



**STANDARD CRITERIA FOR THE UNIFORM
INSPECTION OF REST AREAS, WELCOME CENTERS,
WEIGH STATIONS, & WEIGH STATIONS WITH
TRUCK COMFORT STATIONS**

2024 Edition

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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 criterion 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.

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's investment.

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

Commercial Vehicles: Any self-propelled or towed vehicle used on a public highway in interstate commerce to transport passengers or property when the vehicle has a gross vehicle weight rating of 10,001 pounds or more.

Functioning as Originally Intended: The feature being referenced is installed or repaired according to Manufacturer's instructions and can be used for the purpose or service it is intended to provide.

Good Working Order: The equipment or component operates fully in accordance with its manufacturer's specification and operating manual. Its features and services have uninterrupted operation without limitation.

Motoring Public: Operators and passengers of various types of non-commercial vehicles.

Properly Attired: Rest area attendants and/or Security Officers are dressed in uniform.

Rest Areas: Facilities provided under the authority of the Code of Federal Regulations for the safety, comfort, convenience, relaxation, and informational needs of the motoring public.

Trip Hazard: Any substance or object that has the potential of contributing to the likelihood of a slip, such as water or wet products on smooth floors, or a trip, such as uncovered hoses or any change in floor level that is ¼ inch or greater.

Weigh Stations: WIMs or Stand-alone Weigh Stations without Truck Comfort Stations. Inspection of buildings, grounds, pavement, roadway, driver room if present

Weigh In Motion Stations: Weigh-in-motion or weighting in motion (WIM) stations use devices designed to capture and record axle weights and gross vehicle weights as vehicles drive over a measurement site, without requiring 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.

Welcome Centers: Rest Area facilities located near the State of Florida border which feature information centers that are operated and maintained by an approved Florida tourism marketing entity.

GENERAL NOTES

This handbook is supplementary to Department of Transportation procedure **850-045-003, Rest Area, Welcome Center, Weigh Station with Truck Comfort, and Weigh Station Management**, and all authorities referenced this procedure. In cases of discrepancy, details in the procedure and rule supersede information in this handbook.

The information contained in this handbook is intended solely for providing guidance for consistency in conducting inspections of rest area facilities. Although results of rest area inspections are used in the administration of contracts procured for facility operation and maintenance, contract administration is not the focus of this handbook. For leniency and other contract administration purposes refer to the scope and procedures applicable to the contract.

- ❖ Family restrooms are calculated independently and are not to be included with total characteristics in the facilities.
- ❖ When inspecting rest areas and WIMs, use the current version of the Inspection Spreadsheets.
- ❖ Fire Marshal inspections must be taken into consideration during routine inspections. If an inspector identifies a fire hazard issue it would constitute a Fire Marshal deficiency.
- ❖ When “Back up Roll” is referenced, for the purpose of this manual it is to mean If a toilet paper dispenser is designed to hold a spare roll, it must have at least 1 full roll.
- ❖ When “Sufficient” is referenced, for the purpose of this manual it is to mean that there is enough of a product to allow several uses of the product without running out.

- ❖ Motorists, excluding Commercial Vehicles, are provided up to three-hour parking at the facility. Commercial Vehicles are allowed up to 10 hours in accordance with the Florida Administrative Code Rule 14-28.

- ❖ The attendants and security officers must be easy to identify and have an identification badge.
 - ❖ New Security Officers should have a uniform before starting their shift at a Facility.
 - ❖ New attendants that have not been supplied with the proper uniform upon initial hire 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.

INSPECTION FORMS

- ❖ **Form 850-045-06, Rest Area Inspection** or an approved electronic version (or the Weigh Station with Truck Comfort or Weigh Station form as applicable), must be used during the inspection process. The latest version of the form can be accessed at: [Procedural Document Library \(fdot.gov\)](https://www.fdot.gov/procurement/procurement-library/).
- ❖ 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 the facilities do not have countertops, when inspecting a facility where countertops are not present leave the field blank on that item.
- ❖ 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 fourteen (14) possible characteristics. If no countertops are present, there are a total of thirteen (13) characteristics to be rated. Ten (10) characteristics are rated “Y”, three (3) characteristics are rated “N”, and one (1) is left blank (i.e., the countertops). “X” and blanks will not be counted in the final scoring.

The score calculation will be:

10 passing characteristics divided by 13 total characteristics = 0.769. Multiply 0.769 by the factor of twenty (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).

RESTROOMS/FAMILY RESTROOMS

The following characteristics meet the desired maintenance conditions when:

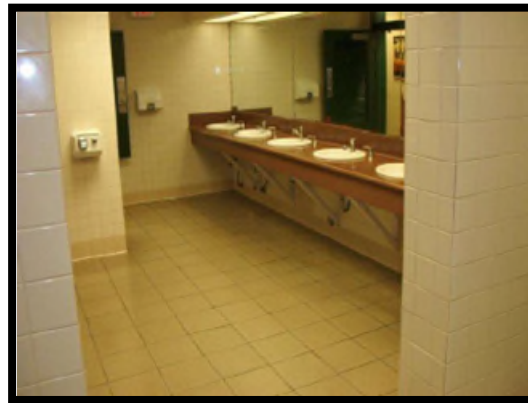
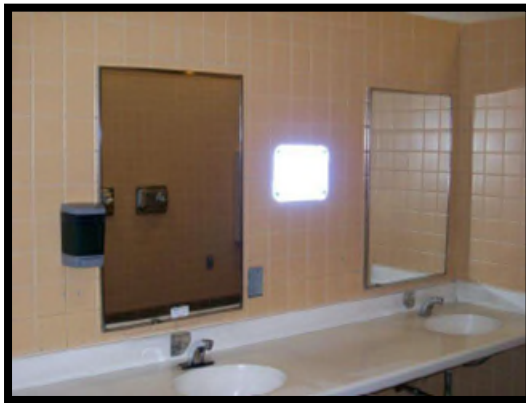
Countertops

Maintenance Criteria:

- ❖ 100% of countertops are free of graffiti, secured in place and free of major defects and sharp edges.
- ❖ 90% are clean and free of removable stains.

Evaluation:

- ❖ Each countertop must be clean, free of obscene graffiti with no major defects or sharp edges.



The countertops appear to meet desired maintenance conditions.



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



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

Sinks

Maintenance Criteria:

- ❖ 100% free of graffiti
- ❖ 90% of the total number of sinks, faucets, and drains in each facility, excluding family restrooms, are clean, free of removable stains, rust, and function as originally intended. Caulk is present and properly applied where intended, clean and free of mildew.

- ❖ **For Family Restrooms:** 100% of the sinks, faucets, and drains in each family restroom are clean, free of rust, graffiti and removable stains, caulk is present and properly applied where intended, clean and free of mildew, and function as originally intended.

Evaluation:

- ❖ A sink is inspected for the basin, faucet, drain, protective pipe wrapping (if required) and edge or trim to meet the above criteria.
- ❖ Count the total number of sinks being inspected and divide by the number of



sinks that did not meet criteria.
Faucet is corroded and would not meet desired maintenance conditions.



This sink appears to meet desired maintenance conditions.



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



The water is not draining properly and would not meet desired maintenance conditions.



This sink is properly functioning and appears to meet maintenance conditions.

Toilets/Urinals

Maintenance Criteria:

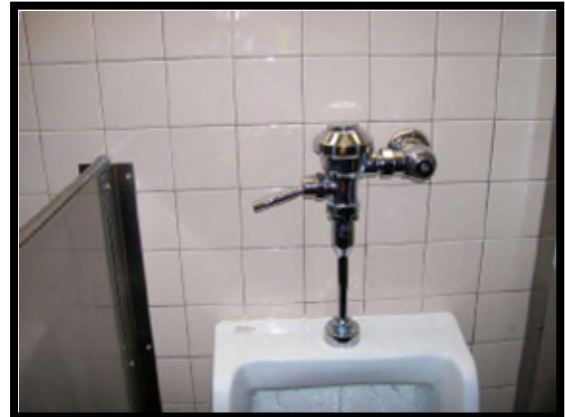
- ❖ 90% of the total number of toilets and urinals in each facility, excluding family restrooms, are clean, free of rust, and function as originally intended.
- ❖ **For Family Restrooms:** 100% of the toilets and urinals in the family restrooms are clean and function as originally intended.

Evaluation:

- ❖ Inspect each toilet or urinal in each facility to be clean inside and out and function as originally intended.
- ❖ Toilets or urinals are secured 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.



The toilet in this stall is missing and would not meet desired maintenance conditions.



The handle is stuck down, and the water is running. This would not meet desired maintenance conditions.



There is a problem with the urinals, and they are improperly covered and marked. This would not meet desired maintenance conditions.

Toilet Paper Dispensers

Maintenance Criteria:

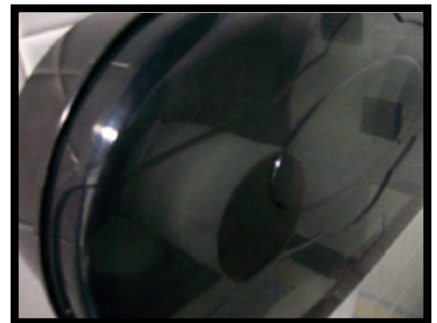
- ❖ 100% of toilet paper dispensers have sufficient toilet paper present and function as originally intended. Sufficient toilet paper must be available with a backup roll present, where applicable.

Evaluation:

- ❖ Inspect each toilet paper dispenser for a sufficient amount of paper or function as originally intended. Each dispenser should be complete, with all parts present, in good working order, and no sharp edges.



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



The above are examples of not having enough paper available per the design of the dispenser and would not meet desired maintenance conditions.

Toilet Partitions

Maintenance Criteria:

- ❖ 90% of partitions are clean, free of rust, and secured in place. Door latches, hooks, shelves, sanitary bins (if applicable) and hardware are present, and function as originally intended. Hardware can include but not be limited to rubber stops on the back of restroom doors, hinges, etc.
- ❖ 100% of partitions are free of graffiti, sharp edges, and holes, that are not due to hardware replacement. Small holes from modified hardware have no sharp edges and do not diminish the integrity of the partition. All hardware and screws are tight and secured in place.

Evaluation:

- ❖ Inspect each partition surface in the facility for the above conditions.
- ❖ To calculate the percentage of partitions which meet maintenance criteria, count the total number of partitions and the number partitions that did not meet the criteria.



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



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



The frame is missing a trim end cap from the partition would not meet desired maintenance conditions.



Partition door will not open properly because of damaged hinge and would not meet desired maintenance conditions.

Floors

Maintenance Criteria:

- ❖ 100% of floors are free of trip hazards. No blocked floor drains, wet paper, broken or missing tiles, and no misalignments greater than $\frac{1}{4}$ of an inch are present.
- ❖ 90% of the floors for each room are clean, free of removable stains and free of debris. Grout is in place, free of removable stains and mildew, and uniform in color throughout the facility.

Evaluation:

- ❖ Inspect each floor for trip hazards, or broken floor tiles, slippery surface, wet paper, miscellaneous debris and any misalignments in the floor or tile greater than $\frac{1}{4}$ inch.
- ❖ Calculate the total area of floors in each room and divide by the area of floor that did not meet the desired criteria.



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



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



Broken tile greater than $\frac{1}{4}$ inch in depth around floor drain would not meet desired maintenance conditions.



A blocked floor drain would not meet desired maintenance conditions.

Ceilings/Windows/Walls

Maintenance Criteria:

- ❖ 100% of electrical outlets and/or devices have no exposed wires. Covers are present and free of damage and rust.
- ❖ 100% of ceilings, windows, and walls are free of graffiti.
- ❖ 90% of the walls are clean, free of graffiti, broken tiles, and peeling paint. Vents are clean, free of rust and are present as originally intended. Ceilings are clean and free of mildew or broken ceiling tiles. Screens in place are clean, uniform in composition and function as intended.
- ❖ 90% of windows are clean and free of cobwebs, with no cracked or broken glass in windows.
- ❖ Screens on windows that are not routinely opened can be removed but must remain on site.
- ❖ Fan vents and screened covers must be free of visible dust buildup and stains.

Evaluation:

- ❖ Inspect the ceiling, windows, vents, screens, and walls in each restroom for above conditions. Inspect the ceiling in each facility for mildew, cobwebs, peeling paint, 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 windows that did not meet the criteria.



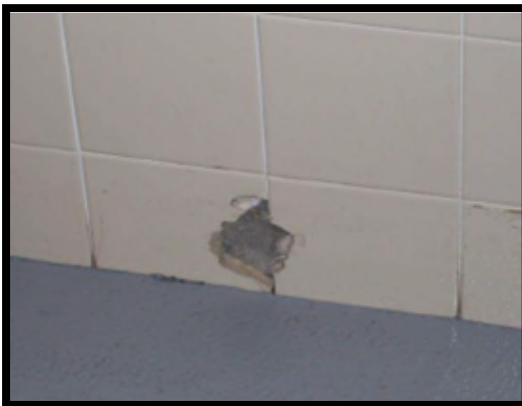
Example of peeling paint on a wall that would not meet desired maintenance conditions.



Cobwebs on ceiling would not meet desired maintenance conditions.



Graffiti on walls would not meet desired maintenance conditions.



Example of broken tile on wall. There are no sharp edges on tile, but this would not meet desired maintenance conditions.



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



Buildup of dust on top of wall and pipe. This would not meet desired maintenance conditions.

Hand Dryers

Maintenance Criteria:

- ❖ 90% of hand dryers and towel dispensers in each facility are clean, secured and function as originally intended. Towel dispensers must be equipped with paper towels.

Evaluation:

- ❖ Inspect each hand dryer and towel dispenser to be clean and function as originally intended, secured in place, clean in appearance running with warm air. If equipped with an auto sensor, the sensor must be in good working order. Paper towels must be present, if applicable.



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



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



Test each hand dryer to ensure they meet desired maintenance conditions.

Trash Receptacles

Maintenance Criteria:

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

Evaluation:

- ❖ Inspect trash receptacles in each facility for the above criteria and verify they are not overloaded.



An example of a trash receptacle inside a rest room that meets desired maintenance conditions.



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

Soap Dispensers

Maintenance Criteria:

- ❖ 90% of soap dispensers are present, clean, sufficiently filled, work properly without leaking, and function as originally intended.

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 is missing front cover, soap packet, and would not meet desired maintenance conditions.



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

Changing Tables

Maintenance Criteria:

- ❖ 100% of the changing tables (infant & adult tables) are clean, secure, and free of graffiti. Straps and hardware are present, and function as originally intended.

Evaluation:

- ❖ Inspect each changing table in each restroom to be secured in place, clean, free of graffiti, straps, hardware, and features are present and function as originally intended.

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



Example of changing table designed without straps.



Changing table with straps meets desired maintenance conditions.



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.

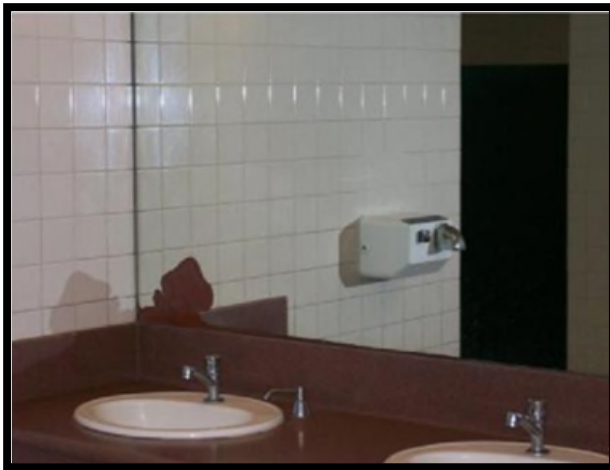
Mirrors

Maintenance Criteria:

- ❖ 90% of mirrors and frames (if present) in each room are clean, free of discoloration.
- ❖ 100% of mirrors are free of sharp edges, safety hazards and graffiti.

Evaluation:

- ❖ 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 graffiti.



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 and would not meet desired maintenance conditions.

Lights

Maintenance Criteria:

- ❖ 90% of interior lights and light covers are fully secured and function as originally intended.
- ❖ 100% of the emergency and exit lights function as originally intended.

Evaluation:

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



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



This light has a cracked and broken light cover/diffuser and would not meet desired maintenance conditions.



This light does not have a light cover. A diffuser type lens cover designed for this fixture needs to be replaced for this light to meet desired maintenance conditions.



This is not the correct type of light cover for lights in a public area. This needs to be replaced with a diffuser type lens cover designed for this fixture to meet desired maintenance conditions.



Lighted EXIT signs must be displayed, functioning properly, and unobstructed to meet desired maintenance conditions.

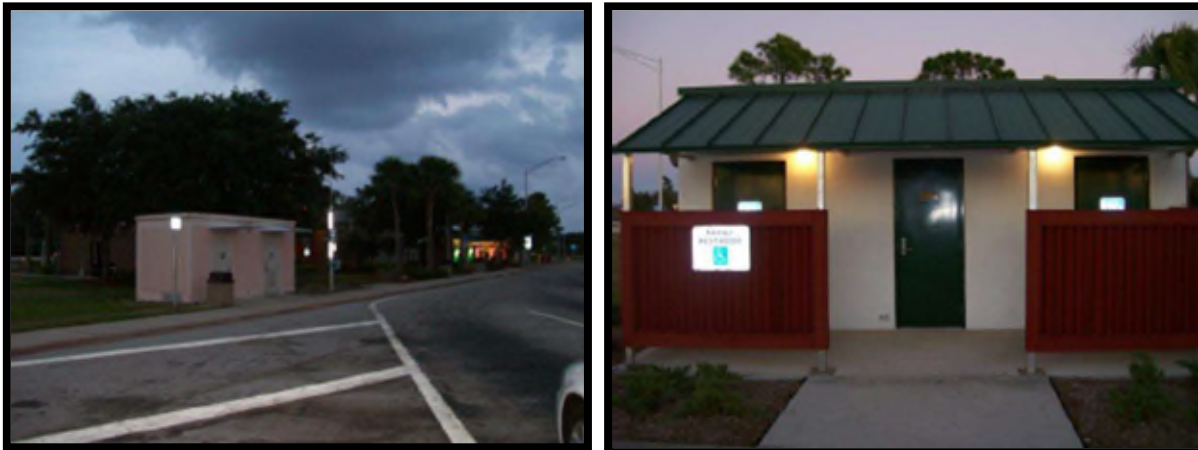
Family Restrooms

Maintenance Criteria:

- ❖ 100% of family restrooms, including all components, are clean and function as originally intended. Family restrooms are open and available to the traveling public unless in the process of being cleaned.

Evaluation:

- ❖ Each family restroom is rated for floors, walls, ceiling, windows, vents, sinks, countertops, toilets, toilet paper dispensers, hand dryers, trash receptacles, soap dispensers, changing tables, mirrors, lights, and odor. To rate these characteristics, unless otherwise identified for Family Restroom standards, use the same standards as detailed within the Restroom section.



Examples above are of family restrooms where the exterior of the restrooms meet the desired maintenance conditions.



Example of a family restroom with equipment not stored in its proper place. This would not meet the desired maintenance conditions.

BUILDINGS

The following characteristics meet the desired maintenance conditions when:

Roof/Fascia Board/Soffits

Maintenance Criteria:

- ❖ 90% (total square feet) of the roof, fascia board or soffits on each building are clean, painted, free of debris, rust and mildew and function as originally intended. Each component will be evaluated individually.
- ❖ 100% free of leaks.

Evaluation:

- ❖ Inspect each roof to ensure they are clean and free of mildew and 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 defect present.



Roof/Fascia has dirt and mildew build-up. This does not meet desired maintenance conditions.



Soffit needs to be repaired and cleaned. This does not meet desired maintenance conditions.

Gutters

Maintenance Criteria:

- ❖ 90% of the gutter system for each run is free of evident debris, peeling paint and mildew.
- ❖ 100% free of structural leaks and function as originally 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 or build-up, the paint is in good condition, and function as originally intended.



This gutter system should be painted to meet desired maintenance conditions.



A gutter blocked and leaking does not meet desired maintenance conditions.

Exterior Walls

Maintenance Criteria:

- ❖ 100% of exterior walls are free of graffiti
- ❖ 90% of exterior walls (brick, tile, painted surfaces) are clean, painted, and functioning as originally intended.
- ❖ Exterior walls include the surrounding outer structural walls (brick, tile, painted surfaces, etc.) of main and supporting onsite buildings, as well as walls located in and around foyer areas.

Evaluation:

- ❖ Inspect all exterior walls of each building to determine if they meet the above conditions.



A wall with blistered and peeling paint would not meet desired maintenance conditions.



Example of a wall with peeling paint. Depending on the percentage of the walls in this condition, there is a possibility this facility would not meet desired maintenance conditions.

Exterior Windows

Maintenance Criteria:

- ❖ 100% of exterior windows are free of graffiti.
- ❖ 90% of exterior windows (glass and screens, if present) are clean, and function as originally intended.

Evaluation:

- ❖ Inspect all exterior windows and screens (if present) of each building to determine if they meet the above conditions.



Clean windows meet desired maintenance conditions.

Exterior Ceilings

Maintenance Criteria:

- ❖ 100% of exterior ceilings are free of graffiti
- ❖ 90% of exterior ceilings (wood, tile, or painted surfaces) are clean, free of rust, painted and function as originally intended.

Evaluation:

- ❖ Inspect all exterior ceilings of each building to determine if they meet the above conditions.
- ❖ Estimate the total area of all exterior ceilings 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.



A ceiling with cobwebs would not meet desired maintenance conditions.



Example of a ceiling where a leak was improperly patched. This would not meet desired maintenance conditions.

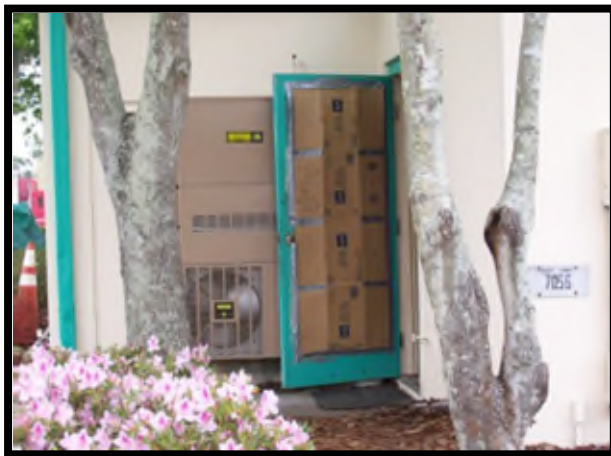
Doors

Maintenance Criteria:

- ❖ 90% of all doors, including door frames and components, are clean and rust free, painted and function as originally intended.
- ❖ 100% of doors, including door frames and components have no parts or hardware missing, with no structural deficiencies and is free of graffiti. Closures and alarms present, and function 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 is in good condition, there are no missing parts or hardware, and they are free of graffiti. There are no structural deficiencies, and the doors and frames function as originally intended.
- ❖ Closures and alarms present, and function as originally intended.
- ❖ Doors to restricted areas are locked and always secured when unattended.



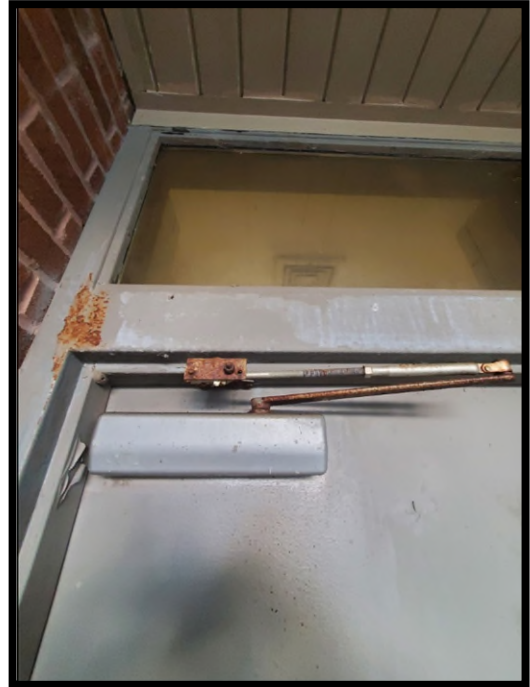
The original door is missing and has been replaced with plywood. This would not meet the desired maintenance conditions.



This door is missing the lock, enclosed with cardboard and duct tape. This would not meet desired maintenance conditions.



This door has a missing panel and would not meet desired maintenance conditions.



This door has rust and would not meet desired maintenance conditions.



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

Foyers/Floors/Lights

Maintenance Criteria:

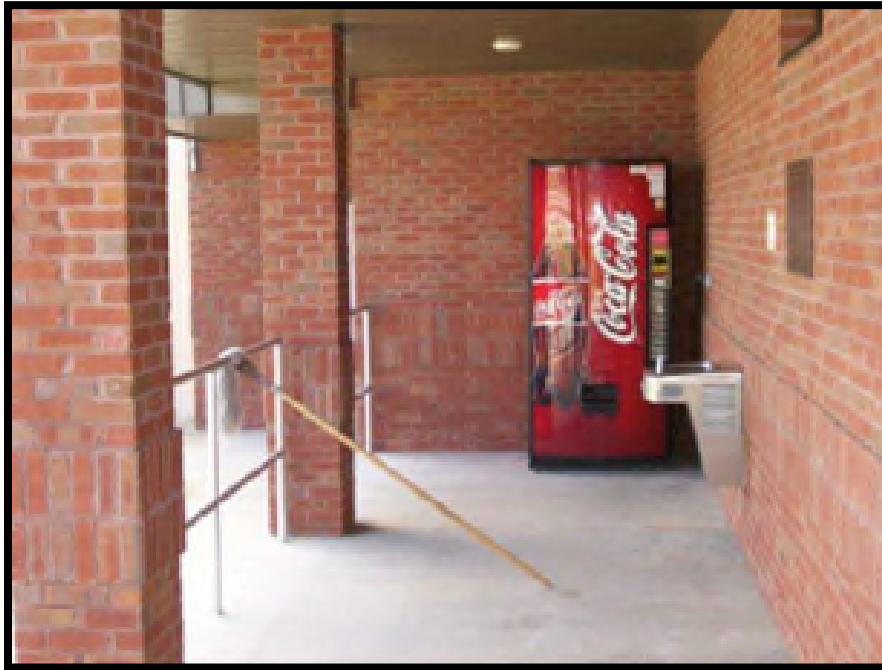
- ❖ 100% of the foyer area provides unobstructed access for visitors with no hazards present.
- ❖ 90% of the foyer area, including floors, ceilings, and lights, are clean.
- ❖ Exterior building lights include lights under picnic pavilions and foyers, as well surrounding light fixtures on the exterior of rest areas and welcome centers.
- ❖ 90% of the foyer lights and light covers function as originally intended.

Evaluation:

- ❖ Inspect the foyer area for obstructions and/or trip hazards like trash, debris, broken tile, uneven floor surfaces, any vertical misalignments greater than $\frac{1}{4}$ inch and any other trip hazard or obstruction. Ensure the area is clean and the lights and light covers function as intended.
 - ❖ *Note: Warning signs must be posted when foyer is under wet conditions and properly stored when conditions are dry.*



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



Equipment is 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 nighttime operations this would not meet the desired maintenance conditions.

Handrails

Maintenance Criteria:

- ❖ 100% of handrails are secured in place, no missing hardware, no sharp edges, and function as originally intended.
- ❖ 90% of handrails are clean. Measure handrails by the linear foot to determine compliance.

Evaluation:

- ❖ Inspect each section of handrail to ensure it is secure in place, with no major misalignments or damage, all hardware is in place, and no sharp edges or rough surfaces. All wood handrails are sanded.



A missing handrail does not meet desired maintenance conditions.



The picket railing is missing a steel sleeve at the expansion joint. This would not meet desired maintenance conditions.

Water Fountains

Maintenance Criteria:

- ❖ 100% of the water fountain faucet heads and reservoir are clean and function as originally intended with no mildew or corrosion, and free of rust.
- ❖ 90% of water cabinet areas are clean and free of rust.
- ❖ When filter light is yellow on newer water stations, replace filter and reset filter status. Filter status must always be green or yellow, never red.

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 leakage present.
- ❖ The sink and drain area should be clean and free of rust and debris. Each water fountain cabinet should have no more than 10% surface rust present and no sharp edges.



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



This water 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 desired maintenance conditions.

Utility Area/Plumbing Chases

Maintenance Criteria:

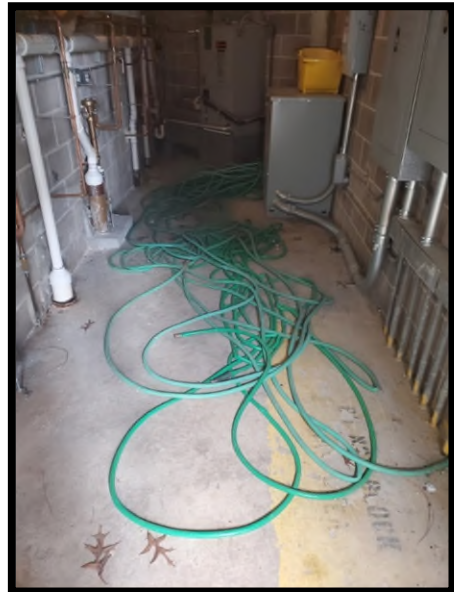
- ❖ The utility area is neat and orderly with no plumbing leaks. Utilities function as originally intended. No State Fire Marshal violations are present.

Evaluation:

- ❖ Inspect all utility areas of the facility to make sure they are neat; the supplies and equipment are being stored in an orderly manner. Paper goods are stored in a clean dry area. Plumbing is in good working order. No hazards are present, no equipment or products are stored in front of electrical/fire/hazard areas, and no combustible materials are stored in main buildings.



Utility area with proper storage of supplies meets desired maintenance conditions.



Utility area with improper storage of hose would not meet desired maintenance conditions.



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



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

Fire Extinguishers

Maintenance Criteria:

100% of extinguishers are unobstructed and have been inspected within 30 days of the current month. Monthly inspection documentation and the annual decal is present to verify the extinguishers and cabinets have been inspected, and function as originally intended.

Evaluation:

- ❖ Inspect each fire extinguisher and cabinet to ensure proper location. The annual inspection decal is present and current to verify that the extinguisher will function as originally intended.



Extinguisher in proper cabinet with inspection sticker available meets desired maintenance conditions.



Extinguisher is obstructed and would not meet desired maintenance conditions.

Generators

Maintenance Criteria:

- ❖ Generators (if present) are maintained and function properly. Test dates and inspection results are signed or initialed and documented properly. Results must be available on site for review. The housing area must be clean, free of debris, vegetation, and animal waste, with nothing over the exhaust that could cause a fire.

Evaluation:

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



Emergency generator area is clean and meets desired maintenance conditions. Inspection records should be checked for test results.



Emergency generator area is clean and seems to meet desired maintenance conditions. Inspection records should be checked for test results.

Signs

Maintenance Criteria:

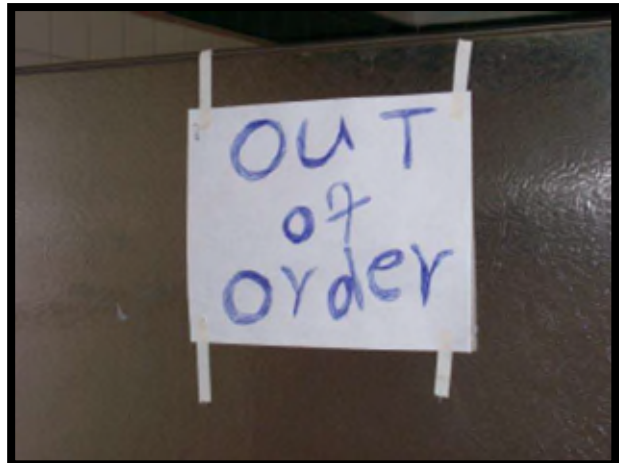
- ❖ 100% of signs mounted on and adjacent to the buildings are secure. All posted signs display current information as intended. No hand painted or handwritten signs are allowed.
- ❖ 90% of sign panels are clean and reflective. Post mounted signs are reflective as intended and not leaning, more than 1 inch per foot.
- ❖ 100% of signs are free of graffiti

Evaluation:

- ❖ Inspect each sign to verify they are secured in place and function as originally intended. Ensure signs are clean, reflective (if required) and not leaning more than 1 inch per foot.
- ❖ Calculate the total square footage and the area which is not clean or reflective to determine if it meets the 90% criteria.



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



This sign would not meet the desired maintenance conditions.



This sign is defaced and would not meet the desired maintenance conditions.



This sign is peeling and would not meet the desired maintenance conditions.



This sign is dirty would not meet the desired maintenance conditions.

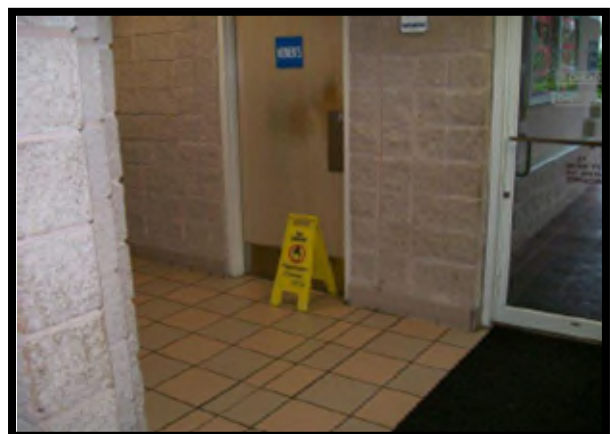
Availability

Maintenance Criteria:

- ❖ 100% of the restroom facilities are open to the public at all times, except during actual cleaning and drying times, and/or active construction.

Evaluation:

- ❖ Inspect each restroom to verify they are open and available to the public except during actual cleaning or drying times. If the restroom is closed for cleaning, check to see if it has been cleaned and if it is dry. If dry, it would not meet desired maintenance conditions.



These restrooms are closed.

- If they have been recently cleaned and still have wet floors, they would meet desired maintenance conditions.
- If the floors are dry, they should be open to the public and they would not meet the desired maintenance conditions.

Wastewater Treatment

Maintenance Criteria:

- ❖ Lift stations function as originally intended. All required signs are in place, current and visible. Wastewater treatment facility is securely locked with emergency contact name and phone number posted. Logbook is present on site for review. The water treatment facility is compliant with all permits, documented test dates and inspection results.

Evaluation:

- ❖ Inspect the lift station to ensure it is securely locked and functions as intended. Signs are secured in place and visible with the emergency contact name and phone number posted. Review the logbook, any additional permit compliance, test dates, and inspection results.



Photo of wastewater treatment facility that appears to meet desired maintenance conditions.



Wastewater treatment facility with signs in place. If information on sign is current, this would meet desired maintenance conditions.

Well and Potable Water Treatment Facilities

Maintenance Criteria:

- ❖ Well and potable water treatment systems function as originally intended. All required signs are in place, current, and visible. The water treatment facility is securely locked with current emergency contact name and phone number posted. Logbook is present on site for review. The water treatment facility is compliant with all permits, documented test dates, and inspection results.

Evaluation:

- ❖ Rate well and potable water treatment for the above conditions.



Water supply/treatment tank meets the desired maintenance conditions.



Examples of water treatment facilities with signs in place and secured, meeting the desired maintenance conditions.

Air Conditioning and Ventilation Systems

Maintenance Criteria:

- ❖ 100% of the air conditioning (when present) and ventilation systems are clean and function as originally intended in all buildings.

Evaluation:

- ❖ Inspect air conditioning and ventilation systems to ensure it is supplying cool air and is to be in good working order. No preventable trip hazards are present, no equipment or products are stored in front of electrical/fire/hazard areas, and no combustible materials are stored in main buildings.



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

ROADWAY

The following characteristics meet the desired maintenance conditions when:

Pavement Conditions

Maintenance Criteria:

- ❖ **Parking areas:** 100% free of potholes, raveling or other deficiencies that has exposed base in any area within the pavement (not to include paved shoulders).
- ❖ **Ramps and roadways:** No defect greater than ½ square foot in area, and no single measurement is 1 ½ 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 1 square foot. No single measurement may exceed 2 inches in depth.

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.



Potholes in the parking area are measured for length, width, and depth to see if it meets 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 ridged pavement. Measure the size of the area and depth to calculate for pothole or depression under pavement criteria to meet desired maintenance conditions.



This pothole has an exposed base, is greater than 1 square foot, and is 2 inches in depth. This would not meet desired maintenance conditions.

Highway Lighting

Maintenance Criteria:

- ❖ 100% of the highway lighting has no missing light covers, cracked or damaged (punctured or leaning from being hit) poles or bases, exposed wires or obstructions to the access panels and all access panels are secure in place.
- ❖ 90% of highway lighting function as originally intended, and no single light is inoperable for two inspections in a row.
- ❖ No two consecutive lights are inoperable.

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 functions as originally intended.
- ❖ Exposed wires must be reported to the responsible party for attention.



An unsecured access panel would not meet the desired maintenance conditions.



There is damage to the lighting base, and 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 the desired maintenance conditions.



Cover lids are to be properly secured with bolts if lid is designed to have bolts to meet desired maintenance conditions.

Signs

Maintenance Criteria:

- ❖ Rate total number of signs adjacent to the roadway and entire rest area.
- ❖ 100% of all signs are free of graffiti
- ❖ 90% 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.

Evaluation:



- ❖ Inspect each sign for the above conditions. The sign post is installed more than 2 inches above the fuse cut and would not meet the desired maintenance conditions.



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



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



Sign face is faded or dirty and would not meet the desired maintenance conditions.

Object Markers/Delineators

Maintenance Criteria:

- ❖ 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.

Evaluation:

- ❖ Inspect each object marker / delineator for the above conditions.



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.

Striping

Maintenance Criteria:

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

Evaluation:

- ❖ Inspect each striping line in the parking lots, ramps and on the grounds to verify they meet the above conditions. 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 of striping in parking area that meets desired maintenance conditions.



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



Example of striping that would not meet the desired maintenance conditions.

Symbols

Maintenance Criteria:

- ❖ 90% of the total square footage of all pavement symbols are visible, and reflective at night. In addition, each individual symbol must be a minimum of 50% visible, reflective at night and function as intended.

Evaluation:

- ❖ Inspect each symbol in the parking lots, ramps and on the grounds to verify they meet the above conditions. The Design Standards can be referenced to determine the square footage of symbols.
- ❖ To determine the 90% criteria, calculate the cumulative total square footage area of all pavement symbols and compare the total square footage of the symbols that does not meet conditions.



Example of symbols in a parking area that meets desired maintenance conditions.



Example of symbol on roadway/ramp area that meets desired maintenance conditions.

Raised Pavement Markers (RPMs)

Maintenance Criteria:

- ❖ 70% of the required raised pavement markers (RPMs) are functional and reflective. If edge line was originally installed with RPMs, no edge line should be without a reflective marker for more than 100 continuous feet.

Evaluation:

- ❖ Inspect each RPM in the parking lots, ramps, and on the grounds to verify they meet the above conditions. Measure the distance between two functioning RPMs and if there is more than 100 feet between them, this will not meet the desired maintenance conditions.



Example of missing RPMs on ramp edge line striping. This does not meet desired maintenance conditions.

Shoulder/Slopes (front, back, or ditch)

Maintenance Criteria:

- ❖ No shoulder, paved or unpaved, has buildup greater than 2 inches. No shoulder drop-off is greater than 3 inches for 20 continuous feet. No single area of ruts or washouts is greater than 5 inches in depth for shoulders or slopes.
- ❖ Paved shoulders will be free of potholes (including exposed base) in any area within the pavement.

Evaluation:

- ❖ Inspect the paved and unpaved shoulders around the parking lots, ramps and on the grounds to verify they meet the above conditions.



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



Any single area with a drop off greater than 5 inches in depth would not meet the desired maintenance conditions.



There is buildup on the unpaved shoulder. If the buildup is greater than 2 inches for 20 continuous feet, it would not meet the desired maintenance conditions.



Any washout or rut greater than 5 inches in depth would not meet the desired maintenance conditions.

Sweeping

Maintenance Criteria:

Material accumulation is not greater than $\frac{3}{4}$ inch deep for more than 1 continuous foot on pedestrian ramps, walks or travel way. For gutter areas adjacent to the roadway and parking areas, material accumulation may not exceed $1\frac{1}{2}$ inch in depth for 10 continuous feet or may not exceed $2\frac{1}{4}$ inches in depth for more than 1 continuous foot in any gutter.

Evaluation:

- ❖ Inspect each pedestrian ramp, walkway, 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.
- ❖ *Note: 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 $1\frac{1}{2}$ inch for 1 continuous foot or one area with a single measurement of $2\frac{1}{4}$ inches, it does not meet desired maintenance conditions.

Guardrail

Maintenance Criteria:

Each run of guardrail must function as originally intended. Each single run of guardrail does not meet standards when any of the following exist:

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

Evaluation:

- ❖ Inspect each section of guardrail around the parking lot, ramps, and grounds to determine the condition and if they meet the above conditions. Check for the criteria listed above. verify that reflective hazard markers are installed according to the Departments Standard Plans.
- ❖ *Note: Consideration should be given to the Standard Plans that were used during the original construction of the guardrail.*



A damaged guardrail would not meet desired maintenance conditions.



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



A damaged end section would not meet desired maintenance conditions.



A missing hazard marker reflector 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.

Drainage

Maintenance Criteria:

- ❖ 60% of the cross-sectional area of each pipe is free of obstructions and functions as originally intended.
- ❖ 85% of the inlet opening area is 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 from the ditch design elevation more than $\frac{1}{4}$ of the difference between natural ground and 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.

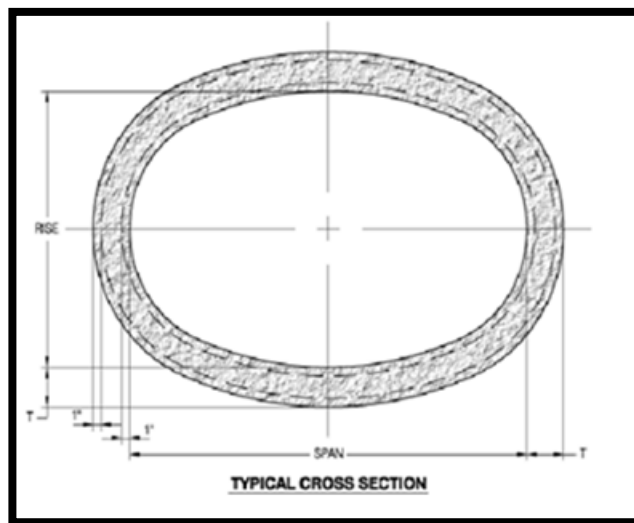
Evaluation:

Inspect the drainage systems in the area for the following:

- ❖ **Drainage Pipes:** Determine the diameter of each pipe. A table is provided listing most diameters of pipe used on FDOT's roadways and includes a measurement to assist in determining whether a pipe is obstructed more than the desired maintenance condition. The measurement will be taken at the deepest point of obstruction within the limits of the pipe including mitered ends. Measure the cross-sectional area of each cross drainpipe to determine if 60% is unobstructed.
- ❖ **Inlets:** 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.
- ❖ **Miscellaneous Drainage Structures:** Measure each miscellaneous drainage structure to determine if 90% is unobstructed and functioning as intended.
- ❖ **Open Channel Ditch:** 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 the 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.



<i>SIDE/CROSS DRAIN & MISC. DRAINAGE DESIRED % OPEN</i>						
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.



Measure inlet opening and determine the percentage of opening area obstructed to meet desired maintenance conditions.



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



Measure the diameter inside the cross drainpipe, then measure the unobstructed opening to determine if it meets the 90% desired maintenance conditions.



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



Edge drains are rated as miscellaneous drainage and 90% should be unobstructed with a hardware cloth in place to meet desired maintenance



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



Buildup 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 maintenance conditions.

GROUNDS

The following characteristics meet the desired maintenance conditions when:

Turf Conditions

Maintenance Criteria:

- ❖ Grass is mowed, no scalping, no bare ground areas larger than 5 square feet where grass should be present and could be growing (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. Use FDOT Form 850-000-015, Herbicide Log for this documentation.
- ❖ Efforts to remove or relocate wildlife presenting threats to public safety or causing property damage is documented and available upon request.

Evaluation:

- ❖ Inspect the entire area for acceptable turf 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 that meets desired maintenance conditions.



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



Untreated exotic invasive plants like Cogon Grass, Imperata Cylindrical, and Tropical Soda Apple would not meet the desired maintenance conditions.



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

Vegetation/Landscaping

Maintenance Criteria:

- ❖ 90% of each landscaped area has evidence of pruning, mulching and weeding with no dead or dying plants. No bare ground. Bare ground is defined as any single area (5 square feet) 95% free of vegetation. Purposely stabilized areas (such as lime rock, shell, etc.) shall not be considered as bare ground and not included in the turf evaluation.

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 the soil and/or climate conditions, substitute plants approved by the Department may be planted.



Example of well-maintained landscape area that meets desired maintenance conditions.



This landscape area is overgrown does not meet the desired maintenance conditions.

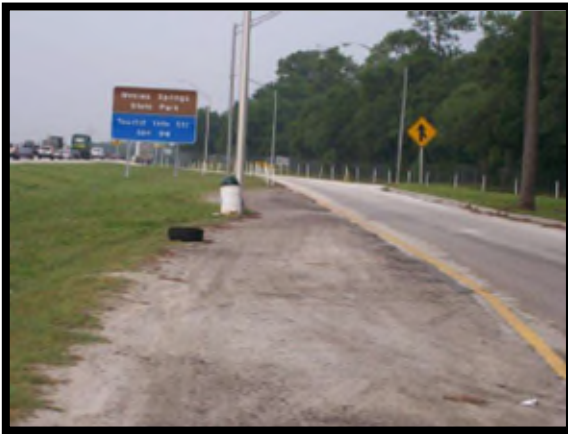
Litter

Maintenance Criteria:

- ❖ There is no more than 3 cubic feet of litter per facility present.

Evaluation:

- ❖ Inspect parking area, roadway, ramps and grounds to determine if they meet the above conditions. There should not be more than 3 cubic feet of litter cumulative per facility.
- ❖ Example: If the total amount of litter at a facility is more than what would fit into a 3'x1'x1' box then this will not meet the desired maintenance conditions.



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



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



Litter is present and scattered. This does not meet desired maintenance conditions.

Trash Receptacles

Maintenance Criteria:

- ❖ 90% of all trash receptacles and lids are clean, free of damage, with the access door secured in place. Plastic liners are always present (other than during the changing process). The receptacles are emptied as necessary to enable the receptacles to function as intended.
- ❖ 100% of all trash receptacles are free of sharp edges and maintain their structural integrity

Evaluation:

- ❖ Inspect each trash receptacle and lid to ensure they are in good working order, clean, painted, plastic liner in place, access door secured in place, with no sharp edges present. Verify that receptacles are emptied as necessary, so they are able to function as intended.



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



The receptacle lid is damaged and does not meet desired maintenance conditions.



The receptacle lid is not secured; this would not meet desired maintenance



Trash receptacle is full, and this would not meet the desired maintenance conditions.



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

Recycle Receptacles (when present)

Maintenance Criteria:

- ❖ 100% Receptacles are in a highly visible area, providing bins for aluminum and plastic. Receptacles are clean, well-marked and function as originally intended.

Evaluation:

- ❖ Inspect each recycle receptacle and lid to be in good working order. Each unit must be clean, painted, with legible markings identifying type of recycle items, plastic liner in place, access door secured, no sharp edges, free from rust, in a highly visible location, and emptied as necessary.



Access doors for plastic and aluminum recycle receptacles should be secured on this type of receptacle to meet desired maintenance conditions.



This container is marked for recycling but does not identify the material. This would not meet the desired maintenance conditions.



Different styles of recycle receptacles that meet desired maintenance conditions.



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



Examples of different styles of recycle receptacles. Green recycle containers should not be used and do not meet desired maintenance conditions.

Building Exterior Lights

Maintenance Criteria:

- ❖ 90% of exterior lighting, including picnic lighting, function as originally intended.
No adjacent lights are out.

Evaluation:

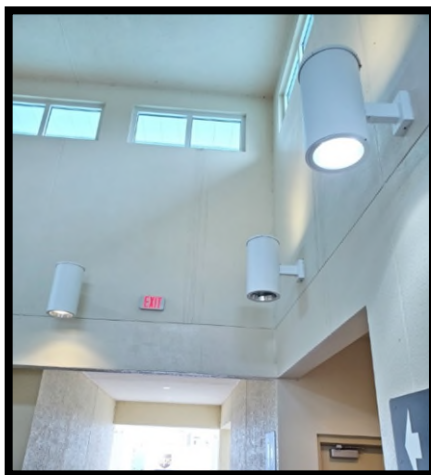
- ❖ Inspect each of the exterior lights. Count the total number of lights at the facility and multiply by 0.9. This will provide the total number of lights that must be working.



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 has a bulb that is blown and would not meet the desired maintenance conditions.



This fixture has a cracked/broken lens and would not meet the desired maintenance conditions.

Sidewalks

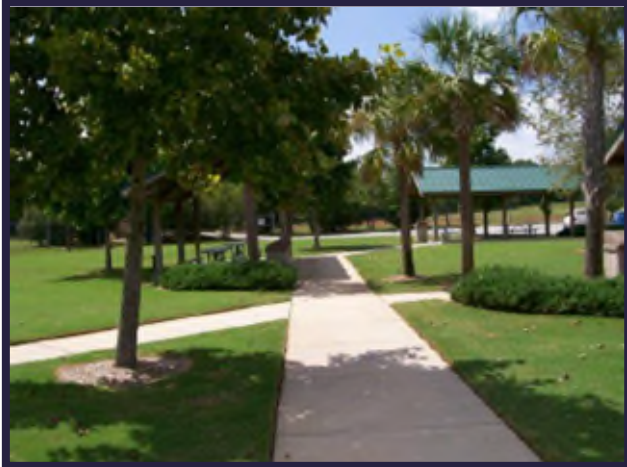
Maintenance Criteria:

- ❖ No trip hazards are present.
- ❖ 99.5% of sidewalks have no vertical deviation greater than ¼ inch, horizontal cracks greater than ½ inch, or spalled areas greater than ½ inch in depth.
- ❖ Rigid objects protruding from the concrete cannot exceed ¼ inch in height. Any single vertical misalignment or deviation cannot exceed 1 ½ inch.
- ❖ No unsealed joints or cracks greater than ½ inch.
- ❖ Do not rate the edge of sidewalks for drop offs.

Evaluation:

- ❖ Inspect each sidewalk within the facility to determine if they meet the above conditions. For purposes of evaluating this characteristic, one (1) linear foot of misalignment or cracking not meeting desired maintenance conditions equals one (1) square foot of sidewalk area.
- ❖ Measure the length of the 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 ¼ inch or horizontal cracks greater than ½ inch.
- ❖ Measure any rigid object protruding from concrete sidewalk greater than ¼ inch in height. No single vertical misalignment can exceed 1 ½ inches.

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



An example of a sidewalk edged and swept. This meets desired maintenance conditions.



An example of a sidewalk that is not edged and swept. This does not meet desired maintenance conditions.



Sidewalk repaired. This meets desired maintenance conditions.

Edging and Trimming

Maintenance Criteria:

- ❖ There should be no encroachment of vegetation or debris for more than six (6) inches on 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 ten (10) continuous feet.

Evaluation:

- ❖ Inspect each curb or sidewalk around the buildings, roadway, parking areas, pull boxes and grounds for encroachment of vegetation or debris. Any deviation or soil buildup of four (4) inches above or two (2) inches below the top of curb or sidewalk for 10 continuous feet. 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.

Tree Trimming

Maintenance Criteria:

- ❖ 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, generators, adjacent property owners or pedestrians.
- ❖ No tree limb overhang (including limbs, vegetation, etc.) over onsite generators. Trees must be trimmed to prevent any hazards above generator exhaust.
- ❖ No limbs are lower than ten (10) feet above the sidewalks or walkways where pedestrian traffic is present, or fourteen and a half (14 ½) feet above the face of the curb or travel way.
- ❖ Trees may not block any part of a sign.

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 maintenance conditions.



Examples of tree limbs hanging over travel ways and sidewalks.

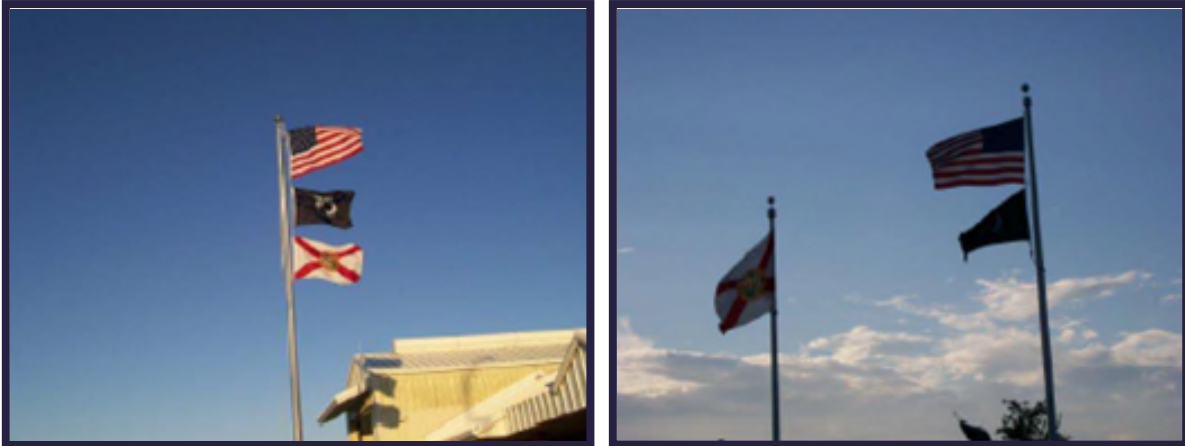
Flags

Maintenance Criteria:

- ❖ Flags on display are of 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 flagpole, 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; they may be illuminated with a light dedicated to each flagpole. For two flagpoles, the POW/MIA flag is flown on the same pole as the American flag, but below the American flag (this pole should be to the flag's own right). The State of Florida flag should fly on the second pole.
- ❖ Directives from the Presidential and/or Governor's office may come out periodically to display flags at half-staff with specific dates and times listed. 100% compliance is required of the direct order regarding the display and presentation.

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 the desired maintenance conditions.

Picnic Areas

Maintenance Criteria:

- ❖ 90% of each picnic area including slab, shelter and table are clean, free of, mildew, faded or peeling paint, and properly sealed. All picnic areas, including water spigots, function as originally intended. Rate as designed. Rate drop offs due to washouts/erosions.
- ❖ 100% of shelters and tables are free of hazards, graffiti, and carvings and secured in place.

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 the 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

Trip Hazards

Maintenance Criteria:

- ❖ No trip hazards are present. This includes broken or missing utility lids, tree roots greater than three (3) inches above ground within the normal walking area. No holes greater than six (6) inches deep are present in the common area.

Evaluation:

Inspect the areas frequented by visitors, including high traffic areas around the buildings and picnic areas, inspect utility lids to make sure they are not broken or missing, and measure protruding tree roots and ground depressions to determine if they meet the conditions detailed above.



Large hole six (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 the desired maintenance conditions if within the walking area.

Pest Control

Maintenance Criteria:

- ❖ No untreated nests, hives, or mounds with active pest/insects, or wildlife presenting threats to public safety are present.

Evaluation:

- ❖ Inspect the building, grounds and surrounding area for untreated nests, hives, or mounds with active pests or insects. No ant mound one (1) square foot or larger, no active wasps, bees or yellow jackets hives or nests without documentation of treatment has been presented.



Example of an active ant bed. Measure the area of the ant bed, if it is one (1) square foot or larger, then it would not meet the desired maintenance conditions.



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



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

Fencing

Maintenance Criteria:

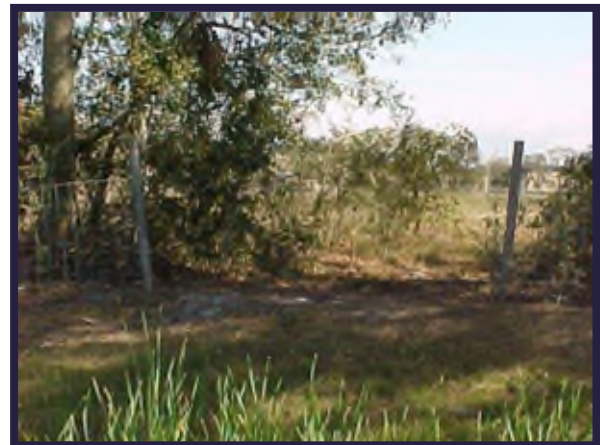
- ❖ For all fence not less than two-thirds (2/3) of its original height including barbed wire, with no unrestricted opening present.
- ❖ For all fence there is at least a five (5) to ten (10) foot swath in front of the facility owned fencing.
- ❖ All fencing within the facility, except right of way fencing, should be free of any vegetation (living or dead). No fence should have exotic invasive species present.

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. No low areas of fence less than 2/3 of the original height. If gates are not secured or if the fence fabric is cut or missing the fence would not meet the desired maintenance 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 the desired maintenance conditions.

CUSTOMER SERVICES

The following characteristics meet the desired maintenance conditions when:

Bulletin Boards

Maintenance Criteria:

- ❖ Bulletin boards function as originally intended, displaying FDOT approved maps and current information to include, informational posters, and FDLE missing notifications. Bulletin board casings are clean and free of defects and must be locked.

Evaluation:

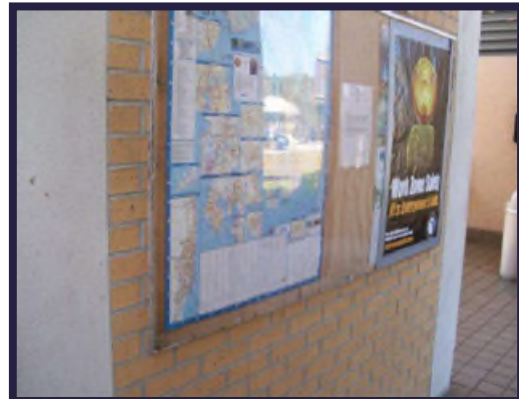
- ❖ Inspect the entire bulletin board in case of defects and sharp edges, verify that the glass is clean, and doors are secure.
- ❖ Inspect the contents of the bulletin board to verify the maps and missing person notifications are current. Verify that all other information is clear and easy to read. If lights are present, must operate as intended.



Examples of bulletin board display cases above with current information neatly displayed would meet desired maintenance conditions.



Bulletin board glass is fogged and/or scratched. This would not meet the desired maintenance



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

Telephones (if present)

Maintenance Criteria:

- ❖ 100% of public telephones provided are clean and function as originally intended with at least one phone having TTY (text telephone) capabilities and meeting Chapter 7 of the current ADA Standards for Accessible Design when present.

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 the phones have been removed, all damage to the building should be repaired to an acceptable condition with no exposed wires.
- ❖ Dial 711# to test the TTY.



Example of pay phones that meet desired maintenance conditions.



Example of phone that has been removed in an unacceptable method. This example would not meet the desired maintenance conditions.

Pamphlets/Publications/Brochures

Maintenance Criteria:

- ❖ **Publication Stands:** Publication stands are anchored or secured in place with current permit identification. Area is clean.
- ❖ **Brochures:** If applicable, brochure receptacles are clean, and function as originally intended. The brochures provided are FDOT approved with current information.

Evaluation:

- ❖ **Publication Stands:** Inspect pamphlet/publication area to verify that all receptacles are secured in place, no hazards present, and it is clean in appearance.
- ❖ **Brochures:** Inspect each brochure receptacle to verify that it is clean in appearance, secured in place, and if brochures are provided, they contain current FDOT approved information.



Example of pamphlet/publication receptacles and the surrounding areas.



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



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

Vending

Maintenance Criteria:

- ❖ The vending area is clean. The customer service phone number to report problems should be a current working phone number. All storage areas for vending must always be accessible by FDOT/contractors.

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 the vending machines should be clean. This does not meet desired maintenance conditions.

Eyewash and Safety Shower

Maintenance Criteria:

- ❖ Eyewash and emergency safety shower equipment should be clean, in good working order and function as intended. Eyewash equipment may also be portable eyewash bottles. If so, check the expiration date on bottles.
- ❖ Weigh stations may have more than one (1) location on the outside of the front scale house and in the back building inside the inspection bay.

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.





Missing door/covers would not meet the desired maintenance conditions.



Broken shower head would not meet the desired maintenance conditions.



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



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

Inspection Bay/Ventilation System

Maintenance Criteria:

Weight Station inspection bays are clean, and equipment and materials are stored in an orderly manner. The truck inspection pit ventilation system is in good working condition and functions as originally intended.

Evaluation:

- ❖ Inspect truck inspection barn and pit to ensure the area is clean and all materials and equipment are stored in an orderly manner. No trip hazards are present, no equipment or products are stored in front of electrical/fire/hazard areas, and no combustible materials are stored.
- ❖ Turn on pit ventilation fans to ensure they are working, filters are clean, all gauges are in good working order including carbon monoxide sensors, and function as originally intended.



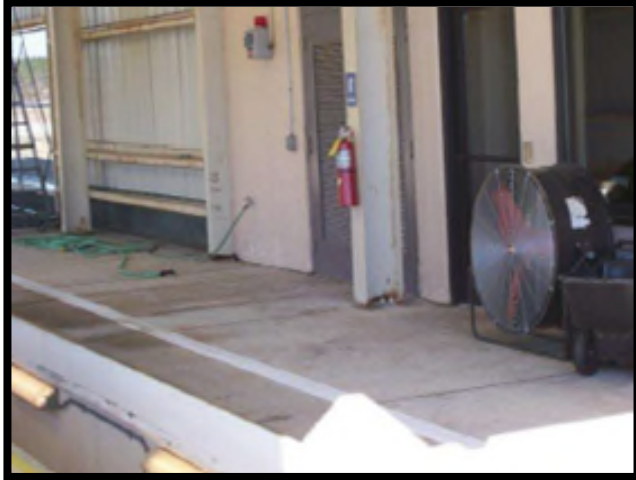
Inspection barn at a truck comfort station.



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 the desired maintenance conditions.



Inspect the area, door, and sink together.
Separately inspect the emergency shower and eyewash station.



Inspection pit and ventilation system.

ATTENDANTS

The following characteristics meet the desired maintenance conditions when:

Uniform

Maintenance Criteria:

- ❖ 100% of attendants on duty are properly attired in easy to identify uniforms, with an identification badge or company monogrammed shirt or jacket. Attendants will be working and not conducting non-duty activities, such as taking personal calls, or playing loud music, unless on break.

Evaluation:

- ❖ Verify that each attendant on duty at the facility is in compliance with the above.
- ❖ *Note: One staff member must be able to effectively communicate in English.*



Rest area attendant in uniform.

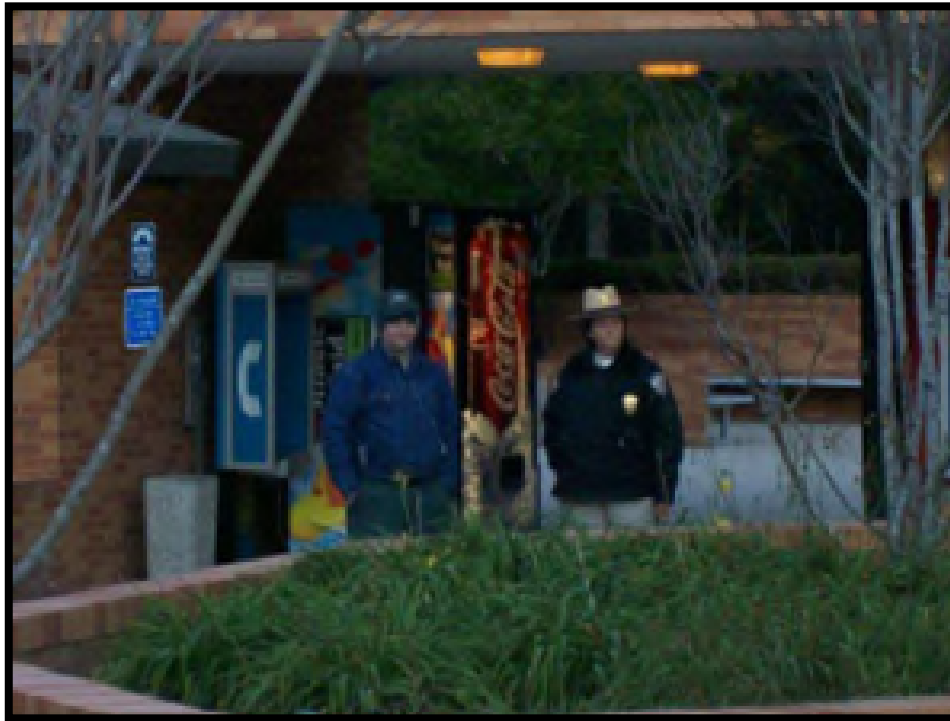
Availability

Maintenance Criteria:

- ❖ An Attendant is present and available as required unless taking their individual breaks.

Evaluation:

- ❖ There must always be a minimum of one attendant on duty at Rest Areas and Welcome Centers and as required at Weigh Stations. Perform inspections during different times of the day/night to ensure there is always an attendant on duty.



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

Supplies and Equipment

Maintenance Criteria:

- ❖ 100% of supplies are available; all equipment, tools and hoses are properly stored.

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 appropriate containers, 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 will meet the desired maintenance conditions.



This is an example of a storage area that would not meet the desired maintenance conditions.



This garden hose is not in use and left on the ground could be a trip hazard. This would not meet the desired maintenance conditions.



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

SECURITY SERVICES

The following characteristics meet the desired maintenance conditions when:

Allowable Parking:

- Commercial Vehicles are allowed up to 10 hours in accordance with the Florida Administrative Code Rule 14-28.
- Motoring public visitors are allowed up to three-hour parking at the facility.

Security Guard Uniform and Equipment

Maintenance Criteria:

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

Evaluation:

- ❖ Verify that the security guard is present, dressed in proper uniform, and has the required personal equipment.



Security Guard in uniform with personal equipment.

Logbook

Maintenance Criteria:

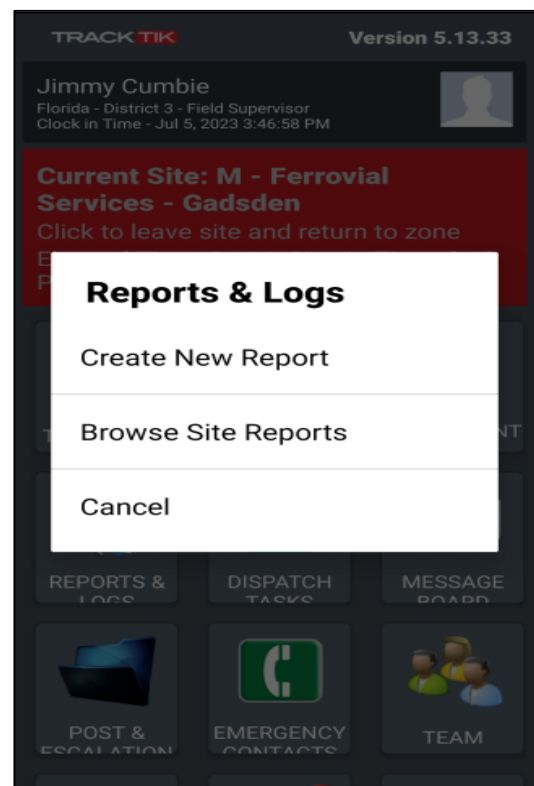
- ❖ The event logbook is on site and available upon request. If electronic logs are being used, inspectors must be provided access for review upon request.

Evaluation:

- ❖ Inspect the logbook or electronic logs at each rest area, review daily entries and documentation of events.



Example of a paper security logbook.



License

Maintenance Criteria:

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

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

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 services 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.

Vehicle

Maintenance Criteria:

- ❖ Security vehicles must 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.
- ❖ “Rest Area Security” signs or company logo must be placed on both sides of the vehicle and parked in an obvious place, such as the front of the building or a designated parking place.
- ❖ Two (2) wheeled vehicles are not allowed.

Evaluation:

- ❖ Verify that the vehicle meets the above conditions. Ensure it is located 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 ten (10) years old, or as defined in the contract.



Security guard is parked correctly in one park, and this will meet the desired maintenance conditions.



Example of security vehicle correctly parked at a Service Plaza. This will meet the desired maintenance conditions.



Security guard parked incorrectly in a handicapped parking place. This would not meet the desired maintenance



Security guard is parked incorrectly in two parks. This would not meet the desired maintenance conditions.