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

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

Prepared by

Office of Maintenance

2014 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, truck comfort stations, and weight stations.

Contents

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 / TRUCK COMFORT STATIONS:

Rest area facilities that are provided in conjunction with Motor Carrier Size and Weight (MCSAW) certified scale requirements for the trucking industry. Weigh stations include truck comfort stations with restrooms and vending areas for the convenience of the trucking industry. Parking at weigh stations is encouraged for all motorists with no time restraints.

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.

GRAFFITI:

Marking or defacing any characteristic with paint, pen, pencil, markers, stickers, etched, or carved into any surface.

GENERAL NOTES:

Leniency shall be granted at the project manager level in the event that any of the characteristics are 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 appropriate documented justification is provided.

Caulking: Where caulking is present 90% shall be clean and free of mildew at each characteristic.

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

Graffiti that is obscene or offensive should be remove right away, this will cause the characteristic not meet conditions.

Reflectivity: Characteristics required to be rated reflective should only be rated for this criteria during the schedule night evaluation of the facility, and not during each evaluation.

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, discoloration, and/or graffiti.
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 in each facility 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 is available with a back-up roll present) 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. 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.
Floors	100% Floors are free of tripping hazards such as 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. 90% of floor drains and screen covers are open, and in good working order.
Ceilings	Ceilings are clean and free of mildew; vents are clean and present as intended.
Windows	90% of windows are clean, functioning as intended, and free of cobwebs. Screens are clean, uniform in composition and functioning as intended.
Walls	90% of the wall surface is clean, free of graffiti, broken tiles, and peeling paint. Vents are secure in place, clean, free of rust, and functioning as intended. 100% of electrical outlets and or devices have no exposed wires; covers are present, secure in place, and free of damage.
Hand Dryers	90% of the total number of hand dryers and 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% of the total number of soap dispensers are present, clean, sufficiently filled, works properly without leaking, and functioning as originally intended.
Baby Changing Tables	100% Baby changing tables are clean, secure and free of graffiti. Straps 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
Countertops:

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

90% are clean, free of stains, discoloration, graffiti, and 90% of caulk is present where intended, clean and free of mildew.

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

Evaluation: Each countertop shall be free graffiti, with no major defects or sharp edges, and 90% of each countertop is clean, and free of stains.

Example: Measure the total surface of countertop 2 foot x 8 foot = 16 sq.ft. of surface area, multiply by .9 = 14.4 sq.ft. of this surface area must be clean and free of stains.

This countertop appears to meet conditions.

This countertop is missing a trim rail and would not desired meet conditions.

This countertop is missing its end cap trim and would not meet desired 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.
90% of caulk is present where intended, clean and free of mildew.

For inspection purposes: A sink is inspected for the basin, faucet, drain, 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 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.

This faucet is corroded, or discolored, and would not meet desired maintenance conditions.

This faucet has some staining or discoloring but would meet conditions. The caulking would not meet desired maintenance conditions.

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

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

Restrooms
Toilets/Urinals:

90% of the total number of toilets and urinals in the facility, (excluding family restrooms) are clean, no staining and or discoloration, and functioning as originally intended.

For inspection purposes: Inspect each toilet or urinal in each restroom to be clean inside and out and functioning as originally intended 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.

Evaluation: Inspect all toilets and urinals for the above conditions in the facility (excluding family restrooms). Count the total number being inspected and divide by the number that did not meet desired maintenance conditions.

Example: If you have a total of 14 toilets and urinals in a facility and two did not meet conditions. 100 divided by 14 =7.1, each sink would have a value of 7.1. Multiply the number of fixtures that did not meet conditions (2 x 7.1 = 14.2) and subtract that from 100. This example would equal 85.8% and would not meet conditions.

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.

This toilet and seat is discolored or stained and 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) 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) and function as originally intended. (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; 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 surface holes from modified hardware have no sharp edges, and do not diminish the integrity of the partition.

100% Partitions are free of holes which penetrate both sides of the partition or any hole with sharp edges.

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 divided by 16 = 6.25; each partition would have a value of 6.25. Multiply the total number of partitions that do not meet conditions (3 x 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 sharp edges and would not meet desired maintenance conditions.

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

Restrooms
Floors:

100% Floors are free of tripping hazards such as broken/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 facility. 90% of Floor drains and screen covers are open, and in good working order.

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

Evaluation: Inspect each floor for tripping hazards, broken floor tiles, and any misalignments greater than 1/4 inch. Calculate the total area of floors in the facility and divide by the area of floor that did not meet the desired criteria.

Example: Measure the total area of flooring in the restroom, 22 ft. x 28 ft = 616 sq.ft. of surface area, multiply by .9 = 554.4 sq.ft. of this surface area must be clean and free of stains.

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.

More than 10% of this floor drain is blocked and 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. Walls are clean, free of graffiti, broken tiles, and peeling paint. Wall vents are clean and free of rust. Ceilings are clean, free of mildew, and peeling paint; ceiling vents are clean and free of rust, present as intended, window 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 shall 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 each 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 divided by 8 = 12.5; each window would have a value of 12.5. Multiply the total number of windows that do not meet conditions (1 x 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. Each broken or missing tile should be calculated as one square foot.

Example: If you have 10 walls and one wall is marked up with non-offensive graffiti, has broken tiles and/or discolored or peeling paint. 100 divided by 10 = 10; each wall would have a value of 10. Multiply the total number of walls that do not meet conditions (1 x 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.

Restrooms
Ceilings/Windows/Walls:

Example of non-offensive graffiti on walls.

Example of broken tile on wall.

Restrooms
Hand Dryers:

90% Hand dryers and towel dispensers in each facility are clean and functioning as originally intended. Towel dispensers shall 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.

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

Test each hand dryer ensure they meet desired maintenance conditions.

Restrooms
Trash Receptacles:

100% Trash receptacles if present are free of graffiti, have 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, have no sharp edges and not over loaded.

An example of a trash receptacle inside a rest room.

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.

Restrooms
Baby Changing Tables:

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

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

Evaluation: Inspect each baby changing table in each restroom to be secured in place, clean, free of graffiti, straps 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.

Another example of a changing table.

Restrooms
Mirrors:

90% mirrors in each facility 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 divided by 12 = 8.333; each mirror would have a value of 8. Multiply the total number of mirrors that do not meet conditions (2 x 8 = 16) and subtract from 100. This example would equal 84% and would not meet conditions.

There is a damaged area on this mirror, count the total number of mirror at this facility to determine if it is more than10%, if so it would not meet the desired maintenance conditions.

This is a damaged mirror, count the total number of mirror at this facility to determine if it is more than10%, if so it would not meet the desired maintenance conditions.

Restrooms
Lights:

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

For inspection purposes: Rate each light and cover in each restroom 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.

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. 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	90% 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) and function as originally intended.
Floors	100% Floors are free of tripping hazards such as 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. 90% of Floor drains and screen covers are open, and in good working order.
Ceilings/Windows/Walls	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. 90% of the Wall surface is clean, free of graffiti, broken tiles, and peeling paint. Vents are clean and free of rust. 100% Electrical outlets and/or devices have no exposed wires; covers are present and free of damage.
Hand Dryers	90% Hand dryers and 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.
Baby Changing Tables	100% Baby changing tables are clean, secure and free of graffiti. Straps 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
Family Restroom:

100% Family restroom, including all components, is clean, functioning as originally intended 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 in the Restroom Section.

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 or mildew present, and functioning as originally intended. 100% free of leaks.
Gutters	90% Gutter system for each run is free of evident debris, peeling paint and mildew, and functioning as originally intended.
Exterior Walls	90% Exterior walls, windows and ceilings (brick, tile, glass, painted surfaces) are free of graffiti, clean, painted, and functioning as originally intended.
Windows	90% of exterior windows, screens (if in place) are clean and functioning as originally intended.
Ceilings	90% of exterior / foyer ceilings are clean, painted and functioning as originally intended.
Doors	90% Doors 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 when unattended.
Foyers/Floors	100% Foyer area provides an unobstructed access for visitors, with no uneven floor surfaces, any misalignments greater than 1/4 inch and any other trip hazard or hazards present. 90% Foyer area is clean
Handrails	100% Handrails are secured in place, with no missing hardware, no sharp edges, and are functioning as originally intended.
Water Fountains	100% Water fountains are functioning as originally intended. 90% Water fountain cabinet areas are clean and free of rust.
Utility Area	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 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.

Buildings
Roof/Fascia Board/Soffits:

90% Roof, fascia board, and soffits on each building are clean, painted, free of debris 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, 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. Estimate or measure the total area or roof, fascia, or soffit and then the area of deficiencies to establish if more than 10% is deficient.

Example: Measure or estimate the total area of the roof, fascia, or soffit on the building, if you estimate a 2 ft. x 28 ft = 56 sq.ft. of surface area, multiply by .9 = 50.4 sq.ft. of this surface area must be clean, painted, free of debris and free of stains or mildew.

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, 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. Estimate or measure the total area of the gutter and then the area of deficiencies to establish if more than 10% is deficient.

Example: Measure or estimate the total area of the gutter on the building, if you estimate a 6 inch. x 28 ft = 14 sq.ft. of surface area, multiply by .9 = 12.6 sq.ft. of this surface area must be free of peeling paint and mildew.

This gutter should be painted.

Buildings
Exterior Walls:

90% Exterior walls, (brick, tile, painted surfaces) are free of non-offensive 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 x 12 = 540sq ft x 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 a (glass, and screens if present) are free of non-offensive 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: Count the total number of all exterior windows. Count the total number, that do not meet the desired conditions if greater than 10% then this would not meet desired conditions.

Example: 45 total windows, if 12 do not meet desired maintenance conditions; 100 divided by 45 = 2.22; each mirror would have a value of 2. Multiply the total number of mirrors that do not meet conditions (12 x 2 = 24) and subtract from 100. This example would equal 76% and would not meet conditions.

Clean windows in good working order.

Buildings
Exterior Ceilings:

90% Exterior ceilings (wood, tile, or painted surfaces) are free of non-offensive 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 ceiling by multiplying the length by the width. 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 ceiling, 12 feet wide; 45 x 12 = 540sq ft x 10% = 54 sq ft. Any area that is greater than 54 sq ft that is not clean, has non-offensive graffiti, or with faded or peeling paint would not meet the desired conditions.

Ceiling with cobwebs requires cleaning, may not meet desired maintenance conditions.

Buildings
Doors:

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

90% Doors are clean, painted and 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 shall 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:

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

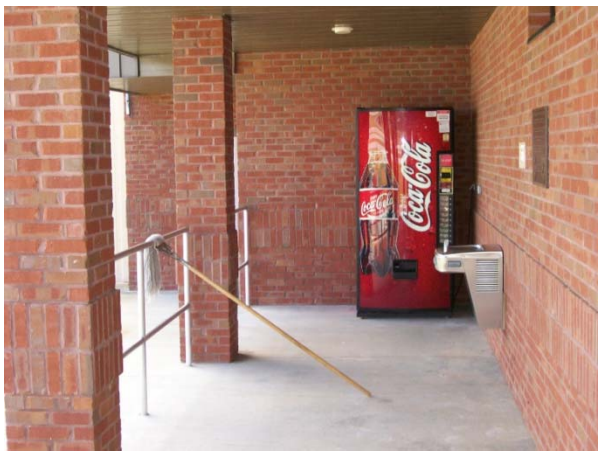
90% Foyer area is clean.

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.

Buildings
Handrails:

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

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 functioning as originally intended.

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 leaver 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'x2'=4sqft x 3sides=12sq 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 5% surface rust and would not meet desired maintenance conditions.

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

Buildings
Utility Area:

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.

Buildings
Fire Extinguishers:

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

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

Evaluation: Inspect each fire extinguisher 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 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.

90% 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.

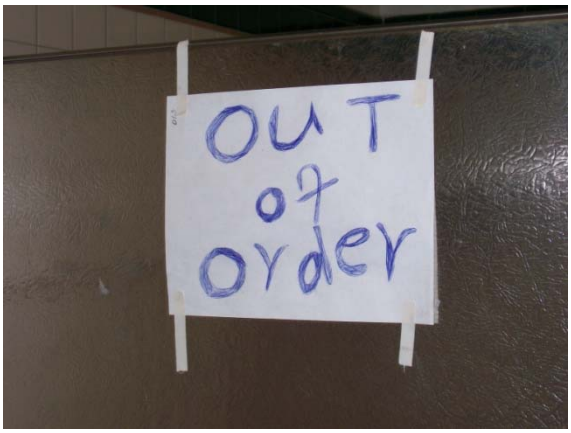
Evaluation: Inspect each sign to verify they are secured in place and functioning as originally intended.
Calculate the total square footage of the sign and the area which is not clean or reflective.

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 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.

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 shall 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.
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 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 reflectors, are 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 3/4 inch deep for 1 continuous foot in the pedestrian ramp, walk or travel way, shall not exceed 1-1/2 inch for ten continuous feet and/or shall not exceed a single measurement of 2-1/4 inches 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 shall 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 ¾ of an inch for any area greater than one (1) square foot. No single measurement shall 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 or depressions in the parking area. It would have to be measured for length, width and depth to see if it meets maintenance

This pothole has exposed base and would not meet desired maintenance conditions.

Roadway
Pavement 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 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.

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 shall 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.

Roadway
Highway Lighting:

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

Roadway
Signs:

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 the above conditions. Do not rate signs for slip / breakaway base behind guardrail, barrier wall, or in parking, grounds, or picnic areas where speed limits are less than 20 mph and protected by mountable curb.

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 x .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.

Roadway
Object Markers / Delineators:

80% of object markers and delineators 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.

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 x.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.

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

Striping:

90% of striping must be visible, reflective at night, function as originally intended, for parking delineation, and 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.

Measure total length of parking space line and measure length of that will not meet desired maintenance conditions calculate if it is more than 10%.

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 desired maintenance conditions.

If there is more than 52 continuous feet of broken or faded edge line it would not meet desired maintenance

Roadway
Symbols:

70% of each pavement symbol and included reflectors, 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 x .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.

Symbol is faded and breaking up, measure total area to determine if it will meet desired maintenance conditions.

Example of symbol on roadway / ramp areas with raised pavement markers as part of the symbol measure total area of symbol also count total number of markers. Calculate if more than 30% do not meet desired maintenance conditions.

Roadway
RPMS:

70% of the required markers are functional (reflective) and in place. If edge line was originally installed with RPM's, it should not be without a reflective marker for more than 100 continuous feet.

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

Evaluation: Calculate the total number of markers required, count the number of missing or non-functioning to determine if 70% are functioning, and/or 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: Measure the distance between two functioning RPMs if it 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.

These are examples of front slope deviations greater than 5 inches. These conditions do not meet desired maintenance standards.

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, shall not exceed 1-1/2 inch for ten continuous feet and/or shall 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 ½ inch for 10 continuous feet or one area or a build-up for one continuous foot with a single measurement of 2 ¼ 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, 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 desired maintenance 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.

NOTES: Consideration should be given to the Design Standards that were used during the original construction of the guardrail.
Rate reflective markers for guardrail under object markers characteristic.

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.

Roadway
Guardrail:

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

If more than 10% of the guardrail offset blocks are rotten and deteriorated. It will not meet desired maintenance conditions.

A guardrail block is considered twisted if there is a gap between the top edge of the block and the guardrail.

Secured bearing plate, nails in place, no rotation.

End anchorage cable is not drawn taut; check for more than 1 inch deflection

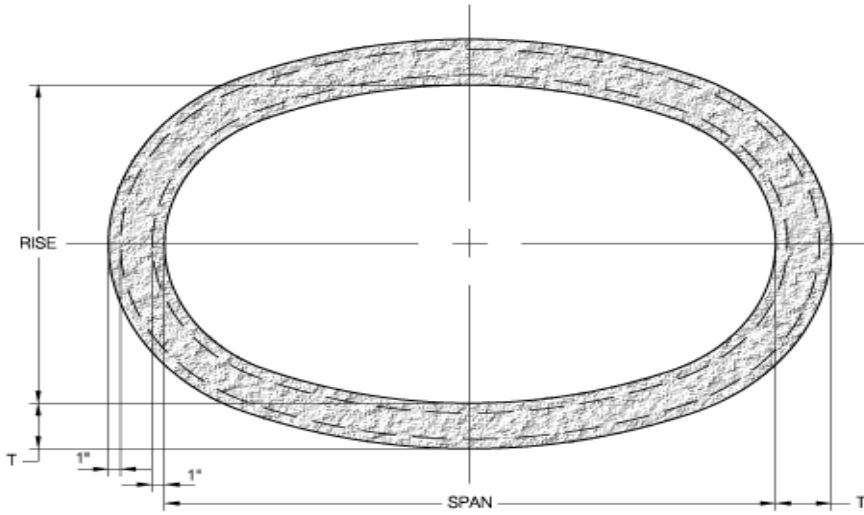
Roadway
Drainage:

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 shall not vary ¼ 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 ¼ 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.



TYPICAL CROSS SECTION

Roadway
Drainage:

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.

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.
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 ten (10) feet above sidewalk or walkways where pedestrian traffic is present, or fourteen (14-1/2) 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 tree roots greater than 3 inches above ground
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/herbicide control treatment with application logs on file, to include dates, times, product used, and target species. Use Maintenance form #850-000-15 “Herbicide 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 shall be planted.

Maintained landscape area, shrubs trimmed, mulch in place, and free of weeds.

This landscape area does not meet desired maintenance conditions.

This tree could be in trouble, should be staked or replaced.

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 scatted 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 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

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 x .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.

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 ¼ 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.
Measure any rigid objects protruding from concrete sidewalk greater than ¼ inch in height, measure unsealed cracks to determine if they are greater than ¾ inch, also measure for single misalignment greater than 1½ inches.

Example: If you measure 300 feet in a run of sidewalk, 5 feet wide your calculation would be 300ft x 5ft = 1500 sq ft x 0.005 = 7.5 ft of cracks greater than 1/4 inch would be allowed.

Sidewalk repaired, should be a smooth transition with no more than ¼ inch misalignments.

Misalignment greater than 1½ inch, this would not meet desired maintenance conditions.

Grounds
Sidewalks:

Rigid objects protruding from concrete sidewalk greater than ¼ inch in height will not meet desired maintenance conditions.

Unsealed joints or cracks greater than 3/4 inch will not meet desired maintenance conditions.

ADA

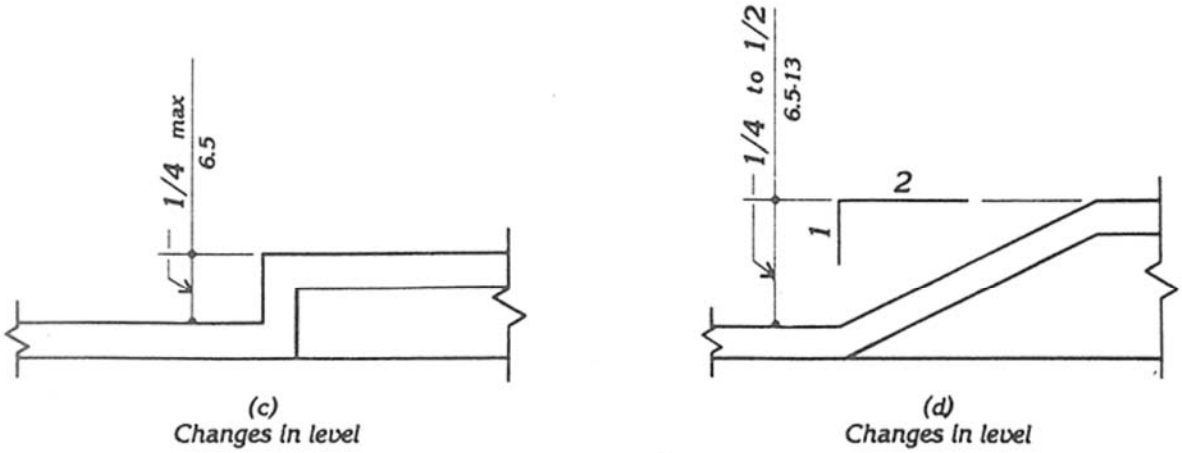


Fig. 7
Accessible Route

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 of 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 for 10 continuous feet, this would not meet desired maintenance conditions.

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

Grounds
Tree Trimming:

No limbs are lower than ten (10) feet above sidewalk or walkways where pedestrian traffic is present, or fourteen (14-1/2) feet above the face of the curb or travel way.

Vegetation shall not block signs.

Dead or dying trees within 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 does not meet desired conditions.

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.

Vegetation blocking signs will not meet desired maintenance conditions.

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 Sates 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 shall 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 picnic slabs 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; 6 inch deep holes, broken or missing utility lids, or tree roots greater than 3 inches above ground.

For inspection purposes: Inspect the common area frequented by visitors for the above conditions holes in ground, missing or broken utility lids, and tree roots.

Evaluation: Measured holes in ground 6 inches or more in depth, broken or missing lids, and any measure tree roots greater than 3 inches above the ground would not meet the desired maintenance conditions.

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 in picnic area measures 5 inches above the ground, this would not meet desired maintenance conditions.

Grounds
Pest Control:

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

Active documented pest/herbicide control treatment with application logs on file, to include dates, times, product used, and target species. Use Maintenance form #850-000-15 “Herbicide Application Log” required.

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.

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.

Grounds
Fencing:

Fence does not meet desired maintenance standards when any of the following exist:

1) If there is an opening in the fence greater than 1/3 of its original height as measured from the natural ground, to the top of the fence fabric.
2) If there is an opening in the fence fabric greater than 2 square feet.
3) Any open or unlocked gate in the Department owned fence within the sample point.
4) Any open space greater than 6 inches between gates or posts.
5) Two fence posts in a row are missing or broken within the sample.
6) Any two adjacent fence posts where the fabric is not attached.
7) Less than one continuous strand of barb wire is in place at the top of the fence.

All fencing within the rest area, except right of way fencing on ramps and around the limits of the facility, should be free of vegetation. No fence should have exotic invasive species present.

For inspection purposes: 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.

Evaluation: If the original height of the fence is 6 foot divide by 3 = 2 ft. is 1/3 the height, so if you measure less than 4 foot from the ground to the top part of the fence, then fence would not meet desired maintenance conditions. If a holes in the fence fabric measures 1 ft. x 2 ft. = 2 sq ft the criteria is for more than 2 sq ft so this would meet 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.

Opening between gates is greater than 6 inches and would not meet desired maintenance conditions.

Example of Vegetation on fence and would not meet desired maintenance conditions.

This fence will not meet desired maintenance conditions, because one post is missing and the fence fabric is not attached to the adjacent post.

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.
Comment Cards	Comment Card receptacles are displayed in convenient locations, properly secured with a locked cover, a card is present, and cards are being retrieved twice each week on non-consecutive days
Brochures	Brochure receptacles are clean and functioning as originally intended; brochures provided are FDOT approved with current information.
Vending	Vending area is clean
Advertising Stands/Publications	Publication stands are anchored or secured in place, with current permit identification. Area is clean.

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.

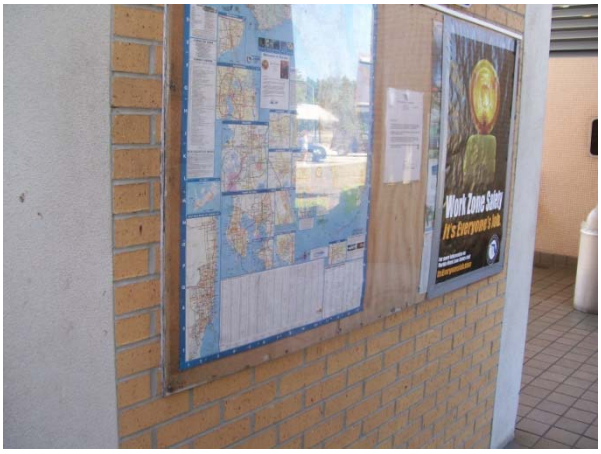
For inspection purposes: Inspect the bulletin board case and contents to verity they meet the above conditions.

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

Customer Services
Comment Cards:

Comment Card receptacles are displayed in convenient locations, properly secured with a locked cover and a card is present.

For inspection purposes: Inspect each comment card receptacle to verify it meets the above conditions.

Evaluation: Inspect each comment card receptacle to be clean in appearance, secured in place, with locking lid, and a comment card must be present and addressed for that facility. Check the dates on any/all completed comment cards in receptacles to ensure they are being collected twice a week as required. If there is a completed comment card in the box that was dated at least a week prior to the date of evaluation, it would appear the cards are not being retrieved as required.

Example of comment card receptacle.

There are no comment cards available in this receptacle; this would not meet desired maintenance conditions.

Customer Services

Brochures:

Brochure receptacles if in present are clean and functioning as originally intended; brochures, literature, or maps provided are FDOT approved with current information.

For inspection purposes: 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, literature, or maps 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.

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.

Customer Services
Advertising Stands/Publications:

Publication stands are anchored or secured in placed, 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.

Attendants / Security Services

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	100% On duty at all times.
Supplies and Equipment	Supplies are available; all equipment, tools and hoses are properly stored

Security Services

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	Event log book 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 shall be in good aesthetic and operable condition, and must be legally drivable upon the interstate. Security vehicles shall 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.

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.

Rest area attendant, available, in front of the building, in uniform.

Attendants
Availability:

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 inspects during different times of the day/night to ensure there is an attendant on duty at all times.

Rest Area attendant is available, in front of the building, and properly attired in a uniform and identification badge.

Attendants

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 Services
Officers:

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.

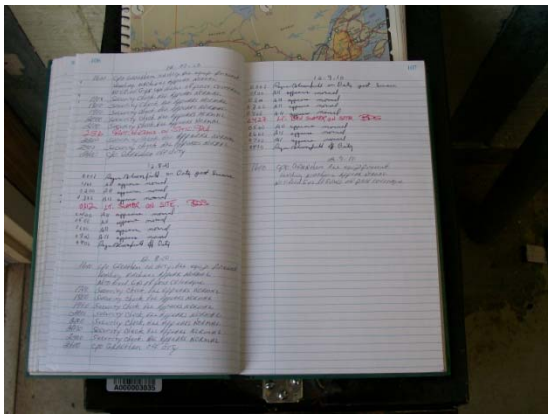
Security Guard in uniform with personal equipment.

Security Services
Log Book:

Event log book is on site and available upon request.

For inspection purposes: Identify the log book

Evaluation: Inspect the log book 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” 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.

Note: Current law enforcement officers are not required to obtain a Class “G” license.

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 shall be in good aesthetic and operable condition, and must be legally drivable upon the interstate. Security vehicles shall 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 5 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 / Weight 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 for 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 15 possible characteristics. If no countertops present, there is a total of 14 characteristics to be rated. If nine (11) 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:

   11 passing characteristics divided by 14 total characteristics = 0.857. Multiply 0.857 by the factor of 20, and the score for that section will be 17.14, rounded to 17.1

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
QUALITY ASSESMENT REVIEW/REST AREA INSPECTION

Location_____ **Date**_____ **Time**_____
Contractor_____ **Security**_____ **Date**_____ **Inspector**_____

				Score: (Y) Yes - (N) No - (X) Not Inspected			
FINAL SCORE (Summation of Scores) =	**#####**			**TOTAL PASSED / # INSPECTED x FACTOR**			
RESTROOMS: (Factor=20)	**#####**			**ROADWAY: (Factor=10)**	**#####**		
1. Counter Tops				1. Pavement Condition			
2. Sinks				2. Highway Lighting			
3. Toilets/Urinals				3. Signs			
4. Toilets Paper Dispensers				4. Object Markers/Delineators			
5. Toilet Partitions				5. Striping/Symbols/RPM's			
6. Floors				6. Shoulders/Slopes			
7. Ceiling/Windows/Walls				7. Sweeping			
8. Hand Dryers				8. Guardrail			
9. Trash Receptacle				9. Drainage			
10. Soap Dispensers							
11. Baby Changing Table							
12. Mirrors							
13. Lights Interior				**GROUNDS: (Factor=20)**	**#####**		
				1. Turf Condition			
				2. Vegetation/Landscaping			
				3. Litter			
FAMILY: (Factor=10)	**#####**			4. Trash Receptacles			
1. Countertop / Sinks				5. Recycle Receptacles			
2. Toilets				6. Lights Exterior			
3. Toilet Paper Dispenser				7. Sidewalks			
4. Floors				8. Edging and Trimming			
5. Walls/Ceiling/Windows				9. Tree Trimming			
6. Hand Dryers				10. Flags			
7. Trash Recepticals				11. Picnic Areas			
8. Soap Dispensers				12. Tripping Hazards			
9. Baby Changing Table				13. Pest / Insect Control			
10. Mirrors				14. Fences			
11. Lights Interior							
				CUSTOMER SERVICES: (Factor=10)	**#####**		
BUILDINGS: (Factor=20)	**#####**			1. Bulletin Boards			
1. Roofs/Fascia/Soffits				2. Phone			
2. Gutters/Down Spouts				3. Comment Cards			
3. Exterior Walls/Windows/Ceilings				4. Brochures			
4. Doors				5. Vending			
5. Foyers/Floors				6. Advertising Stands/Racks			
6. Handrails							
7. Lights				**ATTENDANT / SECURITY GUARD: (Factor=10)**	**#####**		
8. Water Fountains				1. Attendant Uniform			
9. Utility Area				2. Available			
10. Fire Extinguisher				3. Supplies and Equipment Properly Stored			
11. Generators				4. Security Uniform/Equipment			
12. Signs				5. Log Book			
13. Availability				6. License			
14.Waste Water Treatment				7. Available			
15. Well and Potable Water Treatment				8. Vehicle			
				9. Code Y if No Guard During Daytime			
COMMENTS:							

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
QUALITY ASSESMENT REVIEW/TRUCK COMFORT STATION/SCALE HOUSE

Location_____ **Date**_____ **Time**_____
Contractor_____ **Security**_____ **Inspector**_____

				Score: (Y) Yes - (N) No - (X) Not Inspected			
FINAL SCORE (Summation of Scores) =	**#####**			**TOTAL PASSED / # INSPECTED x FACTOR**			
RESTROOMS: (Factor=20)	**#####**			**ROADWAY: (Factor=10)**	**#####**		
1. Counter Tops				1. Pavement Condition			
2. Sinks				2. Highway Lighting			
3. Toilets/Urinals				3. Signs			
4. Toilets Paper Dispensers				4. Object Markers/Delineators			
5. Toilet Partitions				5. Striping/Symbols/RPM's			
6. Floors				6. Shoulders\Slopes			
7. Walls\Ceilings\Windows				7. Sweeping			
8. Hand Dryers \ Paper Towels				8. Drainage			
9. Soap Dispensers				9. Guardrail			
10. Mirrors							
11.Lights Interior							
FAMILY RESTROOM							
12. Baby Changing Table				**GROUNDS: (Factor=20)**	**#####**		
13. Toilet/Sinks/Paper/Soap				1. Turf Condition			
14. Floors/Walls/Ceilings/Windows				2. Vegetation/Landscaping			
				3. Litter			
BUILDINGS: (Factor=20)	**#####**			4. Trash Receptacles			
1. Roofs\Fascia\Soffits				5. Recycle Receptacles			
2. Gutters/Down Spouts				6. Lights Exterior			
3. Exterior Walls\Windows\Ceilings				7. Sidewalks			
4. Doors				8. Edging and Trimming			
5. Floors/Foyer Areas				9. Tree Trimming			
6. Water Fountain				10. Flags			
7. Utility Area				11. Fences			
8. Emergency Generator				12. Pest / Insect Control			
9. Signs				13. Retention Areas/Ponds			
10. Facility Available to Public							
11. Waste Water Treatment				**CUSTOMER SERVICES: (Factor=10)**	**#####**		
12. Well/Potable Water Treatment				1. Bulletin Boards			
13. Fire Extinguisher				2. Phones			
14. Scales				3. Comment Cards/Brochures			
15. Handrails				4. Vending			
16. Lights				5. Maps			
ATTENDANT: (Factor=10)	**#####**			**INSPECTION BAY: (Factor=10)**	**#####**		
1. Uniform				1. Eye wash equipment			
2. Available				2. Ventilation system			
3. Supplies and Equipment Properly Stored				3. Cleanliness			
4. Code Y if No Attendant During Daytime				4. Fire extinguishers			
COMMENTS:							

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
QUALITY ASSESMENT REVIEW/TRUCK SCALE HOUSE

Location_____ **Date**_____ **Time**_____
Contractor_____ **Security**_____ **Inspector**_____

				Score: (Y) Yes - (N) No - (X) Not Inspected			
FINAL SCORE (Summation of Scores) =	**#####**			**TOTAL PASSED / # INSPECTED x FACTOR**			
DRIVER'S ROOMS: (Factor=20)	**#####**			**ROADWAY: (Factor=20)**	**#####**		
1. Counter Tops				1. Pavement Condition			
2. Sinks				2. Highway Lighting			
3. Toilets/Urinals				3. Signs			
4. Toilets Paper Dispensers				4. Object Markers/Delineators			
5. Hand Dryers\Paper Towels				5. Striping/Symbols/RPM's			
6. Soap Dispensers				6. Shoulders			
7. Floors/Walls/Ceilings/Windows				7. Sweeping			
8. Mirrors				8. Drainage			
9. Lights Interior				9. Guardrail			
10. Phone Available							
				GROUNDS: (Factor=20)	**#####**		
				1. Turf Condition			
BUILDINGS: (Factor=20)	**#####**			2. Vegetation/Landscaping			
1. Roof/Fascia/Soffits				3. Litter			
2. Gutters\Down Spouts				4. Trash Receptacles			
3. Exterior Walls/Windows/Ceiling				5. Recycle Receptacles			
4. Doors				6. Lights Exterior			
5. Bulletin Boards				7. Sidewalks			
6. Water Fountain				8. Edging and Trimming			
7. Lights				9. Tree Trimming			
8. Signs on Building				10. Flags			
9. Waste Water Treatment				11. Fences			
10. Well/Potable Water Treatment				12. Retention Areas/Ponds			
11. Fire Extinguisher				13. Pest / Insect Control			
12. Scales							
13. Handrails				**ATTENDANT: (Factor=20)**	**#####**		
14. Emergency Generator				1. Uniform			
				2. Available			
				3. Supplies and Equipment Properly Stored			
				4. Code Y if No Attendant During Inspection			
COMMENTS:							