



# Facilities Maintenance & Operations Plan 2016 – adopted

600 SE Bay Blvd  
Newport, Oregon 97365

P. 541.265.7758  
F. 541.265.4235

[www.portofnewport.com](http://www.portofnewport.com)

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# I. Overview

## **i) Introduction**

The Port of Newport currently operates four (4) separate facilities providing services for the public, fishing industry, recreational tourism, government and terminal shipping industry. Per the 2015 audit provided by Grimstad & Associates, the estimated value of building and equipment assets is \$65M. Each department operates autonomously with its own office/shop, crew and budget to provide services and maintenance/repairs to the facility. Under the supervision of the Director of Operations, staff personnel currently totals 11.5 Full Time Equivalents (FTE). Each facility provides varying types of customer service products as a cooperative source of income. The facility inventory is found in Appendix A and is summarized as follows:

**NORTH COMMERCIAL MARINA:** Five (5) aging public dock systems for commercial fishing fleet moorage (205 slips), paved surface lot storage, one (1) hoist dock consisting of four (4) rotating jib cranes, maintenance shop, waste oil facility, landscaped area, CXT restrooms & moorage holders showers, garbage & recycling collection, main admin modular building, customs modular office trailer, paved & gravel parking, and building lease tenants. Current staff is 5 FTE

**SOUTH BEACH MARINA & RV PARK:** Aging public marina & dock system (450 slips), recreational boat launch, paved trailer parking, fuel dock, underground fuel tanks & delivery system, full service RV park (140 spaces), paved multi use area, paved vehicle parking, garbage & recycling collection, picnic bunkers, fish cleaning stations, public restrooms & showers, two (2) pay laundry rooms, public walkways, landscape areas, fishing pier, maintenance shop, Main RV office and activity room, four (4) tenant leased buildings, three (3) unoccupied buildings located on 4 acre gravel lot, 2.5 acre dredge disposal site. Current staff is 4.5 FTE.

**INTERNATIONAL TERMINAL:** Newly renovated (2013) shipping terminal & dock system with 860 linear feet of dock space, one (1) hoist dock consisting of one (1) rotating jib crane, hard surface storage, gravel surface storage, garbage & recycling collection, landscaping, maintenance shop, one (1) tenant leased building, nine acre undeveloped lot. Current staff is 1 FTE.

**NOAA MARINE OPERATIONS CENTER-PACIFIC:** Built in 2011, The NOAA Marine Operation Center-Pacific fleet facility (NOAA MOC-P) is leased and operated by the US National Oceanographic and Atmospheric Administration consisting of one administration building, one warehouse building, guard station, emergency generator building, 1200lf concrete wharf (6 berths), small boat dock (10 berths), landscaped area, eel grass mitigation area, hard surface lot storage, and security fencing. Current staff is 1 FTE.

Because of the varying services, each facility is subject to seasonal labor demand and cycles. With the exception of NOAA MOC-P, facility assets are used by and are highly visible to the public.

## **ii) Plan Statement**

The Port of Newport maintains its facilities and equipment in order to protect its investment and prolong the useful life of its assets while providing public access to the highest standards financially feasible. Service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide. The Port operations department will maintain a culture of excellence at all times and will provide necessary training to achieve its high standards.

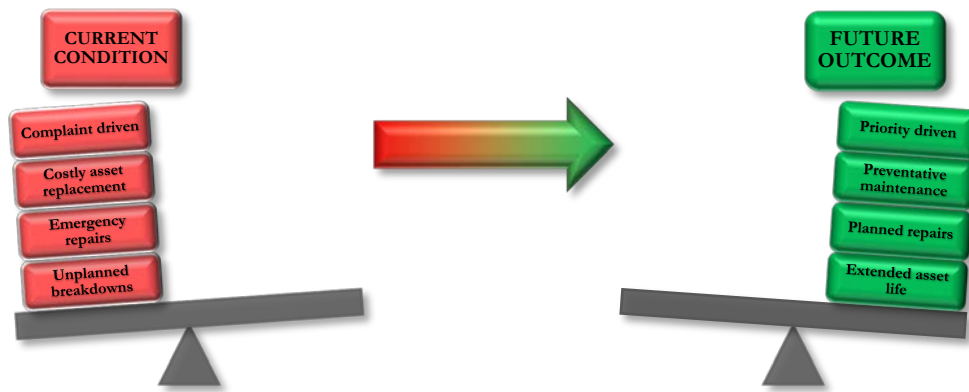
## **iii) Objective**

The Port of Newport Commission has issued direction to the General Manager that facility Preventative Maintenance (PM) and repair must become a priority in order to protect its infrastructure and economic future. It is therefore the objective of this plan to focus on the requirements needed for PM goals and benefits which is separate from providing for larger capital projects (over \$5,000). The development of a separate maintenance department utilizing up to 3FTE has been authorized by the Commission.

The facilities and equipment used in support of public property will be maintained at a minimum to the specifications in the operation and maintenance manuals available for the asset. The overall goal is to:

- Maintain facilities and equipment in safe operating condition
- Maximize facility and equipment service life
- Meet the requirements of the Oregon OSHA, the Americans with Disabilities Act, and state and local regulations
- Provide a safe environment for the public, facility users and staff
- Minimize service disruptions
- Ensure that our facilities remain an asset in good condition for the community
- Maintain the visual appearance and cleanliness of buildings, landscape and grounds

Deferred maintenance creates reactionary (crisis) repairs which often increases cost, decreases safety, and negatively impacts our customers' and public perception. The aim is to be proactive and response driven by the use of early detection methods. With a successful PM practice in place, the Port will reduce expenditures for large replacement projects by extending the useful life of the asset through proper maintenance.



#### iv) Tools for Success

Steps are in place to ensure the success of this plan and to continue to modernize the current processes. New and existing technologies are in use at the crew level which promote better management of time. The Port utilizes an existing computerized maintenance management software (CMMS) system called HippoCMMS® for NOAA, NIT, South Beach and the North Commercial Facilities. Funding will always be a challenge to support the goals of this plan. Main key points for the success and improvement of facility maintenance are:

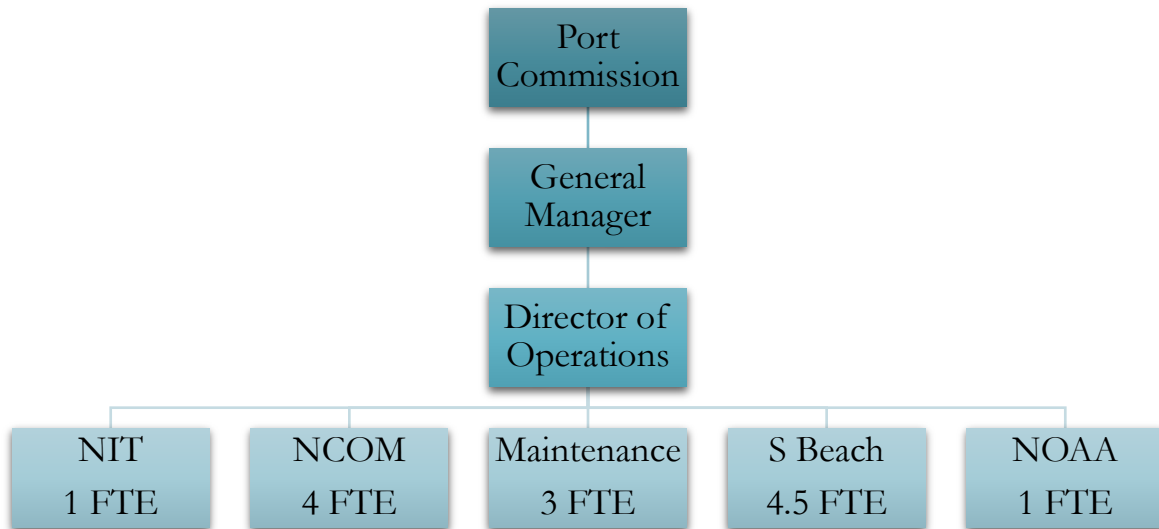
- Continued prioritization of past and present facility maintenance assessments
- Maintain a culture of continued improvement and professional stewardship of the facilities
- Use CMMS to create a benchmark measuring system and create regularly scheduled PM's
- Hire and train competent, skilled maintenance technicians
- Provide the proper tools, guidance, training, and leadership needed
- Continue the expansion and use of the CMMS for scheduling, accountability, costs and documentation
- Improve labor control and tracking methods
- Increase utilization of outside resources

## II. Organization

### i) Assignment of Responsibility

Under the Operations Department, all facilities are responsible for the implementation of this plan. The Maintenance Department is responsible for the majority of regularly scheduled preventative maintenance and repair work orders or ensure that they are provided by an outside resource. The focus of the Maintenance Department is to develop and implement a prioritized preventative maintenance schedule and reverse the trend of emergency repairs and asset depreciation. At each facility and under the supervision of the Department Manager/Harbormaster, the “service” crews are required to address maintenance and repair work orders on an as needed basis providing their

respective service responsibilities allow. The Operations Department organizational structure follows:



Examples of the daily duties performed by the Maintenance Department:

- |   |  |
|---|--|
| ✓ Maintain work orders through CMMS         | ✓ Maintain prioritized PM goals          |
| ✓ Site and equipment PM inspections         | ✓ Regular equipment PM's                 |
| ✓ Corrosion removal & protection            | ✓ Painting and coatings                  |
| ✓ Carpentry-deck, railings, building, signs | ✓ HVAC/Plumbing system PM's              |
| ✓ Emergency repairs-docks, buildings, etc   | ✓ Electrical system PM's                 |
| ✓ Grounds-irrigation, fencing, concrete     | ✓ Metals and mobile welding              |
| ✓ Lamp replacement, hardware, controls      | ✓ Roofing, sidings, gutters              |
| ✓ Small projects (under \$5000)**           | ✓ Other non-service tasks & coordination |

Depending on availability and funding, other outside labor sources will be utilized to support small to medium size improvement or repair type projects. These types of projects would include dock cleaning & repair, sign & kiosk maintenance, picnic bunker maintenance, trash enclosures, general painting, grounds beautification, special projects, etc. Examples of outside labor resources may include:

- Port of Newport “Mates” volunteer group
- US job corps services
- County adult community work crews
- U-Da-Man volunteer organization
- Temp labor pool such as Cardinal Services

## **III. Implementation**

### **i) Maintenance Standards**

The Port Operations Department will maintain a culture of excellence at all times and will provide necessary training to achieve its high standards. The essential components to achieving a high standard in maintenance described below is scheduled inspections, identification, prioritization, and the implementation of the work process followed by assigning, scheduling and completion of tasks. All employees are expected to be engaged in the identification, reporting or correction of sub-standard conditions.

#### **Inspection**

Each facility will assign & perform regularly scheduled inspections of all area(s) and equipment with the goal to maintain the minimum standards as listed as example in APPENDIX B

#### **Identification**

Identification of critical systems and possible asset failures is the goal of preventative maintenance. Identification will be organized and managed by hierarchy as follows:

1. Identify areas of the facility that are critical it's the operation (Appendix B).
2. Identify equipment within the facility that are critical to the areas operation (Appendix B).
3. Identify the required reoccurring tasks for proper and timely preventive maintenance.
4. Identify, report and respond to all emergency safety or high priority related items.
5. Identify and report all sub-standard and safety related items.

#### **Prioritization**

Once identified, the list of items will be prioritized as follows:

1. Regularly scheduled PM's will be entered into the CMMS system on a recommended reoccurring schedule
2. An ongoing master list of demand type work items will be prioritized, maintained and revised on a regular basis.
3. The prioritized list will consider safety, critical areas and assets as highest priority.

#### **Implementation**

The prioritized list will be implemented as follows:

1. Once identified and prioritized, the work item will be entered into the CMMS system and scheduled as a work order.
2. Following the procedures of the CMMS system, the work order will be assigned to an employee, scheduled, and completed within the time frame given.

## **ii) Training & Development**

In order to maintain a high standard level of maintenance service, the Port of Newport is committed to proper training and development for its employees. The Port provides and uses modern hardware and Information Technology (IT) devices on a regular basis which saves labor hours and improves communication. Email, text and photos/video sent by phone augment on site visits to accomplish tasks. Employees will be trained and expected to achieve proven proficiency in order to use and improve the systems that are now in place and will be updated in the future.

Training for positions requiring certification will be provided on an as needed basis and/or scheduled regularly in order to maintain certifications. Each employee is responsible for maintaining the required certifications and giving notice to the supervisor within 3 months of expiration of certificates.

Other training and development is available per the personnel manual.

## **iii) CMMS – Computerized Maintenance Management Software**

The Port of Newport uses a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventative maintenance and on demand work orders. Like all CMMS programs, both preventative and on demand work orders are scheduled and tracked within the system. Locations, buildings, equipment, and vehicles are identified, inventoried, and associated with all work orders. Regularly scheduled preventative maintenance (PM's) work orders are automatically generated and are assigned to maintenance technicians based on criteria provided by the department managers. Demand work orders are generally one-time events such as repairs and are generated by staff on an as needed basis. A work order remains open until closed by the assigned technician therefore providing accountability. Work order history, maintenance trends, costs, inventory, and key performance indicators are monitored and reviewed by use of real time reports.



Enterprise - Port of Newport Dashboard: **Advanced** Log Out

**Submit Work Order**

Work Order Requests (0)

Equipment To Be Received (0)

Work Order Search

Enterprise Admin

Reports

Support and Feedback

Feedback

Wiki

Hippo Help Videos

Change Password

**Port of Newport** Enterprise Screen

**NIL**

PM: 5  
Demand: 4  
Overdue: 0  
Critical: 0  
Total: 9

**NOAA MOC-P**

PM: 15  
Demand: 5  
Overdue: 4  
Critical: 0  
Total: 20

**SB Marina**

PM: 0  
Demand: 0  
Overdue: 0  
Critical: 0  
Total: 0

3495

Find Work Order By ID

Hippo Live Support

WORK ORDER SUMMARY COLORS

- NO WORK ORDERS
- HAS WORK ORDERS
- OVERDUE/CRITICAL

Enterprise : Enterprise - Port of Newport > Facility : NOAA MOC-P Dashboard: **Advanced** Log Out

**Sections**

- Levels
- Floor Plans
- Plot Sections
- Locations
- Plot Locations
- Equipment Models
- Equipment
- Plot Equipment
- Scheduled Work Orders
- Parts
- Companies
- Contacts
- Documents
- Specs
- Vehicles
- Vehicle Fuel

**Equipment**

Name	Model	Location	Serial Number	Asset ID	Status
AIR HANDLING UNIT AHU-1-O	AIR HANDLING UNIT AHU-1-O	301 MECHANICAL ATTIC on Mechanical Attic in...	K10611256A	AHU-1-O	Active
ALUMINUM STOREFRONT ALSF-1	ALUMINUM STOREFRONT	See Plans on See Plans in building See Plans		ALSF-1	Active
ALUMINUM WINDOW ALWD-1	ALUMINUM WINDOW	See Plans on See Plans in building See Plans		ALWD-1	Active
ASPHALT SHINGLE ROOF ASR-1	ASPHALT SHINGLE ROOF	See Plans on See Plans in building Office		ASR-1	Active
AUTO TRANS SWITCH- EM GEN TRSW-1	AUTOMATIC TRANSFER SWITCH	T101 GENERATOR on 1st Floor in building...		ATS-1	Active
AUTOMATIC ENTRANCE OPERATOR AEO-1	AUTOMATIC ENTRANCE OPERATOR	See Plans on See Plans in building Office		AEO-1	Active
BACKFLOW PREVENTER - IRRIG. BKFLP-2	BACKFLOW PREVENTER	See Plans on See Plans in building Grounds		BKFLP-2	Active
BACKFLOW PREVENTER BKFLP-1	BACKFLOW PREVENTER - WATTS	See Plans on See Plans in building Grounds		BKFLP-1	Active
BOILER CIRC PUMP BP-1-O	HW BOILER CIRC PUMP	150 MECHANICAL on 1st Floor in building Office		BP-1-O	Active
BUILDING AUTOMATION SYSTEM BAS-1	BUILDING AUTOMATION SYSTEM	146 DATA on 1st Floor in building Office		BAS-1	Active
BUOYS & FLOATS	BUOYS & FLOATS	In-Water on In-Water in building Wharf		BUOY	Active
CAMEL SYSTEM	CAMEL SYSTEM	In-Water on In-Water in building Wharf		CAM	Active
CARPETING CPT-1	CARPETING	See Plans on See Plans in building Office		CPT-1	Active
CATCH BASIN STORM FILTER	CATCH BASIN STORM FILTER	SEE PLANS on Exterior in building Grounds		CBFL-1	Active
CATCH BASIN WITH FLOGUARD	CATCH BASIN WITH FLOGUARD	Exterior on Exterior in building Warehouse		CBFL	Active
CATHODIC PROTECTION-EAST ZONE	CATHODIC PROTECTION SYSTEM	UTILITY BUILDING on Deck in building Wharf		CP-E	Active
CATHODIC PROTECTION-MIDDLE ZONE	CATHODIC PROTECTION SYSTEM	UTILITY BUILDING on Deck in building Wharf		CP-M	Active
CATHODIC PROTECTION-WEST ZONE	CATHODIC PROTECTION SYSTEM	UTILITY BUILDING on Deck in building Wharf		CP-W	Active
CONDENSING UNIT CU-2-O	CONDENSING UNIT CU-2-O	Exterior on Exterior in building Office	Y11DG17430	CU-2-O	Active
CONDENSING UNIT CU-3-W	CONDENSING UNIT CU-3-W	Roof on Roof in building Warehouse	BKA-041100391	CU-3-W	Active
CONDENSING UNIT CU-4-W	CONDENSING UNIT CU-4-W	Roof on Roof in building Warehouse	BKA-041100392	CU-4-W	Active
CONDENSING UNIT CU-5-O	CONDENSING UNIT CU-5-O	Exterior on Exterior in building Office	C10L05577	CU-5-O	Active
DHW EXP TANK DET-1-O	DHW EXP TANK	150 MECHANICAL on 1st Floor in building Office		DET-1-O	Active
DHW EXP TANK DET-2-W	DHW EXP TANK	W201 MECHANICAL on Mezzanine in building...		DET-2-W	Active
DOLPHIN	DOLPHIN	In-Water on In-Water in building Wharf		DOL	Active
DONUT FENDER	DONUT FENDER	In-Water on In-Water in building Wharf		DOF	Active



Find Work Order By ID

Hippo Live Support

New Delete Save Close

Display **All** rows/page

## DETAILS: AIR HANDLING UNIT AHU-1-O x

**Equipment**

Name : AIR HANDLING UNIT AHU-1-O  
 Serial Number : K10611256A  
 Asset ID : AHU-1-O  
 Distributor : TRANE  
 Installer : Hammerquist  
 Install Date : 7/4/2011  
 Warranty Expiry Date : 7/4/2012  
 Description :  
 AIR HANDLING UNIT AHU-1-O

**Model**

Name : AIR HANDLING UNIT AHU-1-O  
 Type : AHU  
 Model Number : CSAA025UC00  
 Work Category : HVAC  
 Description :  
 AIR HANDLING UNIT  
 Specs  
[AHU-1-O Motor Info](#)  
[AHU-1-O OM](#)

**Location** ⓘ

Location : 301 MECHANICAL ATTIC  
 Floor Plan : Office - Mechanical Attic  
 Building : Office  
 Facility : NOAA MOC-P

**Parts**

16x25x2 MERV 13, Qty: 36  
 5VX1000, Qty: 1

**Current Work Orders** [Load](#)

**Work Order History** ( closed between  and  ) [Load](#)

## IV. Conclusion




Facility preventative maintenance (PM) and repair is a priority of the Port of Newport in order to protect its infrastructure and economic future. Deferred maintenance creates reactionary (crisis) repairs which often cost more and negatively impact our customers' and public perception. The aim is to be proactive and response driven by the use of early detection methods such as identification, prioritization and implementation. The Port of Newport uses modern hardware and Information Technology (IT) devices to help skilled and trained technicians perform their work in an efficient, professional manner. The Port uses a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventative maintenance and on demand work orders and to track its physical assets. All members of the Operations Department will strive to improve the goals of this plan and to maintain the highest standards of the Port.

## Appendix A – Facilities Inventory

**PORT OF NEWPORT  
FACILITIES INVENTORY Rev10-16**

**Recreational Marina/South Beach Facilities**

<b>FACILITY DESCRIPTION</b>									
<b>Buildings</b>	<b>Year</b>	<b>Building/Facility Area (sq. ft.)</b>	<b>Foundation</b>	<b>Framing</b>	<b>Roof</b>	<b>Exterior Envelope</b>	<b>Condition</b>	<b>Replacement Cost</b>	<b>Current Value</b>
<b>RV Park Annex</b>									
Restroom/Shower	2010	318	Slab	Wood	Seamless Metal	Hardy Plank	Good	\$ 47,700	\$ 42,930
Old Storage Building		197	Slab	Wood	Built up	Board & Bat	Poor	\$ 14,800	\$ 3,700
Old Registration Building		100	Slab	Wood	Built up	Wood Lap	Poor	\$ 7,500	\$ -
44 RV Hook-up/Parking Sites								\$ 660,000	\$ 219,998
<b>Rogue Ales</b>									
Rogue Ales Brewery		62,300					Fair-good	\$ 4,672,500	\$ 4,026,375
Dry Moorage Building	1980	15,900	Slab	Structural Steel	Seamless Metal	metal, vertical board	Fair-good	\$ 1,192,500	\$ 894,375
Addition	2010	46,400	Slab	Structural Steel	Seamless Metal	Seamless Metal	Good	\$ 3,480,000	\$ 3,132,000
Addition	2016	26,000	Slab	Structural Steel	Seamless Metal	Seamless Metal	Good		
Rogue House of Spirits	1979	1,836	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Fair	\$ 229,500	\$ 137,700
Rogue Ales Distillery	2000	4,000	Slab	Wood	Composition	Wood Lap	Good	\$ 460,000	\$ 414,000
Addition	2014	10,500	Slab	Wood	Composition	Wood Lap	Good		
Marina Store	2006	2,000	Slab	Wood	Composition	Wood Lap	Good	\$ 320,000	\$ 256,000
Vacant Office adjacent to Old Ramp Restroom	1979	380	Slab	Wood	Composition	Vertical Seam Plywood	Fair	\$ 38,000	\$ 28,500
Marina & RV Office/Laundry/Activity Center	2005	3,320	Slab	Wood	Seamless Metal	Wood Lap	Good	\$ 581,000	\$ 522,900
92 RV Hook-up/Parking Sites	2005						Good	\$ 2,530,000	\$ 2,277,000
Waste Oil Shed	2009	200	Slab	Wood	Composition		Good	\$ 3,000	\$ 2,700
Boat Ramp Pay Station	2005	60	Slab	Wood	Composition	Wood Lap	Good	\$ 20,000	\$ 18,000
Un-named Lot - #1 Admin./Ops. Building	2010 renovated	2600	Slab	Wood	Composition	Wood Lap	Good	\$ 390,000	\$ 351,000
Un-named Lot - #2 Harvesting Building	1978	3110	Slab	Wood	Composition	Wood Lap	Poor	\$ 233,250	\$ 209,925
Un-named Lot - #3 Storage Building	1978	5110	Slab	Wood	Composition	Wood Lap	Poor	\$ 383,250	\$ 344,925
<b>MOC-P Facilities</b>									
NOAA WAREHOUSE	2011	28,900					Good	\$ 5,382,325	\$ 5,202,914
NOAA OFFICE BUILDING	2011	12,800					Good	\$ 5,897,703	\$ 5,701,113
NOAA GENERATOR BUILDING	2011	1,000					Good	\$ 120,192	\$ 116,185
NOAA GUARD BUILDING	2011	300					Good	\$ 73,270	\$ 70,827
NOAA HAZ-MAT STORAGE BUILDING	2011						Good	\$ 129,606	\$ 125,286
<b>Public Restrooms</b>									
Marina Restroom/Shop	2006	1,620	Slab	Wood	Composition	Wood Lap	Good	\$ 246,000	\$ 221,400
Marina Restroom (House of Spirits vicinity)	1979	756	Slab	Wood	Composition	Vertical Seam Plywood	Fair	\$ 151,200	\$ 113,400
Marina Restroom (New Parking/Fish Cleaning)	2005	413	Slab	CMU	Composition	CMU	Good	\$ 129,500	\$ 110,075
North Point Restroom/Storage	1979	670	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Poor	\$ 134,000	\$ 33,500
Restroom at Fishing Pier	1979	735	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Fair	\$ 147,000	\$ 110,250
Restroom/Laundry/Shower - Marina	1981	1,970	Slab	Wood/Conc.	Composition	Vertical Seam Plywood	Good	\$ 394,000	\$ 295,500
<b>Cleaning Stations</b>									
		<b>Type</b>	<b>Condition</b>	<b>Replacement Cost</b>	<b>Existing Value</b>				

Fishing Pier	1979	Single, back-back stainless table	Good	\$ 30,000	\$ 27,000.00					
Marina Central	1979	Two, back-back stainless table	Good	\$ 40,000	\$ 36,000.00					
Boat Ramp	1979	Two, back-back stainless table	Good	\$ 40,000	\$ 36,000.00					
<b>Picnic Facilities</b>		<b>Number Bunkers</b>	<b>Condition</b>	<b>Replacement Cost</b>	<b>Existing Value</b>					
Fishing Pier	1979	3	Fair-Poor	\$ 9,000	\$ 3,000					
Marina Central	1979	3	Poor	\$ 9,000	\$ 3,000					
North Point	1979	6	Poor	\$ 18,000	\$ 5,999					
<b>Information Kiosks</b>		<b>Condition</b>	<b>Replacement Cost</b>	<b>Existing Value</b>						
Marina Central	1979	Poor	\$ 3,000	\$ 500						
New Boat Ramp	2010	Fair	\$ 10,000	\$ 9,000						
North Point	2010	Good	\$ 10,000	\$ 9,000						
		<b>Length</b>	<b>Condition</b>	<b>Replacement Cost</b>	<b>Existing Value</b>					
Fishing Pier	1998 rebuilt	1,045	Fair	\$ 2,090,000	\$ 1,254,000					
<b>Parking</b>		<b>Pavement Area (sq. ft.)</b>	<b>Condition</b>	<b>Age</b>	<b>Replacement Cost</b>	<b>Existing Value</b>	<b>No. of Delineated Spaces</b>			
West of Bridge (Fishing Pier)		16,316	fair	5	\$81,580	\$40,790	12			
Rogue Ales Brewery		113,119	Fair *	20	\$565,595	\$424,196	62			
Dry Camping		159,069	Fair - Poor*	20	\$795,345	\$318,138	102			
Rogue Office		43,439	Fair - Poor*	20	\$217,195	\$86,878				
House of Spirits' (Rogue) /Marina Central Area		37,703	Fair *	20	\$188,515	\$94,258	77			
Marina Store		37,287	Good	5	\$186,435	\$177,113	86			
Boat/Trailer Parking @ Boat Ramp		225,509	Good	5	\$1,127,545	\$1,071,168	304			
MOC-P Facilities		145,000	Good	1	\$300,000	\$290,000	178			
* - Condition - No Alligatoring, asphalt erosion on surface resulting in exposed aggregate surface - needs seal coat										
Port Roadways		77,953	Fair - Poor		\$233,859	\$116,930				
<b>Marina Docks</b>		<b>Length</b>	<b>Fingers</b>	<b>Piles</b>	<b>Berthing Length</b>	<b>Berths</b>	<b>Gangway</b>	<b>Condition</b>	<b>Replacement Cost</b>	<b>Current Value</b>
A		715	30	47	24 - 40	62	52	Fair-Poor	\$ 1,552,500	\$ 516,983
A-B Inter tie dock		180						Fair-Poor	\$ 262,000	\$ 87,246
B		715	41	48	48 - 26	82	52	Fair-Poor	\$ 1,601,100	\$ 533,166
C		690	46	33	26	89	52	Fair-Poor	\$ 1,467,200	\$ 488,578
D		660	38	28	32	75	50	Fair-Poor	\$ 1,376,400	\$ 458,341
E		620	36	28	32	71	50	Fair-Poor	\$ 1,314,800	\$ 437,828
F		585	17	13	32	34	50	Fair-Poor	\$ 935,100	\$ 311,388
G		538	26	34	40	50	50	Good	\$ 1,238,200	\$ 990,560
H		494	23	30	40	44	50	Good	\$ 1,122,600	\$ 898,080
J		375	10	9	40	20	50	Fair-Poor	\$ 660,500	\$ 219,947
Fuel Dock		300		7				Fair	\$ 419,000	\$ 209,500
Transient Dock		300		12				Fair-Poor	\$ 454,000	\$ 151,182
<b>MOC-P Facilities (Docks)</b>	<b>Area</b>	<b>Condition</b>	<b>Gangway</b>	<b>Replacement Cost</b>	<b>Current Value</b>					
Pier	80700	good		\$ 17,224,598	\$ 16,707,860					
Small Boat Dock	3740	good	100	\$ 361,416	\$ 350,573					



Ford 1/2 ton Pick-up	1997	fair	\$ 20,000	\$1,000						
Ford Ranger, 1/2 ton Pick-up	2009	Good	\$ 20,000	\$15,000						
Ford Ranger, 1/2 ton Pick-up	2008	Good	\$ 20,000	\$12,000						
Ford, 1/2 ton Pick-up	2010	Good	\$ 20,000	\$16,000						
Ford F-350, 1 ton Pick-up	2006	Good	\$ 25,000	\$9,000						
Ford Dump, 2 1/2 ton Stake Side Truck	1999	Good	\$ 35,000	\$10,000						
Ford Edge	2009	Good	\$ 13,200	\$13,200						
5 Ton Dock Hoist		Fair	\$ 8,000	\$4,500						
5 Ton Dock Hoist		Poor	\$ 8,000	\$2,500						
1 Ton Dock Hoist		Fair	\$ 4,500	\$3,000						
1,500 lb Dock Hoist		Fair	\$ 4,000	\$3,000						
2 Ton Dock Hoist (International Terminal)		Good								

## Appendix B – Example Facility Maintenance Schedule





## EXAMPLE FACILITIES MAINTENANCE SCHEDULE

Site Location or System	Action Required							Notes
	Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	On Call	
<b>Buildings</b>								
<b>HVAC</b>								
Respond to emergency calls						√		
Heating/Cooling system maintenance			√		√			
Replace filters			√			√		
Boiler systems			√		√			
Building Automation System (BAS)	√				√			As applicable
<b>Plumbing</b>								
Respond to emergency calls							√	
Backflow testing - all locations					√			
Plumbing system maintenance			√		√			
<b>Elevator</b>								
Respond to maintenance & operations calls							√	
Annual Inspection/Certification					√			
Elevator system maintenance						√		
<b>Electrical</b>								
Respond to emergency calls							√	
Supply & replace lamps, ballasts						√	√	
Electrical system Inspection/Service			√					
UPS system Inspection/Service			√		√			
Lighting control Inspection/Service				√				
<b>Fire Suppression &amp; Alarm</b>								
Respond to emergency calls							√	
Fire Extinguisher Inspection			√		√			
FM200 Clean Agent Inspection/Service					√			As applicable
Fire Sprinkler Inspection/Service					√			
Fire Alarm system Inspection/Service					√			

Site Location or System		Action Required						Notes
		Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	
<b>Security</b>								
	Respond to emergency calls							√
	Inspect security cameras & equipment			√			√	
	Inspect secure entries, windows and hardware		√	√				
	Inspect/test alarm system			√		√		
<b>Exterior</b>								
	Roof & Flashing Inspection/Service				√			
	Gutter-Downspouts Inspection/Service				√			
	Visual Inspection			√				
	Entry door, window and hardware Inspection/Service				√			
<b>Emergency Generator</b>								
	Respond to emergency calls							√
	Run/load test generator & ATS			√				
	ATS Inspection/Service					√		
	Fuel tank Inspection/Service		√					
	Engine Maintenance/Service					√		
<b>Grounds, Lots, Laydown Areas</b>								
	Respond to emergency calls							√
	Visually inspect landscape area		√					
	Water planter areas						√	
	Weed/Trim planted areas, replace dead or dying & damaged plants		√					
	Fertilize Plantings						√	
	Pest control			√				√
	Storm water system			√		√		
	Supply & replace lamps, ballasts at site lighting						√	√
	Inspect asphalt & concrete surfaces			√				

Site Location or System		Action Required						Notes
		Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	
	Clean/sweep services	√	√	√			√	
<b>Piers &amp; Floating Docks</b>								
	<b>Plumbing</b>							
	Respond to emergency calls							√
	Backflow testing - all locations					√		
	Plumbing system maintenance			√				
	<b>Electrical</b>							
	Respond to emergency calls							√
	Supply & replace lamps, ballasts						√	√
	Electrical system Inspection/Service			√		√		
	Shore Power Inspection/Service			√		√		
	UPS system Inspection/Service			√		√		
	Lighting control Inspection/Service				√			
	Cathodic Protection					√		
	<b>Fire Suppression &amp; Alarm</b>							
	Respond to emergency calls							√
	Fire Extinguisher Inspection		√	√		√		
	Fire Hydrant Inspection/Service			√		√		
	Fire Alarm system Inspection/Service					√		As applicable
	<b>Structural</b>							
	Visual Inspection/service of structure, gangways and mooring systems		√					
	Visual Inspection for corrosion		√					
	Visual Inspection/service Life Rings		√					
	Visual Inspection/service emergency ladders		√					
<b>Fleet Vehicles and Equipment</b>								
	Clean interior/exterior			√			√	Washed at a minimum every fueling cycle with the interiors vacuumed monthly
	Visually inspect body, engine, undercarriage		√					

Site Location or System		Action Required						Notes
		Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	
	Oil change						√	3,000 Miles
	Lubrication					√	√	
	Safety Inspection	√					√	
<b>NOTES:</b>								
1	Floating Dock System – Each dock will be inspected on a daily rotating schedule. Inspection will include a task list to identify broken or missing parts, floatation, electrical pedestals, plumbing, cleanliness, safety, and damage by occupants.							
2	Dock ramp system – Inspection to identify corrosion, damage, weld quality, lubrication, nonskid surfaces, paint, connection points, rollers and safety.							
3	Entries and exits - Each entry door will be inspected for operability, security and safety monthly and lubricated semi-annually. In addition, the inspector will log quarterly visual inspection reports for any needed repairs.							
4	Plumbing - The facility inspector will inspect all plumbing and associated fixtures [weekly, monthly, quarterly, etc.] to ensure there are no leaks and that fixtures are operating properly. Anti-siphon devices will be inspected annually by a certified inspection service. Any corrosion or poor operation will be noted and scheduled for repair/replacement.							
5	HVAC -- Heat Pumps, Air Handling Units, Wall Heaters, Air Conditioning Units, Water Pumps, Inside Water treatment Systems, Garage unit Heaters, etc. These systems will be serviced at no less than the manufactures recommended schedule. The facility inspector will perform PM responsibilities between those times. All units will be maintained to operate at peak efficiency by staff or contracted vendor through a maintenance contract. In addition, each system will be inspected monthly by the facility inspector and have air filters cleaned, replaced and dated as appropriate. Outdoor units will be inspected for general operation, corrosion, lubrication, debris build up or any other blockages, etc.							
6	Electrical – The facility inspector will inspect all electrical distribution systems and associated fixtures [weekly, monthly, quarterly, etc.] to ensure operability, safety, corrosion and security.							
7	Generators - Back-up power systems will be inspected per the manufactures recommendations through a maintenance agreement to ensure proper operation and to verify the unit is in a constant state of readiness.							
8	Painting & Exterior Care - The exterior of the building will be inspected monthly and needed repairs noted and submitted. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, caulking, signage and general appearance issues.							
9	Grounds & Landscaping - The facility inspector will ensure that all landscaped areas are maintained to include trash removal, trimming, grass cutting, weeding, mulch, and plant replacement when needed. Walkways & fences shall also be inspected.							
10	Parking Lots -- The parking lots will inspected for debris, large cracks, holes, deterioration, etc. The inspector will help determine when re-striping and sealing need to be completed. Regular hand/power sweeping and lot pick up will be done on a daily/weekly basis. Sweeping by contracted vacuum truck will be periodically scheduled as required.							
11	Roof - The facility inspector will inspect all roofs monthly to look for any leaks, moss or other signs of roof failure and inspect outside gutters. Inspecting roofs and gutters during hard rains will be important to finding faults.							
12	Elevators/Lift Equipment – Elevators and Lift Equipment shall be inspected monthly with verification of more comprehensive quarterly/annual inspections being performed by a qualified contractor.							

Site Location or System	Action Required							Notes
	Daily	Weekly	Monthly	Twice Yearly	Annually	As Required	On Call	
13	Equipment - Facility inspector shall regularly inspect all needed tools and equipment. A physical inventory of the grounds and maintenance equipment will be prepared annually and maintained throughout the year.							
14	Fleet vehicles - Fleet vehicles will be regularly inspected and maintained for cleanliness, damage, oil changes, lubrication, parts wear, and safety. Vehicles will be washed at a minimum every fueling cycle with the interiors vacuumed monthly.							
15	General - Daily, weekly, Quarterly, Annually, etc. the facility inspector will walk the facility(ies) using the task list as developed through the CMMS system, identify any and all repairs to both minor and major equipment items and present the findings to the department manager and enter into the CMMS system.							

