

**FLORIDA DEPARTMENT OF TRANSPORTATION
STANDARD CRITERIA FOR THE
UNIFORM INSPECTION OF
REST AREAS, WELCOME CENTERS, WEIGH
STATIONS, AND WEIGH STATIONS WITH TRUCK
COMFORT STATIONS**

HANDBOOK FOR THE UNIFORM INSPECTION OF
STATE OF FLORIDA REST AREAS, WELCOME CENTERS,
WEIGH STATIONS WITH TRUCK COMFORT STATIONS, AND WEIGH STATIONS

Prepared by

Office of Maintenance

2018 Edition

ACKNOWLEDGMENTS

The Office of Maintenance, Florida Department of Transportation, with the assistance and cooperation of representatives from District Maintenance Offices and contracting representatives throughout the State of Florida were instrumental in the development of this handbook. The standard criteria provided within this handbook is for guidance in the uniform inspection of rest areas, welcome centers, weigh stations, and weigh stations with truck comfort stations.

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INTRODUCTION

The Florida Department of Transportation is responsible for maintaining rest areas, welcome centers, and weigh stations including truck comfort stations, herein after referred to as rest areas and/or facilities, in a safe, clean, operable, attractive and comfortable condition for the traveling public. The optimum maintenance of these facilities is required to protect the public investment of these facilities.

This handbook is intended to provide guidelines for the Office of Maintenance, District Maintenance Offices, Project Managers and Contractors responsible for maintaining these facilities. The operation and maintenance of rest areas includes maintenance and repair of all buildings, grounds, roadways, paved areas, picnic areas and scales as applicable. Maintenance and repair of wastewater treatment facilities and water and sewer piping supply lines. Security services, janitorial services, utilities, permits, administrative functions, storm water management facilities and incident responses. Quality Assurance Reviews including rest area inspections are to ensure uniform and consistent compliance with current performance standards.

DEFINITIONS

REST AREAS:

Facilities including restrooms, vending areas, picnic tables and dog walks. These facilities are provided according to the Code of Federal Regulations for the safety, comfort, convenience, relaxation and informational needs of the motoring public. Motorists are provided up to three-hour parking at the facility.

WELCOME CENTERS:

Rest area facilities located near the State of Florida border that feature information centers which are operated and maintained by VISIT FLORIDA, The Official Tourism Marketing Corporation for the State of Florida.

WEIGH IN MOTION STATIONS:

Weigh-in-motion or weighing in motion (WIM) stations use devices designed to capture and record axle weights and gross vehicle weights as vehicles drive over a measurement site. Unlike static scale houses, WIM systems are capable of measuring vehicles traveling at a reduced or normal traffic speed and do not require the vehicle to come to a stop.

WEIGH STATIONS WITH TRUCK COMFORT STATION:

Rest area facilities that are provided within WIM stations in conjunction with Motor Carrier Size and Weight (MCSAW) certified scale requirements for the trucking industry. Truck comfort stations have restrooms and vending areas for the convenience of the trucking industry and public. Parking at these facilities are encouraged for all motorists with no time restraints.

WEIGH STATIONS:

WIMs or Stand-a-lone weigh stations without truck comfort stations. Inspection of buildings, grounds, pavement, roadway, driver room, if present.

PROPERLY ATTIRED:

Rest area attendants are dressed in uniform. The attendants must be easy to identify, and have an identification badge. New employees that have not been supplied with the proper uniform should be dressed in clean clothes that are neat in appearance, wear an identifying safety vest or article of clothing, and secure their identification badge on a highly visible article of clothing.

SUFFICIENT

There is presently as much as is needed.

FUNCTIONING AS ORIGINALLY INTENDED

The feature being referenced can be used for the purpose or service it was installed to provide.

Back Up Roll

Whenever a dispenser has the ability to hold a spare roll, it must have a full roll.

General Notes:

Leniency may be granted at the project manager level in the event that any of the characteristics identified by if in the process of being repaired or replaced due to non-routine maintenance activities. In this case, the characteristic must be repaired or replaced by the following inspection unless documented justification is provided.

Family restrooms are rated independently and are not to be included with total characteristics in the facilities.

Maintenance Procedure # 850-045-003 "Rest Area, Welcome Center, and Truck Comfort Station Management" and Rule # 14-28.002 "Public Use of Rest Areas and Welcome Centers." Supersedes the information in this handbook.

Restrooms

| The following characteristics meet the desired maintenance conditions when: | |
|---|--|
| Counter tops | 100% Counter tops free of offensive graffiti, secured in place and free of major defects and sharp edges. 90% Are clean, free of stains |
| Sinks | 90% of the total number of sinks, faucets, and drains in each facility, are clean, free of stains, rust and/or graffiti, and functioning as originally intended. |
| Toilets/Urinals | 90% of the total number of toilets and urinals are clean and functioning as originally intended. |
| Toilet Paper Dispensers | 100% Toilet paper dispensers have sufficient toilet paper present (a partial roll of standard size available with a back-up roll present where applicable) and function as originally intended. |
| Toilet Partitions | 90% Partitions are clean, secured in place, and free of graffiti. Door latches, hooks, shelves and hardware are present and functioning as originally intended. 100% Partitions are free of holes and sharp edges not due to hardware replacement. Small holes from modified hardware have no sharp edges and do not diminish the integrity of the partition, and all hardware and screws are tight and secured in place. |
| Floors | 100% Floors are free of tripping hazards such as blocked floor drains, wet paper, slippery surface, broken or missing tiles; no misalignments greater than 1/4 of an inch are present. 90% entire floors for each room are clean, free of removable stains and free of trash, paper and debris. Grout is in place free of removable stains and mildew, uniform in color throughout the restroom. |
| Ceilings | Ceilings are clean and free of mildew; vents are clean and present as intended. Screens are clean, uniform in composition and functioning as intended. Vents are clean and free of rust. |
| Windows | 90% Windows are clean, functioning as intended, and free of cobwebs, with no cracked or broken glass in windows. |
| Walls | 90% of the Wall surface is clean, free of graffiti, broken tiles, and peeling paint. Vents are clean and free of rust. Grout is in place free of removable stains and mildew, uniform in color throughout the restroom. 100% Electrical outlets and/or devices have no exposed wires; covers are present and free of damage. |
| Hand Dryers | 90% Hand dryers and/or paper towel dispensers in each facility are clean and functioning as originally intended. |
| Trash Receptacles | 100% Trash receptacles if present are free of graffiti, with no sharp edges and function as originally intended. |
| Soap Dispensers | 90% Soap dispensers are present, clean, sufficiently filled, works properly without leaking, and functioning as originally intended. |
| Changing Tables | 100% Changing tables are clean, secure and free of graffiti. Straps are present, hardware and fixture are functioning as originally intended. |
| Mirrors | 90% Mirrors are clean, free of discoloration and graffiti. 100% Mirrors are free of sharp edges, safety hazards and obscene graffiti. |
| Lights | 85% Interior lights and light covers, with 100% emergency and exit lights, are functioning as originally intended. |

Family Restrooms

| | |
|-------------------------|---|
| Countertop / Sinks | 100% Counter tops free of offensive graffiti, secured in place and free of major defects and sharp edges. 90% Are clean, free of stains. 100% of the total number of sinks, faucets, and drains in each facility, are clean, free of stains, rust and/or graffiti, and functioning as originally intended. |
| Toilets | 100% of the total number of toilets in each are clean and functioning as originally intended. |
| Toilet Paper Dispensers | 100% Toilet paper dispensers have sufficient toilet paper present (a partial roll of standard size available with a back-up roll present where applicable) and function as originally intended. |
| Floors | 100% Floors are free of tripping hazards such as wet paper, slippery surface, broken or missing tiles; no misalignments greater than 1/4 of an inch are present. 90% Floors are clean, free of removable stains and free of trash, paper and debris. Grout is in place free of removable stains and mildew, uniform in color throughout the restroom. |
| Ceilings/Windows/Walls | 90% Ceilings are clean and free of mildew; vents are clean and present as intended. Screens are clean, uniform in composition and functioning as intended. Vents are clean and free of rust. 90% Windows are clean, functioning as intended, and free of cobwebs, with no cracked or broken glass in windows. 90% of the Wall surface is clean, free of graffiti, broken tiles, and peeling paint. Vents are clean and free of rust. Grout is in place free of removable stains and mildew, uniform in color throughout the restroom. 100% Electrical outlets and/or devices have no exposed wires; covers are present and free of damage. |
| Hand Dryers | 100% Hand dryers and/or paper towel dispensers in each facility are clean and functioning as originally intended. |
| Trash Receptacles | 100% Trash receptacles if present are free of graffiti, with no sharp edges and function as originally intended. |
| Soap Dispensers | 100% Soap dispensers are present, clean, sufficiently filled, works properly without leaking, and functioning as originally intended. |
| Changing Tables | 100% changing tables are clean, secure and free of graffiti. Straps and hardware are present and functioning as originally intended. |
| Mirrors | 90% Mirrors are clean, free of discoloration and graffiti. 100% Mirrors are free of sharp edges, safety hazards and obscene graffiti. |
| Lights | 100% Interior lights and light covers, including emergency and exit lights, are functioning as originally intended. |

Restrooms

Counter Tops:

100% Counter tops free of offensive graffiti, secured in place and free of major defects and sharp edges.

90% are clean, free of stains

For inspection purposes: Inspect each counter top in each restroom according to the above maintenance conditions.

Evaluation: Each counter top may be clean, free graffiti, with no major defects or sharp edges.

NOTE: Leniency Statement



This counter top appears to meet conditions.



This counter top appears to meet conditions.



Bottom rail is missing and would not meet desired maintenance conditions.



Endcap edge is missing from counter top and would not meet desired maintenance conditions.

Restrooms

Sinks:

90% of the total number of Sinks, faucets, and drains in each facility, excluding family restrooms are clean, free of stains, rust and/or graffiti, and functioning as originally intended. Caulk is present where intended, clean and free of mildew.

For inspection purposes: A sink is inspected for the basin, faucet, drain, protective pipe wrapping (if required for hot water) and edge or trim.

Evaluation: Inspect each sink, faucet and drain in the facility being inspected. Count the total number of sinks being inspected and divide by the number of sinks that did not meet criteria.

Example: If you have a total of 8 sinks in a facility and one does not meet conditions. $100 \text{ divided by } 8 = 12.5$, each sink would have a value of 12.5. Multiply the number of sinks that do not meet conditions and subtract that from 100. This example would equal 87.5% and would not meet conditions.



Faucet is corroded, and would not meet desired maintenance conditions.



This sink appears to meet conditions.



This basin is stained and would not meet desired maintenance conditions.



This faucet is leaking and would not meet desired maintenance conditions.



Loose damaged faucet would not meet desired maintenance conditions.



These holes should be covered or plugged and would not meet desired maintenance conditions.

Restrooms

Toilets/Urinals:

90% of the total number of toilets and urinals in each facility, excluding family restrooms are clean and functioning as originally intended.

For inspection purposes: Each toilet or urinal in each restroom must meet the above conditions.

Evaluation: Inspect each toilet or urinal in each facility to be clean inside and out and functioning as originally intended. Toilets or urinals are secure in place, no leaks or running water, flushing ability (if equipped with auto flush sensor, the sensor must be in good working order), no chips, cracks or rough edges in the porcelain or toilet seat.

NOTE: Leniency Statement



The toilet in this stall is missing and would not meet desired maintenance conditions without documentation.



The handle on this urinal is stuck down and the water is running; this would not meet desired maintenance conditions.



Problem with valve, water running; this would not meet desired maintenance conditions.

Restrooms

Toilet Paper Dispensers:

100% Toilet paper dispensers have sufficient toilet paper present (a partial roll of standard size available with a back-up roll present where applicable) and function as originally intended.

For inspection purposes: Inspect each toilet paper dispenser in each stall for the above conditions.

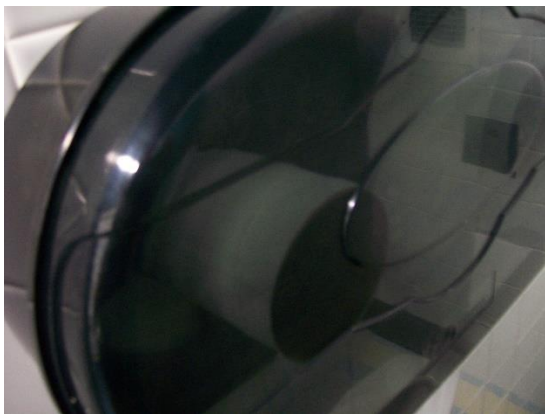
Evaluation: Inspect each toilet paper dispenser for sufficient amount of paper, defined as a partial roll of standard size available with a back-up roll present) or function as originally intended (make sure to check for back up rolls). Each dispenser should be complete, with all parts present and in good working order, with no sharp edges.



This dispenser is out of paper and would not meet desired maintenance conditions.



This dispenser is not in working order and would not meet desired maintenance conditions.



The above are examples of not having sufficient amounts of paper available per the design of the dispenser; they would not meet desired maintenance conditions.

Restrooms

Toilet Partitions:

90% Partitions are clean, secured in place, and free of graffiti. Door latches, hooks, shelves and hardware are present and functioning as originally intended. Small holes from modified hardware have no sharp edges, and do not diminish the integrity of the partition.

100% Partitions are free of holes and sharp edges not due to hardware replacement. Small holes from modified hardware have no sharp edges and do not diminish the integrity of the partition, and all hardware and screws are tight and secured in place.

For inspection purposes: Rate each toilet partition wall/door for the above conditions.

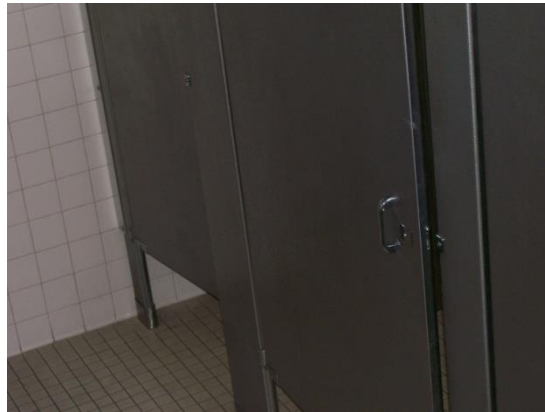
Evaluation: Inspect each partition surface in the facility. Count the total number of partitions and divide by the number of partitions that did not meet criteria.

Example: There are a total of 16 partitions and three do not meet conditions.

$100 \div 16 = 6.25$; each partition would have a value of 6.25. Multiply the total number of partitions that do not meet conditions ($3 \times 6.25 = 18.75$) and subtract from 100 (total value). This example would equal 81.25% and would not meet conditions.



This partition surface has holes and rough edges and would not meet desired maintenance conditions.



This door has a broken latch and would not meet desired maintenance conditions.



Missing trim end cap from partition would not meet desired conditions.



Partition door will not open properly because of damaged hinge

Restrooms

Floors:

100% Floors are free of tripping hazards; blocked floor drains, wet paper, slippery surface, broken or missing tiles; and no misalignments greater than 1/4 of an inch are present.

90% Floors for each room are clean, free of removable stains and free of trash, paper and debris. Grout is in place free of removable stains and mildew, uniform in color throughout the facility.

For inspection purposes: Inspect each floor for the above conditions. Calculate the area of the floors that do not meet.

Evaluation: Inspect each floor for tripping hazards, or broken floor tiles, slippery surface, wet paper, miscellaneous debris and any misalignments in the floor or tile greater than 1/4 inch. Calculate the total area of floors in each room and divide by the area of floor that did not meet the desired criteria.

Example: if the restroom measures 70 ft X 30 ft = 2,100 sq ft of floor. If you calculated 1 sq ft for each area with paper on the floor it would take 210 separate pieces of paper to not meet conditions.



Scattered paper on the floor in stalls may not meet desired maintenance conditions.



Trash and debris on floor may create a tripping hazard and would not meet desired maintenance conditions.



Rusted damaged floor drain this would not meet desired maintenance conditions.



Broken tile greater than ¼ inch in depth around floor drain, this would not meet desired maintenance conditions.



Blocked floor drain would not meet desired maintenance conditions.

Restrooms

Ceilings/Windows/Walls:

100% Electrical outlets and/or devices have no exposed wires; covers are present and free of damage.

90% Windows are clean and free of cobwebs, with no cracked or broken glass in windows. Walls are clean, free of graffiti, broken tiles, and peeling paint. Vents are clean and free of rust. Ceilings are clean and free of mildew; vents are clean and present as intended, screens in place are clean, uniform in composition and functioning as intended.

Screens on window not routinely opened can be removed but must remain on site.

Fans vents and screened covers may be free of visible dust build-up.

For inspection purposes: Inspect the ceiling, windows, vents, screens and walls in each restroom for above conditions. Calculate the number of the windows that do not meet.

Evaluation: Inspect the ceiling in each facility for mildew, cobwebs, peeling paint, rusted metal, or broken ceiling tiles, inspect all vents to verify they are clean and functioning as designed. Calculate the number of windows in the facility and divide by the number of the windows that did not meet criteria.

Example: There are a total of 8 windows in a facility, and one does not meet conditions. $100 \div 8 = 12.5$; each window would have a value of 12.5. Multiply the total number of windows that do not meet conditions ($1 \times 12.5 = 12.5$) and subtract from 100 (total value). This example would equal 87.5% and would not meet conditions.

Calculate the total number of walls in each facility, and identify the walls that do not meet desired maintenance conditions.

Example: If you have 10 walls and one wall is marked up with graffiti, has broken tiles and/or discolored or peeling paint. $100 \div 10 = 10$; each wall would have a value of 10. Multiply the total number of walls that do not meet conditions ($1 \times 10 = 10$) and subtract from 100 (total value). This example would equal 90% and would meet conditions.



Example of cobwebs on ceiling.



Example of peeling paint on wall.



Example of graffiti on walls.



Example of broken tile on wall. No sharp edges on tile.



Build-up of dust on top of wall and pipe this would not meet desired maintenance conditions.



Ceiling with a dirty, stained vent with cracked and peeling paint would not meet desired conditions.

Restrooms

Hand Dryers:

90% Hand dryers and towel dispensers in each facility are clean and functioning as originally intended. Towel dispensers may be equipped with paper towels.

For inspection purposes: Each hand dryer and towel dispenser must meet the above conditions.

Evaluation: Inspect each hand dryer and towel dispenser to be clean and functioning as originally intended, secure in place, clean in appearance, running with warm air (if equipped with auto sensor, the sensor must be in good working order) or paper towels present.

NOTE: Leniency Statement



Paper towel dispenser without paper towels; this would not meet desired maintenance conditions.



Test each hand dryer ensure they meet desired maintenance conditions.



Cabinet door should be secured and function as intended, this would not meet desired maintenance conditions.

Restrooms

Trash Receptacles:

100% Trash receptacles if present are free of graffiti, with no sharp edges and function as originally intended.

For inspection purposes: Rate the trash receptacles (if supplied) in each restroom for the above conditions.

Evaluation: Inspect trash receptacles in each facility to verify they are free of graffiti and not over loaded.



An example of a trash receptacle inside a rest room.



Example of a trash receptacle that is full and would not meet maintenance conditions

Restrooms

Soap Dispensers:

90% Soap dispensers are present, clean, sufficiently filled, works properly without leaking, and functioning as originally intended.

For inspection purposes: Rate each soap dispenser in each facility for the above conditions.

Evaluation: Inspect each soap dispenser to ensure they are secured in place, clean, contain soap, have no leaks, and dispense soap as originally intended.



The above soap dispenser has a leak and would not meet desired maintenance conditions.



Soap dispenser missing front cover and soap packet and would not meet desired maintenance conditions.



Broken or missing soap dispensers would not meet desired maintenance conditions.

Restrooms

Changing Tables:

100% changing tables are clean, secure and free of graffiti. Straps and hardware are present and functioning as originally intended.

For inspection purposes: Rate each changing table in each restroom for the above conditions.

Evaluation: Inspect each changing table in each restroom to be secured in place, clean, free of graffiti, straps and hardware are present and functioning as originally intended.

Note: If changing table is designed without straps, then do not rate for straps.



Table designed without straps.



Changing table with straps.



Changing table with missing or broken strap would not meet desired conditions



Clasp on strap is broken and would not meet desired maintenance conditions.



This adult changing table functions as intended and meets desired maintenance conditions.

Restrooms

Mirrors:

85% Mirrors and frames (if present) in each room are clean, free of discoloration and graffiti.

100% Mirrors are free of sharp edges, safety hazards and obscene graffiti.

For inspection purposes: Rate each mirror in each restroom for the above conditions.

Evaluation: Count the number of mirrors in the facility. Inspect each mirror in each restroom to be secured in place, clean, free of discoloration, graffiti. At no time should any mirror be a safety hazard, have sharp edges, or obscene graffiti.

Example: There are a total of 12 mirrors in a facility and 2 do not meet conditions. $100 \div 12 = 8.333$; each mirror would have a value of 8. Multiply the total number of mirrors that do not meet conditions ($2 \times 8 = 16$) and subtract from 100. This example would equal 84% and would not meet conditions.



If the damaged area on this mirror is more than 10%, it would not meet the desired maintenance conditions.



If the area on this mirror is more than 10% discoloration it would not meet the desired maintenance conditions.



Mirror is missing would not meet desired maintenance conditions.

Restrooms

Lights:

90% Interior lights and light covers, with 100% of emergency and exit lights, are functioning as originally intended.

For inspection purposes: Rate each light and cover in each restroom/side for the above conditions.

Evaluation: Inspect each light, fixture, and cover (including emergency and exit lights) inside each restroom to verify they are all working and functioning as originally intended.



This light is not working and would not meet desired maintenance conditions.



Cracked or broken light cover or diffuser would not meet desired maintenance conditions.



This is not the correct light cover in a public area and should be replaced with a diffuser type lens cover designed for this fixture.

Restrooms

100% Family restroom, including all components, is clean, functioning as originally intended, open and available to the traveling public unless in the process of being cleaned.

For inspection purposes: Rate each family restroom for the above conditions.

Example: Each family restroom is rated for floors, walls, ceiling, windows, vents, sinks, counter tops, toilets, toilet paper dispensers, hand dryers, trash receptacles, soap dispensers, baby changing tables, mirrors, lights, and odor. To rate these characteristics use the same standards as above.



Example of a family restroom.



Example of a family restroom.

Buildings

| The following characteristics meet the desired maintenance conditions when: | |
|---|--|
| Roof/Fascia Board/Soffits | 90% Roofs, fascia board, and soffits on each building are clean and painted, with no debris, mildew, or rust present, and functioning as originally intended. 100% free of leaks. |
| Gutters | 90% Gutter system for each run is free of evident debris, peeling paint, mildew, 100% free of leaks, and functioning as originally intended. |
| Exterior Walls/Windows/Ceilings | 90% Exterior walls, windows and ceilings (brick, tile, glass, painted surfaces) are free of graffiti, clean, painted, rust, and functioning as originally intended. |
| Doors | 90% of all doors to include frames are clean, painted and functioning as originally intended. No parts or hardware are missing; all components are free of rust. Closures and alarms present are functioning as originally intended. |
| Foyers/Floors/Lights | 100% Foyer area provides an unobstructed access for visitors, with no hazards present. 90% Foyer areas (floors/ceilings) are clean. 90% foyer lights and light covers are functioning as originally intended. |
| Handrails | 100% Handrails are secured in place, with no missing hardware, no sharp edges, and are functioning as originally intended. 90% of Handrails are clean by linear foot. |
| Water Fountains | 100% Water fountains are functioning as originally intended with no mildew. 90% Water fountain cabinet areas are clean and free of rust. |
| Utility Area/Plumbing Chases | Utility area is neat and orderly; 100% without plumbing leaks, ventilation and air condition equipment are functioning as originally intended. No State Fire Marshal violations are present. |
| Fire Extinguishers | 100% Monthly inspection documentation and annual decal is present to verify the extinguishers and cabinets are functioning as originally intended. |
| Generators | Generators if present are maintained and functioning properly. Test dates and inspection results are documented properly, with results available on site for review. |
| Signs | 100% Signs mounted on and adjacent to buildings are secure. All posted signs display current information; no hand painted signs are present. 90% Sign panels are clean and reflective. |
| Availability | 100% Restroom facilities are open to the public at all times, except during actual cleaning and drying times. |
| Waste Water Treatment | Lift stations are functioning as originally intended, all required signs are in place and visible. Waste water treatment facility is securely locked, with emergency contact name and phone number posted. Log book is on site for review. Water treatment facility is compliant with all permits, documented test dates and inspection results. |
| Well and Potable Water Treatment | Well and potable water treatment facilities are functioning as originally intended, all required signs are in place and visible. Water treatment facility is securely locked, with emergency contact name and phone number posted. Log book is on site for review. Water treatment facility is compliant with all permits, documented test dates and inspection results. |
| Air and Ventilation | Functioning as intended (good working order) |

Buildings

Roof/Fascia Board/Soffits:

90% Roof, fascia board, and soffits on each building are clean, painted, free of debris, rust and mildew, and functioning as originally intended.

100% free of leaks.

For inspection purposes: Inspect each roof and fascia for the above maintenance conditions:

Evaluation: Inspect each roof to ensure they are clean and free of mildew, rust, with no debris build-up. Inspect the fascia and soffit boards on each building to ensure there is no peeling paint, they are clean in appearance, and with no mildew or defects present.



Roof/Fascia has dirt and mildew build-up.



Soffit need to be repaired and cleaned.

Buildings

Gutters:

90% Gutter system for each run is free of evident debris, peeling paint and mildew, 100% free of leaks, and functioning as originally intended.

For inspection purposes: The gutter system should be clean in appearance, free of debris and build-up, and convey water down the drain spout as intended.

Evaluation: Inspect each run of the building's roof/rain gutter systems, including the down spouts, to verify that they are clean in appearance, have no evident blockage of debris, the paint is in good condition, and they are functioning as originally intended.



This gutter should be painted.



Gutter blocked and leaking this would not meet desired conditions.

Buildings

Exterior Walls:

90% Exterior walls, (brick, tile, painted surfaces) are free of graffiti clean, painted and functioning as originally intended.

For inspection purposes: Inspect all exterior walls, of each building to determine if they meet the above conditions.

Evaluation: Estimate the total area of all exterior walls by multiplying the length by the height. Calculate 10% of the total area, if the surface areas that do not meet the desired conditions are greater than 10% they would not meet desired conditions.

Example: 45 foot long wall, 12 feet high; $45 \times 12 = 540$ sq ft $\times 10\% = 54$ sq ft. Any area that is greater than 54 sq ft with faded or peeling paint would not meet the desired conditions.



Wall with blistered and peeling paint, this possibly would not meet desired maintenance.



Wall with peeling paint, this might not meet desired maintenance conditions.

Buildings

Exterior Windows:

90% Exterior windows (glass, and screens if present) are free of graffiti clean, and functioning as originally intended.

For inspection purposes: Inspect all exterior windows, and screens (if present) of each building to determine if they meet the above conditions.

Evaluation: Estimate the total area of all exterior walls by multiplying the length by the height. Calculate 10% of the total area, if the surface areas that do not meet the desired conditions are greater than 10% they would not meet desired conditions.

Example: 45 foot long wall, 12 feet high; $45 \times 12 = 540$ sq ft $\times 10\% = 54$ sq ft Any area that is greater than 54 sq ft with faded or peeling paint would not meet the desired conditions.

Buildings

Exterior Ceilings:

90% Exterior ceilings (wood, tile, or painted surfaces) are free of graffiti clean, painted and functioning as originally intended.

For inspection purposes: Inspect all exterior ceilings of each building to determine if they meet the above conditions.

Evaluation: Estimate the total area of all exterior walls by multiplying the length by the height. Calculate 10% of the total area, if the surface areas that do not meet the desired conditions are greater than 10% they would not meet desired conditions.

Example: 45 foot long wall, 12 feet high; $45 \times 12 = 540 \text{ sq ft} \times 10\% = 54 \text{ sq ft}$ Any area that is greater than 54 sq ft with faded or peeling paint would not meet the desired conditions.



Clean windows in good working order.



Ceiling with cobwebs requires cleaning.

Buildings

Doors:

90% of all Doors to include door frames are clean, painted and functioning as originally intended.

No parts or hardware are missing; all components are free of rust. Closures and alarms present are functioning as originally intended.

All doors to restricted areas should remain locked and secured at all times when unattended.

For inspection purposes: Inspect each door for the above conditions.

Evaluation: Inspect each door to verify they are clean in appearance, the paint in good condition, there are no missing parts or hardware, they are free of rust and graffiti, and doors to restricted areas may be locked and secured at all times when unattended.

Example: Calculate the area of the door and multiply by 90%, this will be the area required to be free of damage.

A door that is 3 feet wide and 6 feet 8 inches in height would be 20 sq ft. Multiply the area of the door by 90%, this door would need to have 18 sq ft that is clean, painted, and in good physical condition.



This door is missing the lock and would not meet the desired maintenance conditions.



This door would not meet desired maintenance conditions.



Measure to determine if it meets the desired maintenance conditions.



This door is to a restricted area and should remain locked when not in use.

Buildings

Foyers/Floors/Lights:

100% Foyer area provides an unobstructed access for visitors with no hazards present.

90% Foyer areas (floors/ceilings) are clean.

90% Foyer lights and light covers are functioning as originally intended.

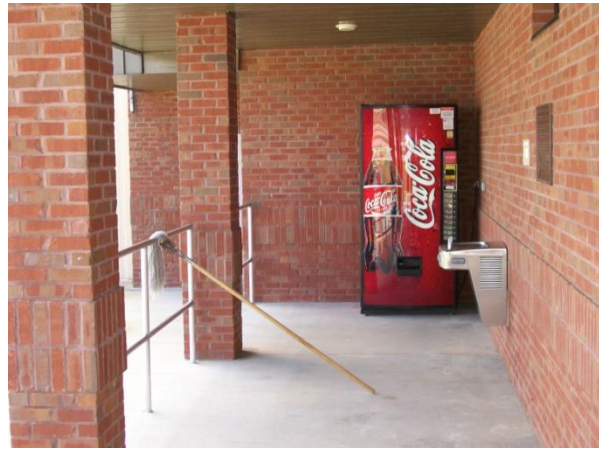
For inspection purposes: Inspect the foyer area for the above conditions.

Evaluation: Inspect the foyer area for obstructions and/or trip hazards like trash, debris, broken tile, uneven floor surfaces, any misalignments greater than 1/4 inch and any other trip hazard or obstruction.

Note: Warning signs must be posted when foyer is under wet conditions.



Misaligned/broken tiles could be a trip hazard and does not meet desired maintenance conditions.



Equipment not stored in its proper place and could be an obstruction or a trip hazard; this would not meet the desired maintenance conditions.



Foyer lighting inoperable during night time operations would not meet maintenance conditions.

Buildings

Handrails:

100% of Handrails are secured in place, no missing hardware, no sharp edges, and functioning as originally intended. 90% of Handrails are clean by linear foot.

For inspection purposes: Inspect each section of handrail for the above conditions.

Evaluation: Inspect each section of handrail to ensure it is secure in place, with no major misalignments or damage, all hardware is in place, with no sharp edges, or rough surfaces (all wood hand rails are sanded).



Missing handrail, this does not meet desired maintenance conditions.



Picket railing missing steel sleeve at expansion joint. This does not meet desired maintenance conditions.

Buildings

Water Fountains:

100% Water fountains are clean and functioning as originally intended with no mildew.

90% Water fountain cabinet areas are clean and free of rust.

For inspection purposes: Inspect each water fountain for the above conditions. Calculate the area of the cabinet for the amount of surface rust to determine if it meets conditions.

Evaluation: Inspect each water fountain for proper working conditions. Water should be clean, low odor, cool, with sufficient pressure. Water should shut off when the lever or handle is released, with no leaking present. The sink and drain area should be clean and free of rust and debris. The water fountain cabinet should have no more than 10% surface rust present, with no sharp edges.

Calculate the total area of exposed surface of the water fountain cabinet and multiply by 10%. If the surface area of rust is less than this amount, the water fountain cabinet would be acceptable and meet the desired criteria.

Example: A water cabinet with three sides that measures 2' x 2' would have a total of 12 square feet ($2' \times 2' = 4$ sq ft x 3 sides = 12 sq ft), multiply the total by 10%, to equal 1.2 square feet. If any of the cabinet has more than 1.2 square feet of rust, it would not meet conditions.



This cabinet has more than 10% surface rust and would not meet desired maintenance conditions.



This fountain will not shut off, and would not meet desired maintenance conditions.



This water faucet has mildew and corrosion within the faucet head and would not meet conditions.

Buildings

Utility Area/Plumbing Chases:

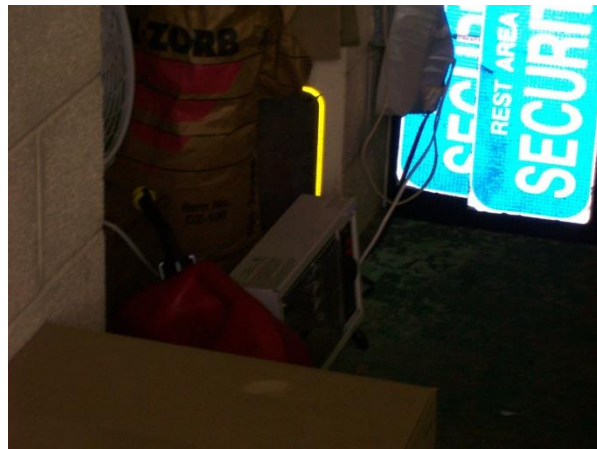
Utility area is neat and orderly, 100% without plumbing leaks, ventilation and air condition equipment are functioning as originally intended. No State Fire Marshal violations are present.

For inspection purposes: Inspect each utility area of the building for the above conditions.

Evaluation: Inspect all utility areas of the facility to make sure they are neat, the supplies and equipment are being stored an orderly manner, (paper goods are stored in a clean dry area). Plumbing, ventilation and/or air conditioning equipment is to be in good working order. No trip hazards are present, no equipment or products are stored in front of electrical / fire / hazard areas, and no combustible materials are stored in the main buildings.



Utility area with proper storage of supplies.



Gas can and electrical heater are stored together in the utility area; this would not meet desired maintenance conditions.



Plumbing stacks leaking also cleaning cart blocking the electrical panel box this would not meet desired maintenance conditions.

Buildings

Fire Extinguishers:

100% monthly inspection documentation and annual decal is present to verify the extinguishers and cabinets are functioning as originally intended.

For inspection purposes: Inspect each fire extinguisher for the above conditions.

Evaluation: Inspect each fire extinguisher and cabinet for proper location and annual inspection decal is current and present, to verify that the extinguisher will function as originally intended.



Extinguisher in proper cabinet with inspection sticker available.



Extinguisher is obstructed; this would not meet desired maintenance conditions.

Buildings

Generators:

Generators if present are maintained and functioning properly. Test dates and inspection results are signed and documented properly, with results available on site for review.

For inspection purposes: Inspect the location of generator and review the test and inspection dates and results.

Evaluation: Inspect the emergency generators, the area around the generator, review records of inspections, test dates, and results.



Emergency generator area is clean and seems to meet conditions, inspection records should be checked for test results.



Emergency generator area is clean and seems to meet conditions, inspection records should be checked for test results.

Buildings

Signs:

100% Signs mounted on and adjacent to buildings are secure. All posted signs display current information as intended; no hand painted signs are present.

95% Sign panel are clean and post mounted signs are reflective as intended.

For inspection purposes: Rate each sign mounted on and adjacent to the buildings for the above conditions.

Evaluation: Inspect each sign to verify they are secured in place and functioning as originally intended.

Calculate the total square footage of the sign and the area which is not clean or reflective.

Example: If the dimensions of a sign is 2' x 3' = 6 sq ft, multiply by .95 to = 5.7 sq ft of the sign panel must be clean and reflective. If there is an area on the sign panel greater than 0.3 sq ft that is not clean or reflective, this example would not meet conditions.



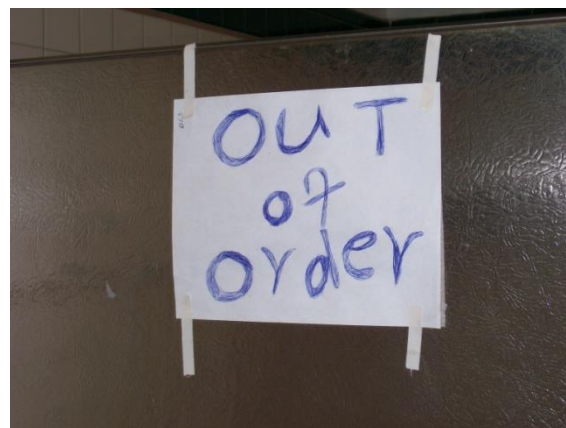
The sheathing with the message is delaminating and would not meet desired maintenance conditions.



This sign would not meet the desired maintenance conditions.



No hand painted signs; this will not meet desired maintenance conditions.



No hand-written signs, this will not meet desired maintenance conditions.

Buildings

Availability:

100% Restroom facilities are open to the public at all times, except during actual cleaning, active construction, and drying times.

For inspection purposes: Rate each rest room for the above conditions.

Evaluation: Inspect each rest room to verify they are open and available to the public except during actual cleaning or drying times. If the rest room is closed for cleaning, check to see if it has been cleaned and if it is dry, if so it would not meet conditions.



These rest rooms are closed. If they have recently been cleaned and still have wet floors they would meet conditions. If they are dry, they should be open to the public; therefore they would not meet desired maintenance conditions.

Buildings

Waste Water Treatment:

Lift stations are functioning as originally intended, all required signs are in place and visible. Waste water treatment facility is securely locked, with emergency contact name and phone number posted. Log book is present on site for review. Water treatment facility is compliant with all permits, documented test dates and inspection results.

Evaluation: Inspect the lift station, ensure it is securely locked. Review the contact information and log book for permits, test dates, and inspection results.



Photo of waste water treatment, appears to meet desired maintenance conditions.



Waste water treatment facility with signs in place, this would meet desired maintenance conditions.

Buildings

Well and Potable Water Treatment Facilities:

Well and potable water treatment are functioning as originally intended, all required signs are in place and visible. Water treatment facility is securely locked, with emergency contact name and phone number posted. Log book is present on site for review. Water treatment facility is compliant with all permits, documented test dates and inspection results.

For inspection purposes: Rate well and potable water treatment for the above conditions.



Photo of water supply/treatment.



Example of water treatment facilities with signs in place and secured.

Buildings

Air and Ventilation:

100% Air and ventilation is functioning as originally intended in all buildings.

For inspection purposes: Rate each area in the buildings for the above conditions.

Evaluation: Inspect each room with air or ventilation supplied to ensure it is functioning as originally intended.

Example: If the air conditioning or ventilation systems are not working properly and/or supplying cold, clean fresh air, this example would not meet conditions.

Evaluation: Inspect Air and ventilation, to ensure it is supplying cool air.



This air conditioner unit is missing a cover and is clogged. This would not meet maintenance conditions.

Roadway

| The following characteristics meet the desired maintenance conditions when: | |
|---|---|
| Pavement Conditions | For parking areas: 100% free of potholes (exposed base) in any area within the pavement (not to include paved shoulders). For ramps and roadways: No defect is greater than ½ square foot in area, and no single measurement 1½ inches or greater in depth. No pervious base exposed in any single hole. Depression / bump: No deviation exceeds ¾ inch for any area greater than one (1) square foot. No single measurement may exceed 2 inches in depth. |
| Highway Lighting | 90% of the total highway lighting is functioning as originally intended. No single light or pole has missing light covers, cracked or damaged poles or bases, with no exposed wires or obstructions to the access panels. The same light must not be out for two inspections in a row. |
| Highway /Roadway Signs | 95% of all signs are clean, not leaning more 1 inch per foot, in place and meet the design standards from the installation date, and function as originally intended. |
| Object Markers / Delineators | 80% of object markers and delineators with reflective tape are in place; clean, maintained, not leaning more than 1 inch per foot, meet the design standards of the installation date, and function as originally intended. Including markers on guardrail and barrier wall. |
| Striping | 90% of striping for parking delineation must be visible, reflective at night, function as originally intended, with no more than fifty two (52) continuous feet of edge line deficient striping present. |
| Symbols | 70% of each pavement symbol and included RPMs is visible, reflective at night, and functioning as originally intended. |
| RPM's | 70% of the required markers are functional (reflective). If edge line was originally installed with RPM's, no edgeline should be without a reflective marker for more than 100 continuous feet. |
| Shoulders/Slope | No shoulder, paved or unpaved, has buildup greater than two (2) inches; no shoulder drop-off is greater than three (3) inches for twenty (20) feet in continuous length. No single area of ruts or washouts is greater than five (5) inches in depth, |
| Sweeping | Material accumulation has no single measurement greater than <u>3/4 inch</u> deep for 1 continuous foot in the pedestrian ramp, walk or travel way, may not exceed <u>1-1/2 inch</u> for <u>ten continuous feet</u> and/or may not exceed a single measurement of <u>2-1/4 inches</u> in depth for 1 continuous foot in any gutter. |
| Guardrail | Each run of guardrail is functioning as originally intended. |
| Drainage | 60% of the cross-sectional area of each pipe functions as originally intended. 85% of inlet openings are unobstructed, with no exposed steel in broken areas of concrete on curb inlets. 90% of each miscellaneous drainage structure functions as originally intended. The ditch bottom elevation may not vary ¼ of the difference between the natural ground and the ditch design flow line. There are no erosions, washouts, or buildups that adversely affect the flow of water. Curb gutters, retention/detention ponds and siltation devices function as originally intended and are maintained to current permit standards. |

Roadway

Pavement Conditions:

Parking areas: 100% free of potholes (exposed base) in any area within the pavement (not to include paved shoulders).

Ramps and roadways: No defect is greater than ½ square foot in area, and no single measurement is 1½ inches or greater in depth. No exposed pervious base in any single hole.

Depression / bump: No deviation exceeds ½ of an inch for any area greater than one (1) square foot. No single measurement may exceed two (2) inches in depth.

For inspection purposes: Inspect roadways, ramps and parking areas for the above maintenance conditions.

Evaluation: Check parking area pavement for potholes with exposed base or defects in the pavement. Measure the pothole or depression in the pavement, length x width and/or depth. If the area of the pothole or depression in the pavement is greater than the above criteria it would not meet desired conditions.



Pothole in the parking area. It would have to be measured for length, width and depth to see if it meets maintenance conditions.



This pothole has exposed base, is greater than one square foot, and is 2 inches in depth and would not meet desired maintenance conditions.



This is an example of a depression next to a curb inlet. The depressed area is more than 1 square foot and greater than 2 inches in depth; this would not meet desired maintenance conditions.



Example of a spalled area in rigid pavement. Measure the size of the area and depth to calculate for pot hole or depression under pavement criteria.

Roadway

Highway Lighting:

100% No single light or pole has missing light covers, cracked or damaged (punctured or leaning from being hit) poles or bases, or exposed wires or obstructions to the access panels.

90% Highway lighting is functioning as originally intended, and any single light must not be out for two inspections in a row.

No two consecutive illuminates are inoperable.

For inspection purposes: Inspect all highway and parking lot lighting for the above conditions for each facility.

Evaluation: Inspect lighting structures for defects, exposed wires, and verify that access panels are in place during the day for each light pole. Inspect area at night to ensure 90% of the total lighting is working and functioning as originally intended. Count the total number of lights and multiply by .9, this will give you the total number of lights that must be working.

EXAMPLE: If the total number of lights in the area is 20 x .9 = 18, 18 of the 20 lights must be working. If more than 2 lights are not working this example would not meet desired conditions.

NOTE: (Exposed wires may be reported to the responsible party for attention).



Unsecured access panel, this would not meet desired maintenance conditions.



Damaged to the lighting base, this would not meet desired maintenance conditions.



This light is not working; count the total number of highway lights in the facility to determine if it is more than 90%.



Missing light pole would not meet conditions. Count total number of working light compare with the number of non-working or missing.



Cover lids are to be properly secured with bolts if lid is designed to have bolts.

Roadway

Signs: Rate total number of signs adjacent to the roadway entire rest area.

95% of all signs are in place; clean, not leaning more than 1 inch per foot, meet the design standards from the installation date, and function as originally intended.

For inspection purposes: Inspect each sign in the parking lots, ramps, and on the grounds for vehicular traffic for the above conditions.

Evaluation: Inspect each sign for the above conditions. Count the total number of signs evaluated and multiply by .95, this will give you the total number of signs that must meet conditions.

Example: If you have 25 signs within the facility; $25 \times .95 = 23.75$, round up to 24. If there are more than two signs in the facility that do not meet conditions, this characteristic would be rated as a no.



This sign panel is installed more than 2 inches above the fuse cut and would not meet desired maintenance conditions.



The slip base on this sign is more than 4 inches and would not meet desired maintenance conditions.



This sign post is leaning more than 1 inch per foot and would not meet desired maintenance conditions.



Sign face is faded or dirty and would not meet conditions. Calculate the total number of signs with the total number that do not meet desired conditions.

Roadway

Object Markers / Delineators:

80% of object markers and delineators are in place; clean, maintained with reflective tape, not leaning more than 1 inch per foot, meet the design standards of the installation date, and function as originally intended.

For inspection purposes: Inspect each delineator in the parking lots, ramps, and on the grounds to verify they meet the above conditions.

Evaluation: Inspect each object marker / delineator for the above conditions. For delineators, count the total number of delineators evaluated and multiply by .80, this will give you the total number of delineators that must meet conditions.

Example: If you have a total number of 40 delineators in the facility; $40 \times .80 = 32$. Thirty (32) delineators must meet the desired conditions, if there are more than 10 delineators that do not meet conditions, this characteristic would be rated as a no.



Inspect each delineator and count the total number on site.



This delineator is leaning more than 1 inch per foot and would not meet desired maintenance conditions.

Roadway

Striping:

90% of striping for parking delineation must be visible, reflective at night, function as originally intended, with no more than 52 continuous feet of deficient edge line striping present.

For inspection purposes: Inspect each striping line in the parking lots, ramps, and on the grounds to verify they meet the above conditions.

Evaluation: Measure the length and width of the striping line to determine if more than 10% of the striping for parking delineation, or more than 52 continuous feet of deficient edge line will not meet desired maintenance conditions

Example: Measure the length of the striping that will not meet conditions during day and night time evaluations, if it is more than 10% of the total feet of striping for parking delineation or 52 continuous feet of deficient edge line this characteristic would not meet desired maintenance conditions.



Example of striping in parking area.



Example of edge line covered with grass, if the striping covered in grass is more than 52 continuous feet in length and not the proper width 5.6 inches?; this would not meet desired maintenance conditions.



Example of striping that would not meet desired maintenance conditions.

Roadway

Symbols:

90% all pavement symbols and included RPMs are visible, reflective at night, and functioning as originally intended

For inspection purposes: Inspect each symbol in the parking lots, ramps, and on the grounds to verify they meet the above conditions.

Evaluation: Determine the total square footage of all symbols within the area, and multiply by .7. This will be the total square footage need to meet desired conditions. Determine the total square footage of the symbol that does not meet conditions. If this square footage is greater than the allowable calculation, this characteristic would not meet conditions. (The Design Standards can be referenced to determine the square footage of symbols).

Example: If the total square footage of a symbol is 15 square feet; $15 \times .7 = 10.5$ square feet of the symbol must meet conditions. Measure the amount of the symbol that does not meet conditions, if it is more than 4.5 square feet, this characteristic would not meet desired maintenance conditions.



Example of symbols in a parking area.



Example of symbol on roadway / ramp areas.

Roadway

RPMS:

70% of the required markers are functional (reflective). If edge line was originally installed with RPM's, no edgeline should be without a reflective marker for more than 100 continuous feet.

For inspection purposes: Inspect each raised pavement marker (RPM) in the parking lots, ramps, and on the grounds to verify they meet the above conditions.

Evaluation: Measure the distance between two functioning RPMs and if there is more than 100 feet between them this will not meet desired maintenance conditions.

Example: The total distance between two functioning RPMs is more than 100 feet this will not meet conditions.



Example of missing RPMs on ramp edge line striping.

Roadway

Shoulders/Slopes (front, back, or ditch):

No shoulder, paved or unpaved, has buildup greater than two (2) inches; no shoulder drop-off is greater than three (3) inches for twenty (20) feet in continuous length. No single area of ruts or washouts is greater than five (5) inches in depth for shoulder or slopes.

For inspection purposes: Inspect the paved and unpaved shoulders around the parking lots, ramps, and on the grounds to verify they meet the above conditions.

Evaluation: Inspect the paved and unpaved shoulders for the following:

Are there any washouts or ruts that are greater than (5) inches in depth for shoulder or slopes?

Measure any area of buildup on the shoulder to determine if it is greater than (2) inches.

Measure any drop off of the paved and unpaved shoulders adjacent to the pavement to determine if it is greater than (3) inches for 20 continuous feet in length.

If any of these conditions exist, the shoulders would not meet desired maintenance conditions.



Example of a drop in the paved shoulder that is greater than 3 inches in depth. If this is continuous for more than 20 feet, it would not meet desired maintenance conditions.



Buildup on the unpaved shoulder. If the buildup is greater than 2 inches for 20 continuous feet; this would not meet desired maintenance conditions.



Roadway
Shoulders:



Any single area greater than 5 inches in depth would not meet desired maintenance conditions.



Any single area greater than 5 inches in depth would not meet desired maintenance conditions.

Roadway

Sweeping:

Material accumulation is not greater than 3/4 inch deep for more than 1 continuous foot in the pedestrian ramp, walk or travel way, may not exceed 1-1/2 inch for ten continuous feet and/or may not exceed 2-1/4 inches in depth for more than 1 continuous foot in any gutter.

For inspection purposes: Inspect each pedestrian ramp, walk or travel way, and all gutters to verify they meet the above conditions.

Evaluation: Inspect each pedestrian ramp, walk or travel way and measure the depth of any collected sand, dirt, or debris to ensure it meets the above standards.

Inspect all gutters for a buildup of sand, dirt, and/or debris, measure the length and depth of debris for the above conditions.

Do not rate curb inlet throats for sweeping.



Measure the length and depth of the accumulation of material in the gutters if it is more than 1 1/2 inch for 1 continuous feet or one area or a build-up for one continuous foot with a single measurement of 2 1/4 inches.

Roadway

Guardrail:

Each run of guardrail is functioning as originally intended.

For inspection purposes: Inspect each section of guard rail around the parking lot, ramps, and grounds, to determine if they meet the above conditions.

Evaluation: Determine the general condition of each section of guardrail. Check for damaged rail, missing or damaged post or blocks, connecting hardware, damaged or missing reflectors and end treatments. Check guardrail panels for proper lap of panels at joints; verify that reflective hazard markers are installed according to The Department's Design Standards.

Each single run of guardrail does not meet standards when any of the following exist:

- 1) Any missing posts, offset blocks, panels or connection hardware.
- 2) Nuts threaded more than 1 inch to the anchor plate on end treatment cables and anchor rods (measurements should be checked with end treatment cable taut).
- 3) Any section that is 3 inches above or 1 inch below the desired elevation for 25 continuous feet.
- 4) The backup plate does not fit snugly behind the rail. There should be some point of contact.
- 5) The bearing plate is not secured to prevent rotation
- 6) End anchorage cable is not drawn taut; with more than 1 inch deflection
- 7) Damaged end sections.
- 8) The rail has been penetrated.
- 9) More than 10% of the guardrail blocks are twisted.
- 10) More than 10% of the wooden posts or blocks are rotten or deteriorated.
- 11) Any panel lapped incorrectly.

NOTE: Consideration should be given to the Design Standards that were used during the original construction of the guardrail.

NOTE: Clarify percentage of reflectors on guardrails



Damaged guardrail, this would not meet desired maintenance conditions.



Damaged guardrail that is pulled away from the block, this would not meet desired maintenance conditions.



Damaged end section, this would not meet desired maintenance conditions.



Missing hazard markers reflectors, this may not meet desired maintenance conditions.



The cable is not taut and may deviate more than 1 inch, this may not meet desired maintenance conditions.

Roadway

Drainage:

60% of the cross sectional area of each pipe functions as originally intended.

85% of inlet openings are unobstructed, with no exposed steel in broken areas of concrete on curb inlets.

90% of each miscellaneous drainage structure functions as originally intended.

The ditch bottom elevation may not vary $\frac{1}{4}$ of the difference between natural ground and the ditch design flow line. There are no erosions, washouts, or buildups that adversely affect the flow of water.

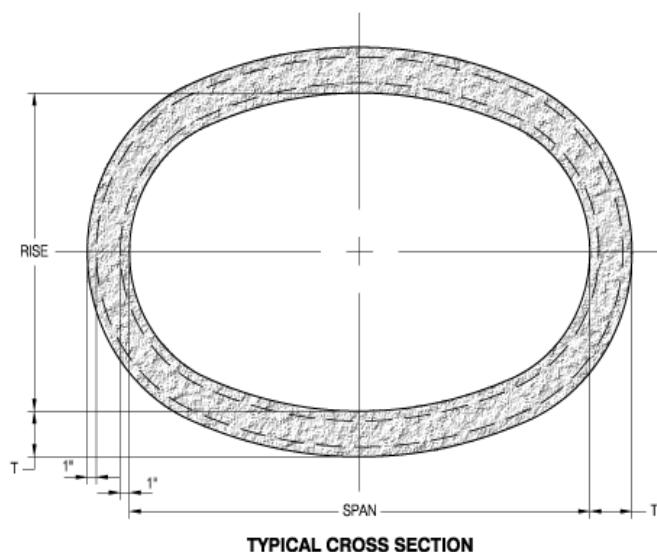
Curb gutters, retention/detention ponds and siltation devices function as originally intended, and are maintained to current permit standards.

For inspection purposes: Inspect each drainage structure in the facility to determine if they meet the above conditions.

Evaluation: Inspect the drainage systems in the area for the following:

- Measure the cross sectional area of each side or cross drain pipe to determine that 60% is unobstructed.
- Measure the opening of each inlet to determine if 85% is unobstructed from grass, dirt, or debris, with no exposed steel in broken areas of concrete on curb inlets.
- Measure each miscellaneous drainage structure to determine if 90% is unobstructed and functioning as intended.
- Measure each ditch bottom for buildup. Determine if there are any variances that measure $\frac{1}{4}$ of the difference between natural ground and the ditch design flow line. Verify that there are no erosions, washouts, or buildups that adversely affect the flow of water.
- Inspect all curbs and gutters, retention/detention ponds and siltation devices to determine if they are functioning as originally intended and maintained to current permit standards.
- Measure the depth of eroded areas in the front and back slope to determine if there are any eroded areas greater than 6 inches.

If any of these conditions exist on any drainage structure, drainage would not meet the desired maintenance conditions.



***SIDE/CROSS DRAIN & MISC. DRAINAGE DESIRED
OPEN***

| Round Pipe* (inches) | 60% (inches) | | Elliptical Pipe Rise (inches) | Elliptical Pipe Span (inches) | 60% Rise (inches) | 60% Span (inches) |
|----------------------|--------------|--|-------------------------------|-------------------------------|-------------------|-------------------|
| 12 | 7 | | 14 | 23 | 8 | 14 |
| 15 | 9 | | 19 | 30 | 11 | 18 |
| 18 | 11 | | 24 | 38 | 14 | 23 |
| 21 | 13 | | 29 | 45 | 17 | 27 |
| 24 | 14 | | 34 | 53 | 20 | 32 |
| 27 | 16 | | 38 | 60 | 23 | 36 |
| 30 | 18 | | 43 | 68 | 26 | 41 |
| 36 | 22 | | 48 | 76 | 29 | 46 |
| 42 | 25 | | 53 | 83 | 32 | 50 |
| 48 | 29 | | 58 | 91 | 35 | 55 |
| 54 | 32 | | 63 | 98 | 38 | 59 |
| 60 | 36 | | 68 | 106 | 41 | 64 |
| 66 | 40 | | 72 | 113 | 43 | 68 |
| 72 | 43 | | 77 | 121 | 46 | 73 |

*Based on inside diameter
% Rounded to nearest inch.

Roadway
Drainage:



Measure the diameter inside the cross drain pipe, then measure the unobstructed opening to determine if it meets the desired maintenance conditions.



Measure the total area of the grate inlet and the obstructed area to determine if 85% is unobstructed.



Measure inlet opening and determine the percentage of opening area obstructed.



The exposed steel in this curb inlet would not meet the desired maintenance conditions.

Roadway
Drainage:



Edge drains are rated as miscellaneous drainage. 90% should be unobstructed, with hardware cloth in place.



Measure the pipe opening to determine if 90% is unobstructed.



Build-up of grass and dirt in this paved ditch would not meet desired maintenance conditions for miscellaneous drainage.



If the buildup in this ditch obstructs the flow of water, it would not meet desired maintenance conditions.



Grate missing hardware, an anchor bolt in the corner this would not meet desired conditions.

Grounds

| The following characteristics meet the desired maintenance conditions when: | |
|---|--|
| Turf Conditions | Grass is mowed, no scalping, no bare ground areas larger than five (5) square feet where grass should be present and could be growing (example not shady areas), and no areas of untreated invasive species. No areas with a grass height more than 5 inches not including seed stalks. Active documented pest control treatment with application logs on file, to include dates, times, product used and target species. Invasive and bugs |
| Vegetation/Landscaping | 90% of each landscaped area has evidence of pruning, mulching and weeding, with no dead or dying plants. Do not include trees. |
| Litter | No more than three (3) cubic feet of litter per facility present. Not to include designated stock pile area. |
| Trash Receptacles | Trash receptacles and lids are clean, free of damage, with access door secured in place. Plastic liners are present; the receptacles are emptied as necessary to enable the receptacle to function as intended. |
| Recycle Receptacles | Receptacles are located in a highly visible area, providing bins for aluminum, and plastic. Receptacles are clean, well-marked and functioning as originally intended. |
| Exterior Lights | 90% of exterior lighting is functioning as originally intended No adjacent lights are out. |
| Sidewalks | No trip hazards are present; 99.5% of sidewalks have no deviation greater than ¼ inch. No unsealed joints or cracks greater than ¾ inch. |
| Edging and Trimming | No encroachment, vegetation or debris for more than six (6) inches on to the curb or sidewalk for ten (10) continuous feet, and no deviation of soil more than four (4) inches above or two (2) inches below the top of the curb and/or sidewalk. |
| Tree Trimming | No limbs lower than 10 feet above sidewalk or walkways where pedestrian traffic is present, or 14 ½ feet above the face of the curb or travel way. |
| Flags | Flags on display are of a respectable condition, with no fading or damage present. If all three flags are flown from a single flag pole, the order is: United States Flag, POW/MIA Flag, and State of Florida Flag. Flags are to be raised at sunrise and lowered at sunset, or illuminated after sundown with a light dedicated to each flag |
| Picnic Areas | Each picnic area, including slab, shelter and table, are clean, free of hazards, graffiti, mildew, and faded or peeling paint. All picnic areas, including water spigots, are functioning as originally intended. Wood shelters and table should be free of splinters and carvings, properly sealed and secured in place. |
| Tripping Hazards | No trip hazards are present; Broken or missing utility lids, or obstacles greater than 3 inches above or below ground in pedestrian paths. |
| Pest Control | No untreated nests, hives, or mounds with active pest / insects. |
| Fencing | Fence is not less than two-third (2/3) of its original height, including barbed wire, with no unrestricted opening present. All fencing within the rest area, except right of way fence, should be free of vegetation. No fence should have exotic invasive species present. |

Grounds

Turf Conditions:

Grass is mowed, no scalping, no bare ground areas larger than five (5) square feet where grass should be present and could be growing (example not shady areas), and no areas of untreated invasive species. No areas with a grass height more than 5 inches not including seed stalks.

Active documented pest control treatment with application logs on file, to include dates, times, product used, and target species. Add form number of application log required.

For inspection purposes: Inspect turf throughout the entire facility for the above maintenance conditions.

Evaluation: Inspect the entire area for acceptable mowing conditions, with no areas greater than 5 square feet where grass should be present, and no areas of untreated invasive plants.

NOTE: Treatment of exotic invasive species is to be documented on herbicide application logs.



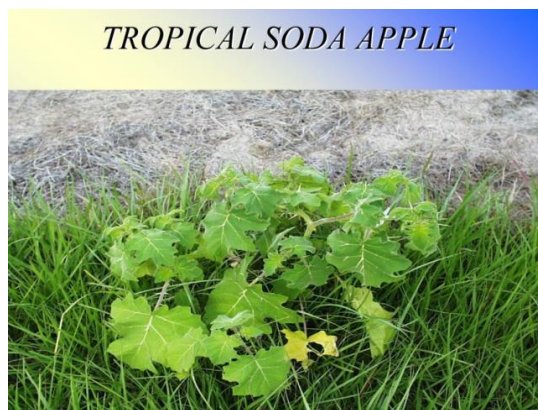
Example of mowed turf in picnic area.



Example of more than 5 square feet of bare ground, this would not meet desired maintenance conditions.



Untreated exotic invasive plants, like Cogon grass and Imperata cylindrical would not meet desired maintenance conditions.



Untreated exotic invasive plants, such as Tropical Soda Apple and Solanum viarum would not meet desired maintenance conditions.

Grounds

Vegetation/Landscaping:

90% of each landscaped area has evidence of pruning, mulching and weeding, with no dead or dying plants.

For inspection purposes: Inspect each landscape area for the above conditions.

Evaluation: Inspect each landscape area for pruning, verify that mulch is present and the area has been weeded, with no dead or dying plants.

Dead or dying plants should be replaced with the same or equal substitute plants. If the original plants were not suitable for soil and/or climate conditions, substitute plants approved by the department may be planted.



Example of well-maintained landscape area.



This landscape area does not meet desired maintenance conditions.

Grounds

Litter:

There is not more than three (3) cubic feet of litter per facility present.

For inspection purposes: Inspect parking areas, roadway, ramps, and grounds to determine if they meet the above conditions.

Evaluation: There should not be more than 3 cubic feet of litter cumulative per facility, this would not meet desired maintenance conditions.

Example: If the total amount of litter at a facility is more than what would fit into a 3 foot x 1 foot x 1 foot box then this will not meet conditions.



The tire alongside the exit ramp and other scattered litter is more than 3 cubic feet and would not meet desired maintenance conditions.



If the piece of tire alone is less than 3 cubic feet, and if no other litter is present, this could possibly meet the desired maintenance conditions.

Grounds

Trash Receptacles:

Trash receptacles and lids are clean, free of damage, with access door secured in place. Plastic liners are present; the receptacles are emptied as necessary to enable the receptacle to function as intended.

For inspection purposes: Inspect each trash receptacle within the facility to determine if they meet the above conditions.

Evaluation: Inspect each trash receptacle and lid to be in good working order, clean, painted, plastic liner in place, access door secured in place, with no sharp edges or major rust damage present. Verify that receptacles are and emptied as necessary so they are able to function as intended.



Access door not secured, this would not meet desired maintenance conditions.



Lid not secured, this would not meet desired maintenance conditions.



Trash receptacle is full; this would not meet desired maintenance conditions.



There is rust damage along the bottom of this receptacle. If this damage reduces the structural integrity of the receptacle, it would not meet the desired maintenance conditions.

Grounds

Recycle Receptacles:

Receptacles are located in a highly visible area, providing bins for aluminum, and plastic. Receptacles are clean, well-marked and functioning as originally intended.

For inspection purposes: Inspect each recycle receptacle within the facility to determine if they meet the above conditions.

Evaluation: Inspect each recycle receptacle and lid to be in good working order, clean, painted, legible markings identifying type of recycle items, plastic liner in place, access door secured, no sharp edges, no major rust damage, in a highly visible location, and emptied as necessary.



Recycle receptacles for plastic and aluminum; access doors should be secured on this type of receptacle.



This container is marked for recycling, but does not identify the material.



Different styles of recycle receptacles.

Grounds
Recycle Receptacles:



Examples of different styles of recycle containers, aluminum, and plastic trash drums.



Examples of different styles of recycle containers. Green recycle containers should not be used.



Grounds

Building Exterior Lights:

90% of exterior lighting is functioning as originally intended. No adjacent lights are out.
For inspection purposes: Inspect each of the exterior lights within the facility to verify that they meet the above conditions.

Evaluation: Inspect each of the exterior lights on and around the buildings. Count the total number of lights at the facility and multiply by .9, this will provide the total number of lights that must be working.

Example: If there are 30 lights total, $30 \times .9 = 27$. Twenty-seven (27) lights must be working; if more than 3 lights are out, or if any two lights in a row are out, this example would not meet the desired conditions.



Example of lighting in foyer area.



Example of building light not working. The lights under the roof will be included as foyer lighting.



This fixture with a cracked/broken lens would not meet desired conditions.

Grounds

Sidewalks: Don't rate edge of sidewalks for drop offs

No trip hazards are present; 99.5 % of sidewalks have no deviation greater than 1/4 inch.

No unsealed joints or cracks greater than 3/4 inch.

For inspection purposes: Inspect each sidewalk within the facility to determine if they meet the above conditions. For purposes of evaluating this characteristic, one linear foot of misalignment or cracking not meeting desired conditions equals one square foot of sidewalk area. Do not exceed one linear foot of cracking in a one square foot area.

Evaluation: Measure the length of sidewalk and multiply by the width of sidewalk to determine the total area. Then multiply the total area by 0.005 to determine the maximum area that can have vertical misalignments greater than 1/4 inch or horizontal cracks greater than 3/4 inch. Measure any rigid objects protruding from concrete sidewalk greater than 1/4 inch in height, also measure for single misalignment greater than 1 1/2 inches.



Example of sidewalk edged and swept.



Sidewalk repaired.

SIDEWALK TABLE

| Total Length (ft) | Width (ft.) | Area (sq.ft) | 99.5% (sq.ft) | 0.5% (sq.ft) |
|-------------------|-------------|--------------|---------------|--------------|
| 528 | 5 | 2640 | 2627 | 13 |
| 1056 | 5 | 5280 | 5254 | 26 |
| 528 | 4 | 2112 | 2101 | 11 |
| 1056 | 4 | 4224 | 4203 | 21 |

Grounds

Edging and Trimming:

There should be no encroachment of vegetation or debris for more than six (6) inches on to the curb or sidewalk, and no deviation of soil more than four (4) inches above or two (2) inches below the top of the curb and/or sidewalk for 10 continuous feet.

For inspection purposes: Inspect each curb and sidewalk within the facility to determine if they meet the above conditions.

Evaluation: Inspect each curb or sidewalk around the buildings, roadway, parking areas and grounds for encroachment of vegetation or debris, any deviation or soil buildup of 4 inches above or 2 inches below the top of curb or sidewalk. Measure the encroachment, drop off, or build up to determine if any of the above conditions are present.



Deviation of soil for more than 2 inches, this would not meet desired maintenance conditions.



Encroachment is greater than 6 inches from the edge of sidewalk.

Grounds

Tree Trimming:

No dead and dying trees within the limits of the right of way that could fall in the clear zone, across the right-of-way fence, or present a hazard to vehicles, adjacent property owners or pedestrians that create a hazard.

No limbs are lower than ten (10) feet above sidewalk or walkways where pedestrian traffic is present, or fourteen (14 ½) feet above the face of the curb or travel way.

Trees may not block any part of signs.

For inspection purposes: Measure low hanging tree limbs over sidewalks and travel ways to determine if they meet the above conditions.

Evaluation: Inspect the area for low branches or tree limbs encroaching sidewalks or travel ways. Measure from the top of the sidewalk or travel surface to the lowest branch of leaves. If the limb hangs lower than the above standards, it would not meet desired conditions.



Examples of tree limbs hanging over travel ways and sidewalks.

Grounds

Flags:

Flags on display are of a respectable condition, with no fading or damage present. The United States Flag, the POW/MIA Flag, and the State of Florida Flag are required. When flown on separate flag poles, the United States Flag should be displayed from the highest pole. If displayed from poles which are of the same height and in a straight line, the flag of the United States is always placed in the position of honor—to its own right. The other flags may be smaller but none may be larger.

If all three flags are flown from a single flag pole, the order the flags are as follows: United States Flag, POW/MIA flag, and State of Florida Flag. Flags are to be raised at sunrise and lowered at sunset, with the United States Flag raised first and taken down last. If the flags are not lowered at sunset, they may be illuminated with a light dedicated to each flag pole. For two flagpoles, the POW/MIA flag is flown on the same pole as the American flag, below the American flag (this pole should be to the flag's own right of the second pole). The State of Florida Flag should fly on the second pole.

For inspection purposes: Inspect the flags to verify that they meet the above conditions.

Evaluation: Inspect the flag poles and flags. The flag poles should be without damage and in good working order. If any flag is damaged, faded, or displayed in the wrong order than stated in the above standards, it would not meet the desired conditions.



Flags displayed on a single pole and on a two pole system.



These flags displayed would not meet desired maintenance conditions.

Grounds

Picnic Areas:

Each picnic area, including slab, shelter and table, are clean, free of hazards, graffiti, mildew, and faded or peeling paint. All picnic areas, including water spigots, are functioning as originally intended. Rate as designed rate drop offs due to washouts / erosion.

Wood shelters and tables should be free of splinters and carvings, properly sealed and secured in place.

For inspection purposes: Inspect each picnic shelter and the surrounding area to determine if they meet the above conditions.

Evaluation: Inspect each picnic slab, shelter, table and the grounds around the area for the above standards.



Inspect the slab, table and area adjacent for above desired maintenance conditions.



Inspect slab, shelter, table, and the area adjacent to the shelter.



Exposed wires in conduit box would not meet desired maintenance conditions.



Mildew and peeling paint on this shelter would not meet desired maintenance conditions.

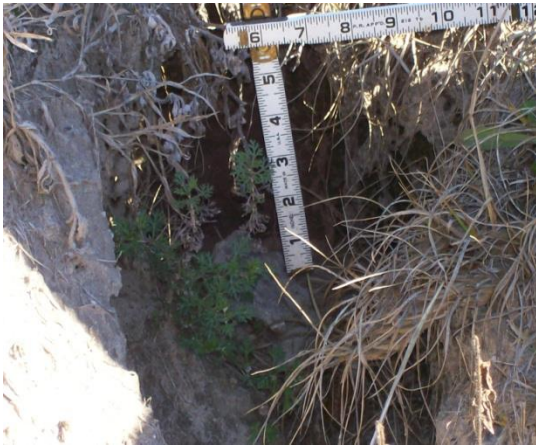
Grounds

Tripping Hazards:

No trip hazards are present; Broken or missing utility lids, or tree roots greater than 3 inches above ground, and any holes greater than 6 inches deep in the common area.

For inspection purposes: Inspect utility lids to make sure they are not broken or missing. Measure tree roots to ensure they are not greater than 3 inches from ground, and any holes greater than 6 inches in depth.

Evaluation: Inspect the common area frequented by visitors for the above conditions. would not meet the desired conditions. High traffic areas around the buildings and picnic areas.



Large hole, 6 inches deep in the common and picnic area grounds this would not meet the desired maintenance conditions.



Missing valve cover in the common area this would not meet the desired maintenance conditions.



Tree root is greater than 3 inches above natural ground this would not meet desired maintenance conditions.

Grounds

Pest Control:

No untreated nests, hives, or mounds with active pest / insects.

For inspection purposes: Inspect the building, grounds and surrounding area for untreated nests, hives, or mounds with active pests or insects. No ant mounds one square foot or larger, no active wasps, bees or yellow jackets hives or nests. This may be done if documentation is available showing treatment as well.

Evaluation: Inspect the common area frequented by visitors for the above conditions.



Example of an active ant bed. Measure the area of the ant bed if it is one square foot or larger then it would not meet desired maintenance conditions.



Example of wasp nests. If wasps are present this would be considered active, and would not meet desired maintenance conditions.



Example of wasp nests. If wasps are present this would be considered active, and would not meet desired maintenance conditions.

Grounds

Fencing:

Fence is not less than two-third (2/3) of its original height including barbed wire, with no unrestricted opening present.

There is at least a 5 to 10-foot swath in front of facility owned fencing.

All fencing within the facility, except right of way fencing, should be free of any vegetation (living or dead). No fence should have exotic invasive species present.

For inspection purposes: Inspect all fencing at the facility to determine if it meets the above conditions.

Evaluation: Inspect all fences around the area for the above standards. Determine the original height of the fence, measure areas of the fence that are missing or pushed down. If the low areas are greater than 1/3 of the original height of the fence, if gates are not secured or if the fence fabric is cut or missing, the fence would not meet the desired conditions.



After determining the original height of the fence, measure the fence from natural ground to the top of the fence fabric or top strand of barbed wire to verify that it meets the desired maintenance conditions.



A section of this fence has been removed; this would not meet desired maintenance conditions.

Customer Services

| The following characteristics meet the desired maintenance conditions when: | |
|---|--|
| Bulletin Boards | Bulletin boards are functioning as originally intended, displaying current information to include maps, informational posters and missing person notifications. Bulletin board casings are clean and free of defects. |
| Phones | 100% of public telephones provided are clean and functioning as originally intended, with at least one phone having TTY capabilities, and meeting chapter 7 of the 2010 ADA Standards for Accessible Design. |
| | |
| Pamphlets/Publications | Publication stands are anchored or secured in place, with current permit identification. Area is clean. Brochure receptacles are clean and functioning as originally intended; brochures provided are FDOT approved with current information. |
| Vending | Vending area is clean |
| Pamphlets/Publications | Publication stands are anchored or secured in place, with current permit identification. Area is clean. |
| Eye Wash/Safety Shower | Eyewash and emergency safety showers may have more than one location, on the outside of the front scale house and in the back building inside the inspection bay. The equipment should be clean, good working order and function as intended. Eyewash equipment may also be portable eyewash bottles (check expiration date on bottles). |
| Inspection Bay/Ventilation System | Inspection bay is clean and equipment and materials are stored in an orderly manner. Truck inspection pit ventilation system is in good working conditions and functioning as originally intended. |

Attendants

| The following characteristics meet the desired maintenance conditions when: | |
|---|--|
| Uniform | 100 % Attendants are properly attired, easy to identify uniforms with an identification badge or company monogrammed shirt or jacket |
| Availability | One attendant 100% On duty at all times. |
| Supplies and Equipment | Supplies are available; all equipment, tools and hoses are properly stored |

Security Services Change vehicle requirement 1.4.6

| The following characteristics meet the desired maintenance conditions when: | |
|---|--|
| Security Guard Uniform and Equipment | Security Guard Uniform and Equipment: Security officers on duty are uniformed and armed pursuant to Chapter 493,F.S.; security officers and supervisors maintain active licensure.is in proper attire, with the personal equipment |
| Log Book/ License | Event log book or paperless/electronic system of is on site and available upon request. |

| | |
|--------------|---|
| License | Properly licensed, with current State of Florida Class "D" and Class "G" licenses. |
| Availability | Officer on duty, out of the vehicle, visible and available to the public. |
| Vehicle | Security vehicle may be in good aesthetic and operable condition, and must be legally drivable upon the interstate. Security vehicles may not be more than 10 years old or have more than 120,000 miles. An exception can be made if the vehicle is still in exceptional condition as judged by the District. Two wheeled vehicles are not allowed. Two (2) "Rest Area Security" signs must be placed on the vehicle, and parked in an obvious place. |

Customer Services

Bulletin Boards:

Bulletin boards are functioning as originally intended, displaying current information to include maps, informational posters and missing person notifications. Bulletin board casings are clean and free of defects.

For inspection purposes: Inspect the bulletin board case and contents to verify they meet the above conditions.

Evaluation: Inspect the entire bulletin board case for defects and sharp edges, verify that the glass is clean and doors are secure. Inspect the contents of the bulletin board to verify the maps and missing person notifications are current. Verify that all other information is clear and easy to read.



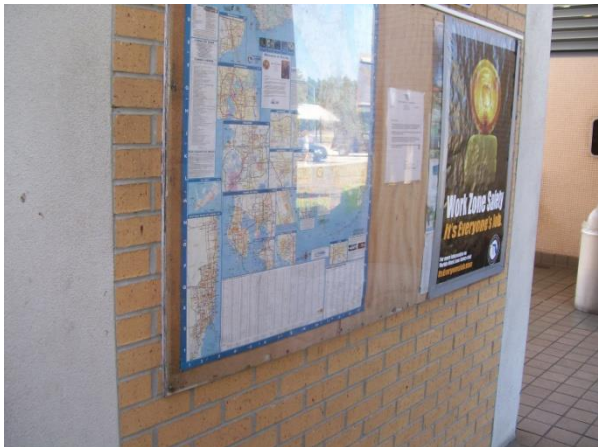
Bulletin board with current information neatly displayed.



Bulletin board display case.



Bulletin board glass is fogged and/or scratched; this would not meet desired maintenance conditions.



Bulletin board case is missing the edge trim; this would not meet desired maintenance conditions.

Customer Services

Phones:

100% of public telephones provided are clean and functioning as originally intended, with at least one phone having TTY capabilities, and meeting chapter 7 of the current ADA Standards for Accessible Design.

For inspection purposes: Inspect each telephone to determine if they meet the above standards.

Evaluation: Public phones should be clean in appearance and a dial tone present. A minimum of one phone must have TTY capabilities, and meet all the requirements of chapter 7 of the current ADA Standards for Accessible Design.

If phones have been removed, all damage to the building should be repaired to an acceptable condition, with no exposed wires.



Examples of pay phones.



Examples of phones that have been removed in an unacceptable method, these examples would not meet desired maintenance conditions.

Customer Services

Pamphlets/Publications/Brochures:

Publication stands are anchored or secured in place, with current permit identification. Area is clean.

For inspection purposes: Inspect the pamphlet/publication area to determine if it meets the above conditions.

Evaluation: Inspect pamphlet/publication area to verify that all receptacles are secured in place, no hazards present, and it is clean in appearance.



Example of pamphlet/publication receptacles and the surrounding areas.



Receptacle has been removed, but anchor bolts left in place create a tripping hazard. This would not meet desired maintenance conditions.

Customer Services

Pamphlets/Publications/Brochures:

If applicable, brochure receptacles are clean and functioning as originally intended; brochures provided are FDOT approved with current information.

For inspection purposes: If present, inspect each brochure receptacle to verify they meet the above conditions.

Evaluation: Inspect each brochure receptacle to verify that it is clean in appearance, secured in place, and if required brochures are provided they contain current FDOT approved information.



Examples of brochure receptacles that have current information are neat in appearance and properly secured

Customer Services

Vending:

Vending area is clean. Customer service phone number to report problems should be a current working phone number. No surveillance cameras operational in the area. All storage areas for vending must be accessible at all times by FDOT/contractors.

For inspection purposes: Inspect the vending area to determine if it meets the above conditions.

Evaluation: Inspect vending area to ensure it is clean in appearance. Test call the customer service phone number to make sure it is a current working number.

Note: Vending equipment area issues should be brought to the attention of the appropriate Division of Blind Business Enterprise.



Examples of clean vending areas.



Behind vending machines should also be cleaned.

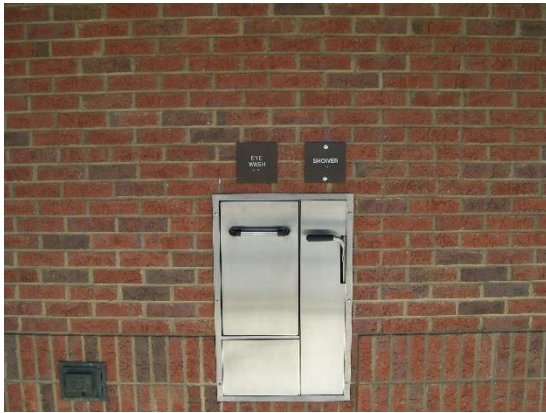
Customer Services

Eyewash and Safety Shower:

Eyewash and emergency safety showers may have more than one location, on the outside of the front scale house and in the back building inside the inspection bay. The equipment should be clean, good working order and function as intended. Eyewash equipment may also be portable eyewash bottles (check expiration date on bottles).

For inspection purposes: Inspect the eyewash and safety showers to determine if they meet the above conditions.

Evaluation: Inspect all eyewash and safety shower equipment throughout the facility to verify they are clean in appearance, have no broken or missing parts, clean water is dispensed when activated, and function as originally intended.



Examples of eyewash and safety shower equipment on buildings.



Examples of eyewash and safety shower equipment on buildings.



Missing door/covers would not meet desired maintenance conditions



Broken shower head would not meet desired maintenance conditions.



Broken or deteriorating plastic on eyewash station would not meet desired maintenance conditions.



Check expiration dates on portable eyewash bottles, make sure bottles and solution is clean.

Customer Services

Inspection Bay / Ventilation System:

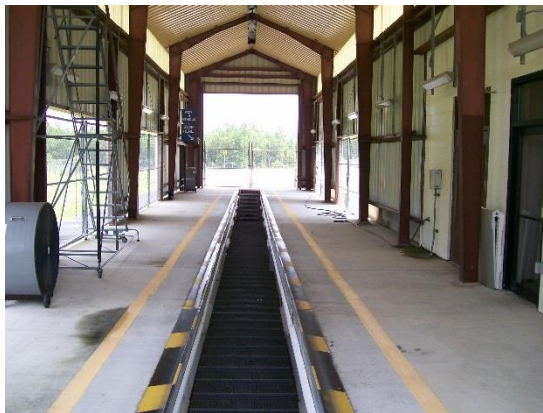
Inspection bay is clean and equipment and materials are stored in an orderly manner. Truck inspection pit ventilation system is in good working conditions and functioning as originally intended.

For inspection purposes: Inspect the truck inspection bay for cleanliness and to make sure all materials and equipment is stored in an orderly manner. Inspect pit ventilation system to ensure fans are in working condition, filters are clean, wall connection gauges are checked to include carbon monoxide sensors. To determine if they meet the above conditions.

Evaluation: Inspect truck inspection barn and pit to ensure the area is clean, and all materials and equipment are stored in an orderly manner. Turn on pit ventilation fans to ensure they are working, filters should be clean, all gauges are in good working order including carbon monoxide sensors, and function as originally intended.



Inspection Barn at Truck Comfort Station.



Clean orderly inspection bay and pit.



Materials stacked in front of fire extinguisher would not meet desired maintenance conditions



Hose on floor of inspection bay would not meet desired maintenance conditions.



Inspection of area, door and sink, but emergency shower and eyewash station inspected separate.



Inspection pit and ventilation system.

Attendants

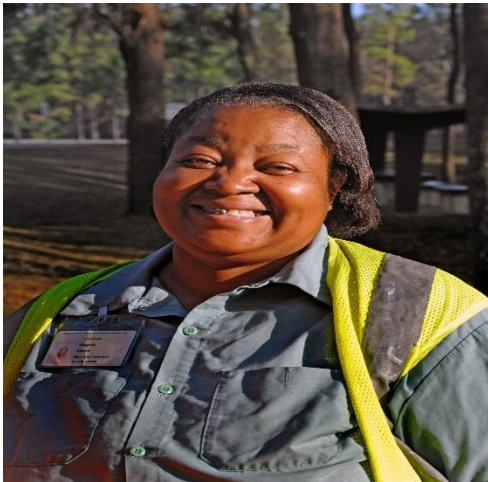
Uniform:

100% Attendants on duty are properly attired in easy to identify uniforms, with an identification badge or company monogrammed shirt or jacket.

For inspection purposes: Verify that each attendant meets the above conditions

Evaluation: Verify that each attendant on duty at the facility is in compliance with above.

NOTE: One staff member must speak English.



Rest area attendant in uniform.

Attendants

Accessible:

100% Attendant is on duty at all times.

For inspection purposes: There must be a minimum of one attendant on duty at all times.

Evaluation: Perform inspections during different times of the day/night to ensure there is an attendant on duty at all times.



Rest Area attendant is accessible and properly attired in a uniform with an identification badge.

Supplies and Equipment:

100% Supplies are available; all equipment, tools and hoses are properly stored.

For inspection purposes: Inspect each supply and equipment storage room in each building to verify that they meet the above conditions.

Evaluation: There should be adequate supplies on site for the attendants to perform the required services for the day. Supplies and equipment should be stored neatly, safely and protected from damage. Paper products should be stored off the ground in a dry location. Flammable products should be stored in a separate utility building away from the main building and the public. Equipment should not be left where it could endanger the public or be a safety hazard to the attendants.



Gas can and gas equipment should not be stored in main building, this would not meet desired maintenance conditions.



This is an example of a storage area that should meet maintenance conditions.



Garden hose not in use left on the ground could be a trip hazard; this would not meet desired maintenance conditions.



An example of a garden hose placed neatly out of the way when not in use.

Security Guard Uniform and Equipment:

Security officers on duty are uniformed and armed pursuant to Chapter 493, F.S.; security officers and supervisors maintain active licensure.

For inspection purposes: Observe the security guard during hours of operation to verify they meet the above standards.

Evaluation: Verify that the security guard is present, dressed in proper uniform, and have the required personal equipment.



Security Guard in uniform with personal equipment.

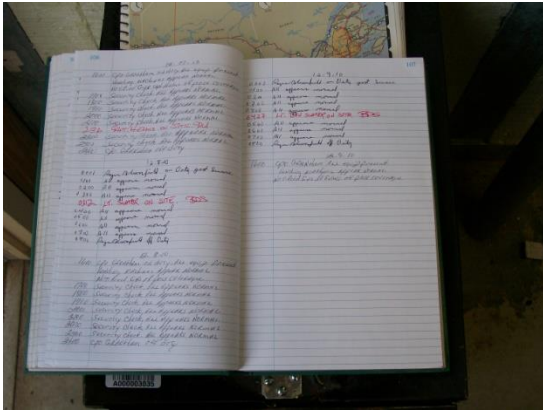
Security Services

Log Book:

Event log book is on site and available upon request. If electronic logs are being used, inspector must be provided access for review upon request.

For inspection purposes: Identify the log book, or electronic logs

Evaluation: Inspect the log book, or electronic logs at each rest area, review daily entries and documentation of events.



Example of security log book

Security Services

License:

Proper license: Current State of Florida Class "D" and Class "G" (or "TEMP G" when applicable) licenses or equivalent certification.

For inspection purposes: Verify that each security officer meets the above requirements.

Evaluation: Inspect each security guard for their current State of Florida Class "D" and Class "G" licenses or equivalent certification.



Copy of Security Guard Licenses

Security Services

Availability:

Officer should be on duty, out of the vehicle, if not actively conducting vehicle patrol or commuting between rest areas, visible and available to the public.

For inspection purposes: Inspect each rest area during security service hours to verify they meet the above conditions.

Evaluation: Inspect each facility when a security guard is on duty to ensure they are out of their vehicle, visible, and available to the public.



Security Guard parked incorrectly in a handicapped parking place. This would not meet desired maintenance conditions

Security Services

Vehicle:

Security vehicle may be in good aesthetic and operable condition, and must be legally drivable upon the interstate. Security vehicles may not be more than 10 years old or have more than 120,000 miles. An exception can be made if the vehicle is still in exceptional condition as judged by the District. Two wheeled vehicles are not allowed. Two (2) "Rest Area Security" signs must be placed on the vehicle, and parked in an obvious place.

For inspection purposes: Inspect the security vehicle to verify that it meets the above conditions.

Evaluation: Verify that the vehicle is on site, well maintained, has the proper identification signs, is parked in front of the building or in the designated parking place, and is not more than 10 years old, or as defined in the contract.



Examples of security vehicles parked at rest areas

Inspection Forms:

Rest Area / Welcome Centers / Truck Comfort Station

NOTES:

1. When coding the Inspection forms, use a "Y" for yes, "N" for no, "X" for not inspected at this time, and leave blank when a characteristic is not present at the facility. For example, since all of the facilities do not have countertops, when inspecting a facility where countertops are not present leave the field blank or that item.
2. When scoring an Inspection form manually, take the total number of passing characteristics and divide it by the total number of characteristics rated (less the blank entries) and multiply by the factor for that section.

EXAMPLE:

RESTROOMS have 14 possible characteristics. If no countertops present, there is a total of 13 characteristics to be rated. If nine (9) characteristics are rated "Y", two (2) characteristics are rated "N", and one (1) is rated with an "X" (counts as a yes) your calculation will be:

10 passing characteristics divided by 13 total characteristics = 0.769. Multiply 0.769 by the factor of 20, and the score for that section will be 15.38, rounded to 15.

(When using the electronic form, the calculations will be made by the form)

