**Agency Name**

**Agency Logo**

**Facilities and Equipment Maintenance Plan**

**Updated 7/3/2019**

**Introduction**

The mission of the **Agency** is to provide safe, clean and functional facilities and equipment for their employees and guests. The purpose of the Facilities and Equipment Maintenance Plan is to ensure timely, periodic maintenance that identifies potential problems, conserves energy and resources and maintains effective buildings, grounds and equipment to support the day-to-day services required to keep the agency in a functional condition. This is accomplished through the combined efforts of Maintenance Department staff and contracted services in our approach to foster a successful preventive maintenance program.

**Description of Facilities**

**In this section, the agency should describe their facilities – this should include a comprehensive description of their buildings, maintenance shop area, and other equipment such as fueling areas and bus wash centers, if applicable. The following is general template language that can be used as a guide in developing this section:**

**Agency** facility consists of **#** building**(s)** that includes administrative work areas as well as a maintenance garage with work bays equipment used to maintain the vehicle fleet with a separate fuel island.

The maintenance garage consists of **#** bays/mechanic work areas. There is a parts department located in the maintenance garage with **#** dedicated Parts staff member**(s)**.

There are **#** fueling stations located behind the maintenance garage. There is also a separate bus wash area used for the exterior/interior cleaning of the vehicle fleet.

**Maintenance Program Overview**

**This section should describe the agency’s goals in maintaining their facilities and equipment. The following general template language can be used as a guide by the agency to develop this information:**

**Agency** follows a maintenance plan that incorporates all buildings, equipment and customer amenities into scheduled maintenance programs. All programs meet the manufacturers recommended maintenance requirements. **Agency** can always exceed the recommended manufacturer’s schedule based on overall usage of the equipment. Maintenance inspections on buildings and equipment are accomplished on a daily, weekly, monthly, quarterly and annual basis. The Maintenance Department will update the Facilities and Equipment Maintenance Plan as needed to meet Federal Transit Administration (FTA) requirements incorporating all Mission Critical Equipment. The plan reflects the needs of the organization and will be reviewed annually.

The facilities maintenance program of **Agency** focuses on a comprehensive preventative maintenance program and is specific to the following mission critical assets:

* **List mission critical equipment**

The facilities and equipment maintenance program is managed by **Agency staff member (such as maintenance manager)**. The inspections and routine preventive maintenance activities described in the plan are performed through the coordinated efforts of the Maintenance Superintendent, **#** maintenance techs, outside contractors and procured vendors as outlined below.

**Legend:** *D – Daily; W – Weekly; M – Monthly; Q – Quarterly; A – Annually*

**Table 1: Summary of Preventative Maintenance Schedule**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **EQUIPMENT** | | **Scheduled PMs** | | | | | |
|  | | **D** | **W** | **M** | **Q** | **A** | **Performed By** |
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**Maintenance Shop Inventory**

The following is a list of maintenance shop equipment that is inspected on a **(monthly, quarterly or annual)** basis by the Maintenance Department staff.

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|  | **Equipment** | **Make/Model** | **Serial Number** | **Staff Initials** |
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**Facilities Maintenance Records**

**This section describes the agency’s procedures and policies related to facility and equipment maintenance record retention. The following general template language can be used by the agency as a guide in developing this information:**

Facilities and equipment maintenance inspections and records are stored in the Maintenance Department. Inspection forms and invoices for ongoing services are monitored by the Maintenance Superintendent to ensure that all needed repairs identified through these inspections are completed in a timely manner. Sample facilities and equipment inspection forms are attached as Exhibit A.

Contractor service agreements and third party vendor procurement are monitored by the Maintenance Superintendent. Contracted maintenance service agreements are implemented and extensions granted on an annual basis. Third party vendor procurement is handled on an as needed basis as inspections identify the need for repairs. Records of quotes gathered during the procurement process are stored in the Maintenance Department.

The FDEP Registration Placard for the Fuel Tanks and Dispensing system is placed in the Maintenance Department along with the certification records for the facility inspector. Equipment records include storage tank and fuel inventory, tank water levels, leak detection results, visual examinations, test data results, ongoing maintenance and repairs. The Certificate of Financial Responsibility is maintained by the Florida Department of Transportation Central Office.