

Chapter 7

Maintenance of Facilities

7.0 Introduction

Description

Maintenance of sites and facilities plays an essential and integral role in the long-term life of Department buildings and sites. Without timely maintenance, more costly treatments will be required sooner than those properly maintained. MDT's facility program includes construction, repairs and maintenance of Headquarters campus, district and division complexes, section facilities and sites, communication sites, MCS facilities, rest areas, and the acquisition of buildings and sites for future development. The facility program is also responsible for aeronautics facilities and the Department's long-range building program.

Purpose

MDT's goal is to maintain facilities and sites in a manner that provides a safe environment, preserves and extends the state's investment, maintains the functional condition and retards future deterioration by providing the appropriate treatment at the right time.

Safety and Training

Supervisors should review safety, training and work area requirements with employees and ensure compliance with approved guidelines.

Employees should review all MSDS to learn about products used and to make themselves aware of safety and health precautions and required personal protective equipment and clothing.

Environmental Best Management Practices

Supervisors should be aware of environmental concerns. Special precautions must be taken to protect water quality near streams, lakes and wetlands. Dispose of waste materials at an appropriate site.

Resources

Facility Policy
MDT Safety Policy & Procedures Manual
MMS Manual
Rest Area Contracts
Rest Area Checklist
MUTCD
MDT Standard Drawing Manual

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7.1 Maintenance of Buildings and Sites (MMS 5201 and 5203)

Activity Description

This activity includes the construction, repair and maintenance of buildings, sites, and storage facilities.

Purpose

The purpose of this activity is to maintain and keep Department facilities and sites in a safe and aesthetically pleasing condition. This includes the following:

- Construction, additions or other modifications of existing facilities to accommodate changes in operations.
- Routine and preventive repairs of facilities to maintain buildings and sites.
- Maintenance of the functional condition and retarding future deterioration.

Timing of Maintenance

Facility Condition Inventory (FCI) will be conducted on all department facilities. The assessment inventory will detail conditions and will identify current and future needs.

- Housekeeping maintenance is to be done on a continuous basis.
- Preventive and other routine repairs are done as needed.
- Snow loads are to be monitored and must be removed from roofs and around buildings to eliminate damages.
- Landscaped areas will be maintained as conditions dictate.
- A site plan for section yards should be identified that covers storage of equipment, signs, materials, stockpiles, and snow storage.

Specialized Equipment

- Bucket Truck
- Paint Sprayer
- Pressure Washer

Materials

Building maintenance and building supplies

Safety and Training

Supervisors should review safety, training and work area requirements with employees and ensure compliance with approved guidelines.

Employees should review all Material Safety Data Sheets (MSDS) to learn about products used to make themselves aware of safety and health precautions and required personal protective equipment and clothing.

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Special Precautions

- Monitor and inspect shop equipment such as air compressors.
- Maintain fire extinguisher within safety guidelines.
- Identify, placard and store hazardous and flammable materials properly.
- Maintain and pump sumps as required. Follow procedures to ensure sumps do not become contaminated and are sampled as required.

Environmental Best Management Practices

Maintenance needs to be aware of potential leaching from stockpiles and potential effects on ground water and riparian areas.

Environmental best management practices include:

- Developing site plans for areas adjacent to or near riparian areas to identify erosion and sediment control needs and to ensure stability of the materials.
- Disposing of unneeded materials rather than stockpiling them.

Sumps are maintained and pumped as required. Follow procedures to ensure sumps are not contaminated and are sampled as required.

Hazardous and flammable materials are identified, labeled and stored in appropriate places. The MSDS will provide information on proper storage of hazardous materials.

Procedures

Before any building repair or construction appropriate permits must be acquired i.e. building, electrical, plumbing, construction, etc. and appropriate licensed trades must be employed.

Review and follow site plans:

1. Clean all lavatories and sanitary facilities.
2. Wash and sweep floors and wash walls.
3. Replace broken glass and locks.
4. Check first aid equipment and fire extinguishers and replenish as required.
5. Paint as required.
6. Stockpile all supplies in a neat manner.
7. Eliminate hazardous conditions in and around the buildings.
8. Make repairs as required to ensure correct operating conditions.

7.2 Maintenance of Rest Areas (MMS 5202, 5203)

Activity Description

This activity is contract administration, maintenance and repair of rest areas and truck parking areas.

Purpose

Roadside facilities are maintained to provide a clean, attractive and safe rest area for the traveling public.

Timing of Maintenance

Rest area caretaker services are contracted. Rest areas need to be checked a minimum of weekly, preferably daily, or more often if contract or conditions require. Deficiencies, which are the responsibility of the caretaker, need to be brought to the contractor's attention for correction. Contractor identified repairs need to be addressed by the department as soon as practical. Repairs and maintenance should be scheduled as soon as practical and in such a manner as not to inhibit usage. In the absence of a contractor, the Department is responsible for the routine service and maintenance of the rest area.

Contracted Services

MDT personnel routinely inspect rest areas. These inspections are performed and copies of the condition assessments are provided to the Area Maintenance Bureau Chief and contractor as identified on the inspection form.

When the maintenance of roadside facilities is contracted to private individuals, the Field Maintenance Supervisor or designee shall:

- Check the work for compliance with the contract provisions.
- Maintain a checklist (Rest Area Inspection Form) to document deficiencies and problems.
- Provide input to Area office based on the review and documentation of the contractor's performance.

MDT is responsible for water, sewer, lighting, heating, and structure repair and maintenance. Maintenance crews will also clean the facilities in case of emergencies.

Specialized Equipment

- Basic equipment (i.e. mower, sidewalk snow removal, garbage hauling, weed eating, etc.) is supplied by the contractor.
- Carpenter and plumbing equipment.
- Specialized cleaning systems

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Materials

Contracts specify what supplies and materials the Department and the contractor will furnish.

Safety and Training

Employees should wear appropriate protective clothing and take adequate precautions for the activity in which they are engaged. The MSDS will provide information on proper storage of materials

Special Precautions

Immunizations for hepatitis will be provided for department personnel upon request.

Best Environmental Management Practices

Best management practices include:

- Using pesticide according to manufacturer's label recommendations.
- Controlling noxious weeds.
- Disposing of garbage and sewage at appropriate sites.
- Testing and treating water when required.

Procedures

Before any building repair or construction appropriate permits must be acquired i.e. building, electrical, plumbing, construction, etc. and appropriate licensed trades must be employed.

Inspect and document contract compliance as required:

1. to close facility when inoperable
2. to plow snow in parking lots
3. to maintain signs
4. to maintain computer kiosk and information display cases
5. to notify of overhead lighting requirements