excessive accumulation of debris. <b>UNIT OF MEASURE: CURB MILES</b>

## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
543	<b>Road Sweeping - Mechanical:</b> Machine sweeping of roadway to protect the facility from excessive accumulation of debris. <b>UNIT OF MEASURE: CURB MILES</b>
545	<b>Edging and Sweeping:</b> Removal of vegetation and debris from the curb, gutter and sidewalk. <b>UNIT OF MEASURE: EDGE MILES</b>
779	<b>Motorist Aid Callbox Maintenance:</b> Perform the maintenance and repair of Motorist Aid Call Boxes. Maintenance and repair of relay sites, dispatch consoles and associated interface equipment will be reported under Function 996 (Miscellaneous Routine Maintenance). New additional installation will be reported under Function 993 (Betterment). <b>UNIT OF MEASURE: EACH</b>
783	<b>Railroad Crossing Maintenance:</b> Costs incurred in the maintenance of a railroad crossing by a railroad company which the Department is obligated, under agreement, to pay. Any state force work involved with this activity should be charged to the appropriate "Routine Maintenance, Roadway" activity. <b>UNIT OF MEASURE: NOT REPORTED FINANCIAL FUNCTION ONLY</b>
784	<b>Railroad Signal Maintenance:</b> Costs incurred in the maintenance of a railroad signal by a railroad company which the Department is obligated, under agreement, to pay. Any state force work involved with this activity should be charged to the appropriate "Routine Maintenance, Roadway" activity. <b>UNIT OF MEASURE: NOT REPORTED FINANCIAL FUNCTION ONLY</b>
787	<b>Highway Lighting Maintenance:</b> Make repairs to the highway lighting system to keep it at an operational level. This will include both routine maintenance and repairs for knock downs, lightning damage, and other outages. <b>UNIT OF MEASURE: MANHOURS</b>



## ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
993	<p><b>Betterment:</b> Charges to this activity should represent work performed in building or improving components of the state maintained system. These projects must have valid job numbers assigned to them. This activity represents any work performed for extended periods of time that use non-standard crews or equipment.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
994	<p><b>Work Performed for Other State Agencies:</b> Charges to this activity should represent work performed on activities for other state agencies. These projects must have a valid job number assigned to them.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
995	<p><b>Maintenance Support Services:</b> Charges to this activity represent work that is not routine maintenance or chargeable to another activity and does not have a valid job number. This includes work done in support of other divisions and bureaus and other functions or activities within maintenance.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
996	<p><b>Miscellaneous Routine Maintenance:</b> Manhours charged to this standard should represent work performed on routine maintenance activities that are too small in scope to be scheduled and cannot be anticipated in the long range planning process.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>

## BRIDGE ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
805	<b>Bridge Deck Joint Repair:</b> Clean existing deck joint or deteriorated material and repair with new material. <b>UNIT OF MEASURE: LINEAR FEET</b>
806	<b>Bridge Deck Maintenance and Repair:</b> Maintenance and/or repair to any bridge deck deficiency, such as spall, scale, crack repair, corrosion abatement, pothole patching, cleaning of joints, scuppers and gutters, replacement of deck material, securing connections and fasteners. Also to include sidewalk and catwalks. <b>UNIT OF MEASURE: SQUARE FEET</b>
810	<b>Bridge Rail Maintenance and Repair:</b> Maintenance and/or repair to any bridge rail deficiency, such as spall, scale, crack repair, corrosion abatement, reconstruction. Does not include rail on movable spans. <b>UNIT OF MEASURE: LINEAR FEET</b>
825	<b>Superstructure Maintenance and Repair:</b> Maintenance and/or repair of any superstructure deficiency. To include bearings, beams, girders, trusses, trestles, or suspension type construction. Not to include handrail, sidewalk, bridge railing, and catwalks. <b>UNIT OF MEASURE: MANHOURS</b>
845	<b>Substructure Maintenance and Repair:</b> Maintenance and/or repair of any substructure deficiency. <b>UNIT OF MEASURE: MANHOURS</b>
859	<b>Channel Maintenance:</b> Maintain and/or repair any channel or fender deficiency. <b>UNIT OF MEASURE: MANHOURS</b>
861	<b>Bridge Electrical Maintenance:</b> Any maintenance or repair to the electrical system on a movable or fixed bridge. This can include electrical components on the fender system, traffic control devices, and control house. <b>UNIT OF MEASURE: MANHOURS</b>

## BRIDGE ROUTINE MAINTENANCE ACTIVITIES

ACTIVITY	DESCRIPTION
865	<p><b>Movable Bridge Mechanical Maintenance:</b> Any maintenance or repair to the mechanical system of a movable bridge. This includes greasing gears, alignment, shimming, adjusting or cleaning brakes, gears, bearings, shoes, buffers and locks, cable replacement and greasing, servicing traffic control devices, and any other mechanical components of the bridge.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
869	<p><b>Movable Bridge Structural Maintenance:</b> Maintenance and/or repair to the structural components of a bascule, swing, and lift bridge deck, superstructures and substructure. Activities include maintenance and repair to main girders, floor beams, stringers, trusses, connections, fasteners, steel grating, bascule, swing and lift piers, barriers, handrails, parapets, control house structures. Must not include maintenance and repair of fixed approach spans which are to be reported under other function numbers.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
888	<p><b>Bridge Damage Repair:</b> Repairs required on bridges due to factors other than natural deterioration.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
896	<p><b>Ferry Slip Maintenance and Repair:</b> Maintenance and repair to ferry slips to include boxed dolphins, slips, walls, mats, ramps, seawalls, gates, towers and electrical components.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
898	<p><b>Tunnel Maintenance:</b> Maintenance and repair to the tunnel. Includes cleaning the walls and ceilings, mechanical and electrical repairs, servicing and repairing of traffic control devices.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>

## OTHER MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
135	<b>Environmental Work:</b> Costs incurred in maintaining and/or rehabilitating areas such as the Fairbanks Pit in Alachua County. Requires a special job number. <b>UNIT OF MEASURE: MANHOURS</b>
197	<b>Engineering Duties:</b> Includes work relating to the planning, designing, construction, maintenance and/or management of roads and bridges or related facilities which requires the application of engineering principles and practices. The engineering staff in the maintenance unit should charge against the function (activity) when working on a specific engineering problem involving a valid non-overhead job number. RCI data collection and work needs may be included. <b>UNIT OF MEASURE: MANHOURS</b>
341	<b>Traffic Control Devices Installed:</b> Includes costs to install traffic control devices before, during and after an emergency event to provide traffic safety for the public. <b>UNIT OF MEASURE: MANHOURS</b>
544	<b>Rest Area Maintenance:</b> To include all activities related to the general servicing and cleaning of rest areas or wayside parks and fishing catwalks. This includes cleaning tables and rest rooms, picking up debris and litter in the area, collecting garbage from containers, and mowing. <b>UNIT OF MEASURE: MANHOURS</b>
623	<b>Maintenance of Toll Buildings and Area:</b> Costs incurred in the maintenance of buildings and surrounding areas within the toll plaza. <b>UNIT OF MEASURE: MANHOURS</b>
780	<b>Driveway-Utility Permit Processing and Inspection:</b> Costs incurred in processing permits and inspection of the location, design, and construction of driveway and roadway alterations, bicycle paths, utility and drainage facilities. This includes office time relative to the above. <b>UNIT OF MEASURE: MANHOURS</b>

## OTHER MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
781	<b>Weigh Station Building and Grounds Maintenance:</b> Making minor repairs to the building, cleaning, painting and general upkeep as necessary. Maintenance of the grounds, such as mowing and litter pick up as required. <b>UNIT OF MEASURE: MANHOURS</b>
782	<b>Transportation and Supervision of Prison Labor:</b> Costs incurred by DOT personnel and equipment for transporting inmates and for supervising inmates during the lunch hour. <b>UNIT OF MEASURE: MANHOURS</b>
901	<b>Bridge Inspection:</b> Routine bridge inspection, including travel to and from the bridge, time in the field, and time in the office for preparation and documentation of the inspection. <b>UNIT OF MEASURE: MANHOURS</b>
903	<b>Underwater Bridge Inspection:</b> Routine underwater bridge inspection, including travel to and from the bridges, field time, and office time for preparation and documentation of inspection. <b>UNIT OF MEASURE: MANHOURS</b>
905	<b>Overhead Sign Structure Inspection:</b> All time spent on routine overhead sign structure inspection. <b>UNIT OF MEASURE: MANHOURS</b>
919	<b>Other Bridge Inspection:</b> Accident inspections, special inspections, or any other inspection activity not specifically covered in functions (activities) 901-903. <b>UNIT OF MEASURE: MANHOURS</b>
921	<b>Preliminary Bridge Engineering:</b> This activity involves structure repair and rehabilitation activities including geometric layout, structural design and analysis, calculation of quantities, drafting plans, development of special provisions, reviewing FUNCTION and BRT plans. <b>UNIT OF MEASURE: MANHOURS</b>

## OTHER MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
929	<p><b>Other Bridge Engineering:</b> This activity involves activities, such as structural analysis or load testing for inventory and operating rating determinations, overload analysis, data management associated with bridge records, inspection record review, development and publication, and any bridge engineering activities not covered under activity 921.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
930	<p><b>Supervision of Bridge Maintenance and Operations:</b> This activity is to be used by supervisory maintenance personnel (Highway Superintendent I, Trades Supervisor, HMS I, and HMS II) responsible for bridge maintenance crews and bridge tenders.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
931	<p><b>Bridge Operation:</b> All costs of bridge operation, including salaries of bridge tenders, supplies and all utility bills for service to the bridge control house, fender system, bridge tender's house (except personal telephone), costs of utilities for fixed bridges, such as clearance lights and aerial warning lights, costs of maintenance and repairs to bridge tenders residence, costs of any equipment, such as pickup trucks used by the bridge tender. Does not include maintenance and repair of bridges.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
932	<p><b>Tunnel Operation:</b> All costs in connection with the operation of the tunnel, including supplies and all utility bills for service to the lights, pumps, fans, etc. Does not include maintenance and repair.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
941	<p><b>Supervision, Inspection and/or Engineering of Roadway Maintenance:</b> This activity is to be used by maintenance, engineering and supervisory personnel responsible for state force maintenance crews in performing field engineering, supervision or inspection related to roadway maintenance. Does not include driveway-utility permit personnel or inspections. May include MRP surveys.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>

## OTHER MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
942	<p><b>Contract Maintenance Supervision, Engineering and Inspection:</b> This activity is to be used by maintenance, engineering and supervisory personnel performing field and office engineering, supervision, or inspection related to roadway maintenance by contract. Not to be used for preliminary engineering or betterment projects.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
975	<p><b>Debris Removal:</b> This activity includes emergency clearing of the debris to open a path on critical Federal facilities, removal of debris from the roadway which includes curb to curb on urban sections and clear zone to clear zone on rural section, and the disposal of the debris.</p> <p><b>UNIT OF MEASURE: CUBIC YARDS</b></p>
980	<p><b>FEMA - Other Storm Costs:</b> Costs incurred in responding to a hurricane or storm that are reimbursable from FEMA and not otherwise covered or defined.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
985	<p><b>ER - Other Storm Costs:</b> Costs incurred in responding to a hurricane or storm that are reimbursable from FHWA and not otherwise covered or defined.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
986	<p><b>Vehicle/Equipment Repairs:</b> This includes all costs associated with repairing departmental mobile equipment that is damaged during a storm, hurricane, tornado, etc.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
991	<p><b>Emergency Maintenance:</b> Charges to this standard should represent work performed to restore bridges or roadways to a serviceable condition, to protect bridges and roadways from being damaged by natural elements, or to protect the traveling public from harm during conditions considered to be emergency in nature. An emergency is defined as a written declaration of such by the Secretary of the Department of Transportation or the Governor of the State of Florida. <b>This function should only be used when work varies to the extent individual functions may not be practically identified, when the emergency is not widespread or is limited in extent of damage.</b></p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>

## EMERGENCY MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
701	<p><b>Fence Repair:</b> Cost incurred in repairing damaged fences along the roadway after an emergency event. (<i>FHWA pre-approval is required if repairs are permanent.</i>)</p> <p><b>UNIT OF MEASURE: LINEAR FEET</b></p>
702	<p><b>Traffic Control Devices Installed During an Emergency:</b> Includes costs to <i>temporarily</i> repair/replace <i>essential</i> traffic control devices (such as signals and signs) during and after an emergency event.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
703	<p><b>Emergency Paved Road Repair:</b> Emergency repair of roadway pavement to re-establish traffic flow during and after an emergency event. (<i>FHWA will participate if repairs are necessary for the protection or safe operation of the facility. FHWA pre-approval is required if repairs are permanent.</i>)</p> <p><b>UNIT OF MEASURE: TONS</b></p>
704	<p><b>Debris Removal:</b> This activity includes emergency clearing and disposal of debris and/or sand from roadways and within the safety clear zone.</p> <p><b>UNIT OF MEASURE: CUBIC YARDS</b></p>
705	<p><b>Emergency Seeding, Fertilizing, Mulching, and Sodding:</b> Placing sod, seeding, fertilizing, and/or mulching along the roadside associated with repairing damage caused by an emergency. (<i>FHWA will participate if repairs are necessary for the protection or safe operation of the facility. FHWA pre-approval is required if repairs are permanent.</i>)</p> <p><b>UNIT OF MEASURE: ACRES</b></p>
706	<p><b>Emergency Slope and Ditch Repair:</b> Emergency repair of slopes and/or large erosion areas in ditches due to an emergency. (<i>FHWA will participate if repairs are necessary for the protection or safe operation of the facility.</i>)</p> <p><b>UNIT OF MEASURE: CUBIC YARDS</b></p>
707	<p><b>Emergency Repair, Replace, or Clean Storm Drains, Cross Drains, or Roadside Outfall Ditches:</b> Emergency repair, replacement, and cleaning of storm drains, side drains, cross drains, piped outfall, box culverts, and others caused by an emergency. (<i>FHWA will participate if repairs are necessary for the protection or safe operation of the facility. FHWA pre-approval is required if repairs are permanent.</i>)</p> <p><b>UNIT OF MEASURE: LINEAR FEET</b></p>



## EMERGENCY MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
708	<p><b>Emergency Delineator/Attenuator/Sign Repair:</b> Emergency installation, replacement, and/or repair of flexible and non-flexible delineators, signs, signposts and type II object markers to ensure highway safety in an emergency event.</p> <p><b>UNIT OF MEASURE: EACH</b></p>
709	<p><b>Emergency Lighting Repairs:</b> Emergency installation, replacement, and/or repair of lighting for safe operation of the facility.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
710	<p><b>Emergency Pavement Marking/Emergency Striping of Longitudinal Markings:</b> Emergency installation or removal of symbols, school markings, railroad markings, crosswalks, and related traffic control markings. Emergency installation of pavement markings for emergency traffic control. (<i>FHWA pre-approval is required if repairs are permanent.</i>)</p> <p><b>UNIT OF MEASURE: SQUARE FEET</b></p>
711	<p><b>Emergency Bridge Repair:</b> Repairs needed for restoration of essential traffic and protection of the facility caused by and emergency event. Also includes emergency clearing/repair of the channel. (<i>FHWA pre-approval is required if repairs are permanent.</i>)</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
712	<p><b>Emergency Bridge Inspection/Engineering:</b> Emergency bridge inspection, engineering analysis, and documentation. Structural analysis or load testing for inventory and operating rating determinations, overload analysis and other bridge engineering activities.</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>
713	<p><b>Emergency Non-Paved Road Repair:</b> Emergency repair of roadway to re-establish traffic flow during and after an emergency event. (<i>FEMA ONLY</i>)</p> <p><b>UNIT OF MEASURE: CUBIC YARDS</b></p>
714	<p><b>Flood Abatement:</b> This activity includes all costs of pumping water to reduce flooding of roadways. It includes the transporting, set-up, maintaining, and removing of pumps and pipes used to alleviate flooded areas. (<i>FEMA ONLY</i>)</p> <p><b>UNIT OF MEASURE: MANHOURS</b></p>

## EMERGENCY MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
715	<b>Emergency Transport of Materials, Supplies, and Equipment:</b> Transport of materials, supplies, and equipment during an emergency. <i>(FEMA ONLY)</i> <b>UNIT OF MEASURE: MANHOURS</b>
716	<b>Emergency Mechanic Support to Other Agencies:</b> Mechanic support provided to other agencies for their equipment during an emergency. <i>(FEMA ONLY)</i> <b>UNIT OF MEASURE: MANHOURS</b>
981	<b>DSR assistance to DCA:</b> Includes all costs associated with preparing DSR's (project worksheets) or performing public assistance for the Department of Community Affairs. <i>(FEMA ONLY)</i> <b>UNIT OF MEASURE: MANHOURS</b>
982	<b>Damage Assessment - Storms:</b> Costs incurred while performing any type of damage assessment not otherwise covered. This includes costs of personnel, equipment, and materials. This function is primarily for assessing damage on the state or federal highway systems and department buildings. <i>(FEMA ONLY)</i> <b>UNIT OF MEASURE: MANHOURS</b>
983	<b>Safety Inspections - Storms:</b> Costs incurred while performing any type of safety inspections not otherwise covered. This includes costs of personnel, equipment, and materials. This function is primarily for safety inspections on the state or federal highway systems and department buildings. <i>(FEMA ONLY)</i> <b>UNIT OF MEASURE: MANHOURS</b>
984	<b>Monitor, Respond, Recover - Storms:</b> This includes all costs associated with operating emergency operation centers, maintenance yards, etc. in support of emergency operations. Also includes preparation costs that can't be charged to function 989 or 990. Include the cost of delivery of materials such as transfer truck drivers delivering equipment, supplies, or materials to an impacted area, the cost of delivering materials to a county or another state agency as a result of a mission from the SEOC. <i>(FEMA ONLY)</i> <b>UNIT OF MEASURE: MANHOURS</b>
987	<b>Traffic Control:</b> To provide emergency traffic control during and/or after an emergency event. This activity includes emergency signing, barricades, variable message signs, etc. <b>UNIT OF MEASURE: MANHOURS</b>

## EMERGENCY MAINTENANCE FUNCTIONS

ACTIVITY	DESCRIPTION
988	<b>Security:</b> ( <i>FEMA ONLY</i> ) <b>UNIT OF MEASURE: MANHOURS</b>
989	<b>Hurricane Preparation - Buildings:</b> All preparation of buildings for expected impact of storm or hurricane. ( <i>FEMA ONLY</i> ) <b>UNIT OF MEASURE: MANHOURS</b>
990	<b>Hurricane Preparation - Roads and Bridges:</b> All preparation for expected impact of storm or hurricane. This includes costs associated with opening closed lanes, timing of traffic signals, etc. ( <i>FEMA ONLY</i> ) <b>UNIT OF MEASURE: MANHOURS</b>

# OVERHEAD FUNCTIONS FOR MAINTENANCE EMPLOYEES

FUNCTION	DESCRIPTION
028	<b>Facility and Equipment Maintenance:</b> This function represents repairs to the equipment or the building, including cleaning, painting, and general upkeep as necessary. This does not include rest areas, welcome stations or wayside parks. <b>UNIT OF MEASURE: MANHOURS</b>
029	<b>QIP/HRD:</b> Time devoted to Quality Improvement (if on QIP team) or Human Resources Development. <b>UNIT OF MEASURE: MANHOURS</b>
030	<b>Down Time:</b> Mechanical failure, weather, unforeseen occurrences which delay work. <b>UNIT OF MEASURE: MANHOURS</b>
031	<b>Seminars and Meetings:</b> Attending seminars and meetings of a full day duration or more. <b>UNIT OF MEASURE: MANHOURS</b>
032	<b>Administrative Duties:</b> Miscellaneous paperwork, employee evaluations, QAR, rules, regulations, policies and procedures, fiscal purchasing, and personnel. <b>UNIT OF MEASURE: MANHOURS</b>
033	<b>Training:</b> Time in classroom, on the computer, or with fellow workers to learn skills that will improve the performance of duties. This includes training both given and taken. This function would include safety meetings. <b>UNIT OF MEASURE: MANHOURS</b>
034	<b>General Office Work:</b> Xeroxing, typing, and other clerical duties including paperwork performed without managerial supervision. <b>UNIT OF MEASURE: MANHOURS</b>
035	<b>Project Management:</b> Any time spent to enhance a project or projects that cannot be directly charged to a job. <b>UNIT OF MEASURE: MANHOURS</b>
036	<b>Travel Time:</b> Time traveling to perform duties that cannot be charged specifically to a job. <b>UNIT OF MEASURE: MANHOURS</b>

# OVERHEAD FUNCTIONS FOR MAINTENANCE EMPLOYEES

ACTIVITY	DESCRIPTION
037	<b>Research and Development.</b> <b>UNIT OF MEASURE: MANHOURS</b>
038	<b>Audit Activity:</b> Any time spent with internal or external auditors or time spent preparing information for them. <b>UNIT OF MEASURE: MANHOURS</b>
039	<b>Legislative Activity:</b> Any time spent with legislators or legislative committees or time spent preparing information for them. <b>UNIT OF MEASURE: MANHOURS</b>

Table 1 - Warehouse Holding Financial Project Numbers

IN-HOUSE ISSUES FINANCIAL PROJECT NUMBERS		
DISTRICT	OLD JOB NUMBER	FINANCIAL PROJECT NUMBER
1	999019001	2016101A102
2	999029001	19096818102
3	999039001	19096818103
4	999049001	19096818104
5	999059001	41811417198
6	999069001	19096818106
7	999079001	19096818107

Table 2 - Maintenance Activity/Functions Numbers

028	029	030	031	032	033	034	035	036	037	038	039
135	197	341	411	412	414	421	423	424	425	431	432
433	435	436	451	456	457	459	461	464	465	471	482
484	485	487	489	490	492	493	494	497	498	499	519
520	521	522	526	527	530	531	532	534	537	540	541
542	543	544	545	623	701	702	703	704	705	706	707
708	709	710	711	712	713	714	715	716	779	780	781
782	783	784	787	805	806	810	825	845	859	861	865
869	888	896	898	901	903	905	919	921	929	930	931
932	941	942	975	980	981	982	984	985	986	987	988
989	990	991	993	994	995	996					

**Report overhead activity/functions to one Financial Project Number as a holding number (use the Primary Financial Project number for the County which the maintenance yard is located).**

For management purposes, routine maintenance activities are considered to include a certain amount of similar functions within each maintenance activity. For instance, an assigned mowing activity (Function-471) requires a certain amount of travel to the job site, equipment maintenance and down time to complete the specific function. The travel, by description, would appear very similar to Function-036 TRAVEL TIME. The travel time for the maintenance employee **would not** be separated and reported to an overhead job, Function-036 unless greater than two hours. It would be reported, combined with the actual time spent mowing, to the county section job number Function-471. The travel time is very similar to other overhead activities such as Function-028 or Function-030. Normal maintenance of equipment expected of an operator, such as blade replacement, **would not** be split from time recorded to perform the activity. The same is true of down time. Some down time is considered part of the activity, for example time spent removing an article entangled in a mower **would not** be split from the time to perform the activity. These activities, as with travel, would be reported to the county section job number Function-471.

**Maintenance personnel should make every effort to properly report to specific projects when appropriate and avoid reporting to overhead projects for "ease of reporting".**

**Normally**, routine maintenance personnel are **not assigned** to overhead activity/functions.

Table 3 - Financial Project Numbers for Florida's Turnpike

Financial Project Number	County	Section	Facility Name
24563817101	97	110	LAKE COUNTY
24568917101	97	180	SUMTER COUNTY
24564517101	97	750	ORANGE COUNTY
24564817101	97	751	BEELINE EXT. WEST(ORANGE CO)
23440717101	97	860	BROWARD COUNTY
23441017101	97	861	HOMESTEAD EXT.(BROWARD CO)
25316517101	97	870	DADE COUNTY
25313717101	97	871	HOMESTEAD EXT. (DADE CO)
23446517101	97	880	INDIAN RIVER COUNTY
23447817101	97	890	MARTIN COUNTY
20432017101	97	910	OKEECHOBEE COUNTY
24567017101	97	920	OSCEOLA COUNTY - SOUTH
24567317101	97	921	OSCEOLA COUNTY - NORTH
23451317101	97	930	PALM BEACH COUNTY
23454017101	97	940	SAINT LUCIE COUNTY
19262817101	97	011	SAWGRASS EXPRESSWAY
19262417111	97	862	ZONE I RDWY MP 0 - MP 100
19262617101	97	941	ZONE II RDWY MP 100 - MP 200
19262717102	97	752	ZONE III RDWY MP 200 - MP 309
19262417111	97	862	ZONE I FAC/COM MP 0 - MP 58
19262617101	97	941	ZONE II FAC/COM MP 58 - MP 172
19262717102	97	752	ZONE III FAC/COM MP172 - MP309
19263017101	97	102	VETERANS EXPRESSWAY



Table 4 - Financial Project Numbers for Toll Roads

Financial Project Number	County	Section	Facility Name
40826017101	03	175	(COLLIER COUNTY) EVERGLADES
40091717101	10	002	TAMPA CROSSTOWN EAST/WEST
40824417101	13	130	SUNSHINE SKYWAY BRIDGE
40107217101	15	200	PINELLAS BAYWAY
40107317101	15	170	SUNSHINE SKYWAY BRIDGE
22497317101	57	518	MIDBAY BRIDGE
22496817101	58	640	NAVARRE BEACH BRIDGE
24495317101	70	006	BEELINE EXTENSION NORTH
24495517101	70	007	BEELINE EXTENSION SOUTH
24507917101	75	002	BEELINE EXPRESSWAY
24508317101	75	005	BEELINE EAST EXPRESSWAY
24508217101	75	008	HOLLAND EAST-WEST EXPRESSWAY
24517517101	75	033	HOLLAND E/W EAST EXTENSIONS
24517517101	75	048	HOLLAND E/W WEST EXTENSIONS
24517017101	75	300	ORANGE COUNTY BELTWAY
24517017103	75	301	SOUTHERN CONNECTOR
23408117102	86	075	BROWARD COUNTY (EVERGLADES)
19262417101	86	472	SAWGRASS EXPRESSWAY
25276817101	87	003	AIRPORT EXPRESSWAY
25277017101	87	005	EXPRESSWAY SOUTH DADE
25287417101	87	021	SNAPPER CREEK EXPRESSWAY
25277217101	87	200	EAST WEST EXPRESSWAY
25287317101	87	300	GRATIGNY PARKWAY

Table 5 - Financial Project Numbers for Toll Plazas

Financial Project Number	County	Section	Facility Name
00015118101	03	001	(COLLIER COUNTY) EVERGLADES
00010618101	10	002	TAMPA CROSSTOWN EXPRESSWAY
00010118101	13	130	SUNSHINE SKYWAY BRIDGE
00015318101	15	200	PINELLAS BAYWAY
00010118101	15	170	SUNSHINE SKYWAY BRIDGE
00015618101	57	519	MIDBAY BRIDGE
00010918101	58	640	NAVARRE BEACH BRIDGE
00011118101	75	002	INTERNATIONAL CORP. PARK (ICP RAMPS)
00011188101	75	472	ORLANDO AIRPORT EXPRESSWAY
00010518101	75	005	BEELINE EAST EXPWAY
00011128101	75	008	HOLLAND EAST-WEST EXPRESSWAY
00011138101	75	033	DEAN PLAZA
00011148101	75	048	HIAWASSEE MAIN TOLL PLAZA
00011168101	75	302	CURRY FORD TOLL PLAZA
00011178101	75	310	UNIVERSITY PLAZA
00015118101	86	075	(BROWARD COUNTY) EVERGLADES
00016218101	86	620	SAWGRASS EXPRESSWAY
00010418101	87	003	AIRPORT EXPRESSWAY
00010428101	87	005	SOUTH DADE EXPRESSWAY
00010438101	87	200	EAST WEST EXPRESSWAY
00016328101	87	310	GRATIGNY PARKWAY

Table 6 - ORG CODES SORTED BY L5 (COST CENTER)

L1 L2 L3 L4 L5    DESCRIPTION

**COST CENTER DISTRICT ONE**

55 01 40 40 **110**    Maintenance Administration  
 55 01 40 50 **134**    Ft. Myers Bridge Tenders  
 55 01 40 50 **135**    Sarasota Bridge Tenders  
 55 01 40 40 **136**    District Wide Building Crews  
 55 01 40 60 **162**    Traffic Operations  
 55 01 40 40 **190**    Bartow Maintenance Crews  
 55 01 40 40 **191**    Sebring Maintenance Crews  
 55 01 40 40 **192**    Ft. Myers Maintenance Crews  
 55 01 40 40 **193**    Labelle Maintenance Crews  
 55 01 40 40 **194**    Sarasota Maintenance Crews  
 55 01 40 40 **195**    Arcadia Maintenance Crews  
 55 01 40 40 **197**    Naples Crews

**COST CENTER DISTRICT TWO**

55 02 40 40 **210**    Maintenance Engineer  
 55 02 40 40 **211**    District 2 Radio  
 55 02 40 50 **235**    Jacksonville Bridge Maintenance  
 55 02 40 40 **236**    District Wide Building Crews  
 55 02 40 40 **237**    Centerline District Wide Crews  
 55 02 40 40 **238**    Bridge Inspectors District Wide  
 55 02 40 60 **262**    Traffic Operations  
 55 02 40 40 **291**    Gainesville Crews Maintenance  
 55 02 40 40 **292**    Lake City Crews Maintenance  
 55 02 40 40 **293**    Perry Crews Maintenance  
 55 02 40 40 **294**    Jacksonville Crews Maintenance  
 55 02 40 40 **295**    Fairbanks Pit  
 55 02 40 40 **296**    Chiefland Crews Maintenance  
 55 02 40 40 **297**    St. Augustine Crews Maintenance

Table 6 - ORG CODES SORTED BY L5 (COST CENTER)

L1 L2 L3 L4 L5    DESCRIPTION

**COST CENTER DISTRICT THREE**

55 03 40 40 **310**    Maintenance Engineer  
 55 03 40 40 **311**    District 3 Radio  
 55 03 40 50 **334**    Defuniak Bridge Tenders  
 55 03 40 50 **335**    Panama City Bridge Tenders  
 55 03 40 40 **336**    Building District Wide Crews  
 55 03 40 40 **337**    Centerline District Wide Crews  
 55 03 40 40 **338**    Bridge Inspection District Wide  
 55 03 40 50 **340**    Tallahassee Bridge Tenders  
 55 03 40 50 **342**    Pensacola Bridge Tenders  
 55 03 40 60 **362**    Traffic Operations  
 55 03 40 40 **390**    Defuniak Springs Crews  
 55 03 40 40 **391**    Panama City Crews  
 55 03 40 40 **392**    Tallahassee Crews  
 55 03 40 40 **393**    Marianna Crews  
 55 03 40 40 **394**    Milton Crews  
 55 03 40 40 **395**    Pensacola Crews

**COST CENTER DISTRICT FOUR**

55 04 40 10 **410**    District Maintenance Engineer  
 55 04 40 10 **411**    District 4 Radio  
 55 04 40 20 **434**    Ft. Pierce Bridge Tenders  
 55 04 40 30 **435**    Ft. Lauderdale Bridge Tenders  
 55 04 40 10 **436**    District Wide Crews  
 55 04 40 10 **437**    Centerline Crews  
 55 04 40 10 **438**    Bridge Inspection  
 55 04 40 30 **441**    West Palm Beach Bridge Tenders  
 55 04 40 40 **462**    Traffic Operations  
 55 04 40 20 **490**    Ft. Pierce Crews  
 55 04 40 30 **491**    Ft. Lauderdale Crews  
 55 04 40 30 **496**    West Palm Beach Crews

Table 6 - ORG CODES SORTED BY L5 (COST CENTER)

L1 L2 L3 L4 L5    DESCRIPTION

**COST CENTER DISTRICT FIVE**

55 05 30 10 **504**    Consultant Project Management  
 55 05 40 30 **510**    District Maintenance Engineer  
 55 05 40 30 **511**    District 5 Radio  
 55 05 40 20 **534**    Cocoa Bridge Tenders  
 55 05 40 30 **535**    Deland Bridge Tenders  
 55 05 40 30 **536**    District Wide Crews  
 55 05 40 30 **537**    Centerline Crews  
 55 05 40 30 **538**    Bridge Inspection  
 55 05 40 30 **539**    District Wide Signal Crews  
 55 05 40 30 **590**    Cocoa Maintenance Crews  
 55 05 40 30 **591**    Deland Maintenance Crews  
 55 05 40 30 **592**    Leesburg Maintenance Crews  
 55 05 40 30 **593**    Oviedo Maintenance Crews  
 55 05 40 30 **594**    Orlando Maintenance Crews  
 55 05 40 30 **595**    Ocala Maintenance Crews

**COST CENTER DISTRICT SIX**

55 06 40 20 **610**    Maintenance Engineer  
 55 06 40 20 **611**    Radio Shop  
 55 06 40 20 **633**    South Miami Bridge Tenders  
 55 06 40 20 **634**    Marathon Bridge Tenders  
 66 06 40 20 **637**    Centerline Crews  
 55 06 20 20 **638**    Bridge Inspection  
 55 06 20 20 **639**    Roadway Con. Signal Crews  
 55 06 40 20 **690**    South Dade Maintenance  
 55 06 40 20 **691**    North Dade Maintenance  
 55 06 40 20 **692**    Marathon Maintenance  
 55 06 40 40 **693**    Facilities and Structures Repair

Table 6 - ORG CODES SORTED BY L5 (COST CENTER)

L1 L2 L3 L4 L5    DESCRIPTION

**COST CENTER DISTRICT SEVEN**

55 07 40 40 **710**    Maintenance Engineer  
55 07 40 40 **711**    District 7 Radio  
55 07 40 40 **737**    Centerline Crews  
55 07 40 40 **738**    Bridge Inspection  
55 07 40 40 **796**    Tampa Maintenance Crews  
55 07 40 40 **798**    Dade City Maintenance Crews  
55 07 40 40 **799**    Pinellas Maintenance Crews

**COST CENTER TURNPIKE**

55 66 30 00 **851**    Turnpike Administration  
55 66 30 00 **852**    Turnpike Facilities/Communications Maintenance  
55 66 30 00 **853**    Turnpike Roadway Maintenance  
55 66 30 00 **854**    Turnpike Construction  
55 66 30 00 **890**    Sawgrass Expressway Administration

## **SPECIAL MAINTENANCE PROJECT NUMBERS**

**Note:**

**Emergencies or disasters eligible for federal funds will require an individual Financial Project number. The Department's Comptroller Office should be contacted for instructions on assignment of Financial Project numbers for this purpose.**

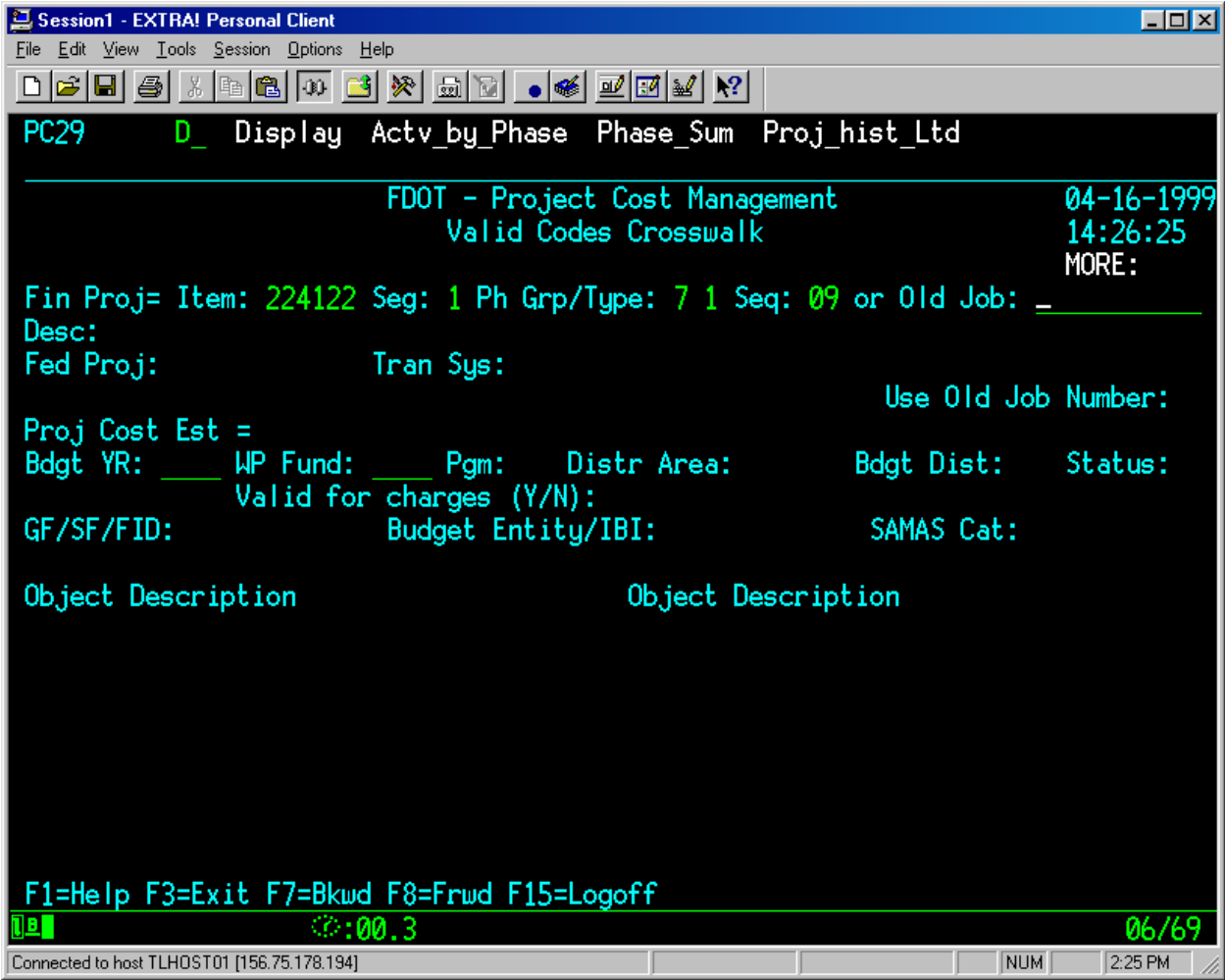
**Note:**

**Betterment Financial Project numbers will need to have a Program Type of 80 when created.**

# DETERMINING VALID ACTIVITIES/FUNCTIONS RELATED TO PHASES

To determine if a particular work activity is open for time sheet charges and validated to specific Financial Project Number you should access the **FM** system, clear the screen and type **PC29**.

The example below shows information for Financial Project Number **22412217109** and was obtained by entering the following:

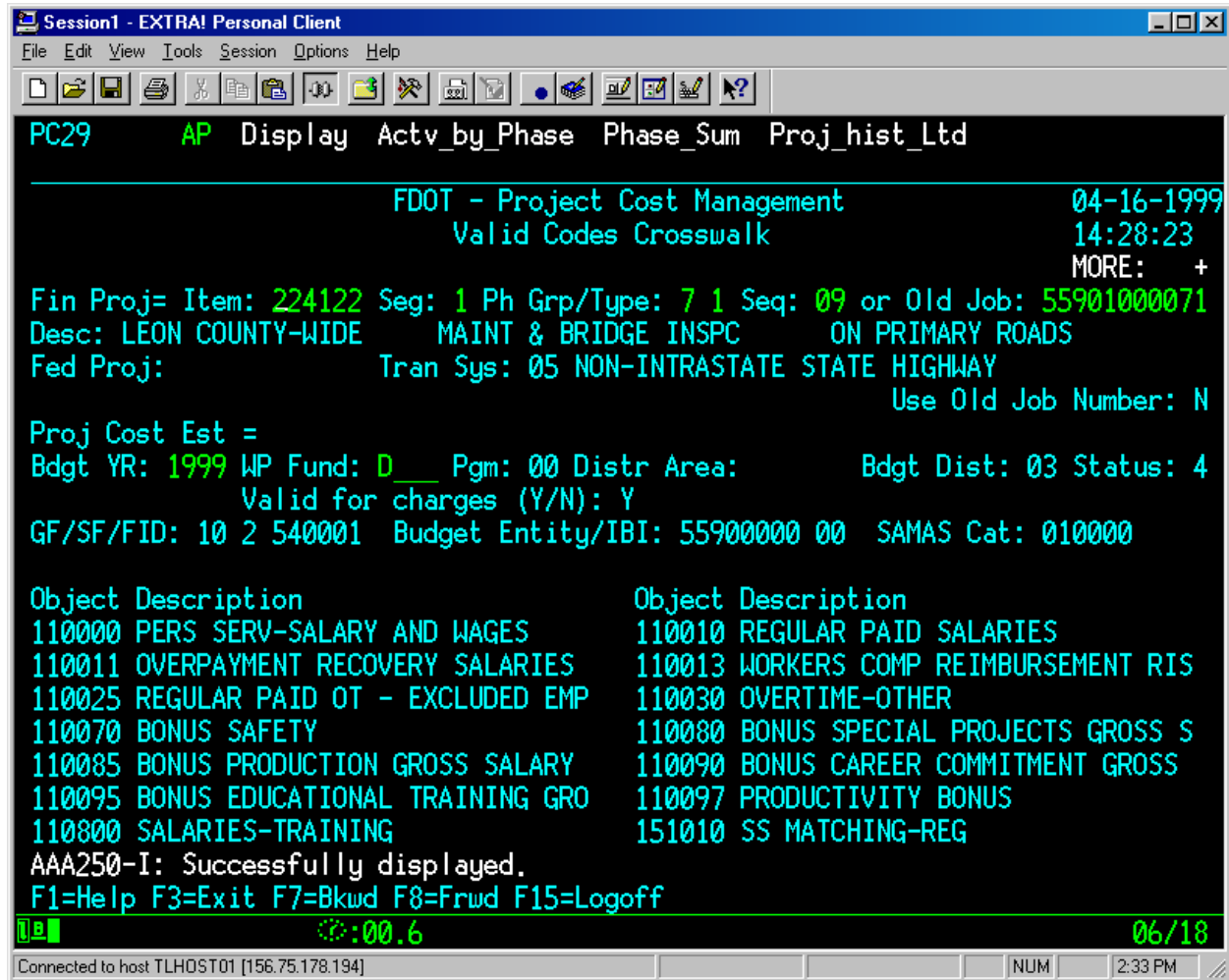


Type the Financial Project Number in the area then ENTER.



## DETERMINING VALID ACTIVITIES/FUNCTIONS RELATED TO PHASES

The follow information will appear on the screen. This will allow you to see if the Financial Project Number is Valid for charges as well as other information. To see what activity numbers are valid for this Financial Project Number type **AP** in the top section of the screen and press the ENTER key.



## DETERMINING VALID ACTIVITIES/FUNCTIONS RELATED TO PHASES

The following screen will be displayed along with the valid activity numbers.

Additional valid activities/functions may be viewed, if available, by pressing the **PF8** key.

