WORK SPECIFICATIONS

Contractor Name: **Black River Industries, Inc.**

Property Name: **WAYSIDE 60-02 JUMP RIVER**

County Name: **Taylor County**

Work Schedule: **Mid-May through Mid-September**
Dates are designated by WisDOT annually

General custodial duties are performed 3 times per week.

Contractor may provide 2 additional mowing and weed trimming services for each seasonal site on or about October 1 and October 15. WisDOT may rescind these additional mowing services with notification by September 1.

RESPONSIBILITIES:

1. Contractor shall continuously review the RAM Program Manual to assure all requirements laid out in the Manual are being met.
2. Contractor shall submit annual budget requests that assure full and successful execution of their signed contract; responsibilities, places & frequencies, and special assignments outlined in their work specifications (including addendums); and policies and procedures outlined in the DSPN Roadside Facilities Program Manual.
3. Contractor is responsible for custodial services and building maintenance.
4. Contractor is responsible for lawn maintenance.
5. Contractor is responsible for purchasing and maintaining necessary supplies as well as necessary cleaning and maintenance equipment.
6. Contractor is responsible for making sure appropriate staff receive training to effectively and accurately work in the asset and property management system called FAMIS. Contractor is responsible for assuring work order and preventive maintenance entries, data and support documentation is entered accurately and in a timely matter into FAMIS. Contractor is responsible for providing staff who need to use FAMIS with appropriate devices and provide training in how to use their device(s).
7. Contractor is responsible for emailing to DSPN Roadside Facilities updated liability insurance certificates that meet language and amounts outlined in their signed contract. Updated liability insurance certificates must be emailed to DSPN Roadside Facilities three months prior to existing certificate expiration dates.
8. Contractor shall immediately notify DSPN Roadside Facilities of unsafe conditions that exist at the site by creating an incident work order in FAMIS. Contractor shall make every effort to correct unsafe conditions. If the Contractor is unable to correct unsafe conditions, reasonable action to warn the public shall be taken.
9. Contractor is responsible for assuring proper operation, making adjustments, replacing parts and other minor repairs. Contractor shall report major repair needs to DSPN Roadside Facilities by creating a work order in FAMIS.
10. Contractor shall provide the following services at a minimum of the listed frequency; more frequencies may be necessary as related to increased traffic patterns. Contractor shall strive to meet all standards outlined in the RAM Program Manual.

PLACES AND FREQUENCIES:

ANNUAL SPRING MAINTENANCE – Prior to Opening

TOILET BUILDING:

- Check roof for damage and loose or missing shingles.
- Check skylight for damage and leaks. Caulk and repair.
- Check doors, doorframes, hinges, closures, and handles. Repair, repaint, or re-stain.
- Check window screens and floor vents for damage and clean both thoroughly. If window screens are in poor condition or have paint spills, replace frame and screen. Replace floor vents as needed.
- Check ceiling, windowsills, and trim for damage. Repair, repaint, as needed.
- Check toilets, toilet seats, seat brackets, floor drain cover and urinals for damage. Caulk seams along floors and walls, and repair or replace all parts in poor condition.
- Check toilet partitions, doors, hasps, hinges, grab bars and paper holders. Repair or replace.
- Check the vault cover, bolts and locking devices for damage or missing pieces. Repair or replace.
- Check the MEN and WOMEN signs on the buildings and doors. Refasten, or replace as necessary.
- Check the entry stoops for settling. Report if needs to be raised or wedged for trip-free access.
- Check concrete-block walls inside and outside for cracks and damage. Patch and tuck point.
- Check anti-graffiti finish on walls. Touch up or repaint if needed.
- Check light fixtures for damage. Clean, repair fixtures and replace bulbs.
- Check outside privacy screens for damage and leaning. Straighten, repair, and re-stain.
- Remove cobwebs, dirt, and old bird nests from window screens and sills, gable ends, ceilings and skylights. Sweep down the walls and floors.
- Hose down and wash skylight, walls, partitions, fixtures, and floors. Remove or paint over graffiti.
- Place odor-control material in the vault.
- Check all roof vents, make sure they are in working order. Repair as needed.
- Check finish on floors. Remove all rust and other stains.
- Scrape old paint as needed. Follow DSPN Roadside Facilities Program Manual paint specifications.

OTHER:

- Check historical marker, information board and information plaques. Submit work order in FAMIS for approval if needs repair/replacement.
- Check picnic tables, grills, and waste receptacles. Repair and replace as needed.
- Check fences & marker posts. Repair, re-stain and replace as needed.
- Check advance guides and entrance signs. Repair and replace as needed.
- Reestablish mow lines. Rake up sticks, branches, and other miscellaneous debris. Fill holes and repair uneven and scalped areas and place topsoil as needed. Re-seed areas as needed.
- Determine areas where brush needs to be trimmed back (to allow open space around building for safety.) Obtain WisDOT approval before beginning trimming operation.
- Prune trees and shrubs as needed.
- Re-mulch as needed.
- Report sick and dead trees by submitting a work order in FAMIS.
- Check walks, paths and bridges for heaving and settling. Repair and replace as needed.
- Check paved surfaces and parking barriers. Repair and replace as needed by submitting a work order in FAMIS.
- Check shelter roof and posts. Repair and replace as needed.

- Check drinking fountain pump. Use start up process outlined in RAM Program Manual.
- Check advance guide and entrance signs. Report signs and posts in poor conditions by submitting a work order in FAMIS.
- If a seasonal facility, install or remove “CLOSED” signs before closing/opening of the site.

30 DAYS PRIOR TO OPENING:

- Test water supply. Send water sample to the DNR State Laboratory of Hygiene or deliver to local state accredited lab for testing. Monitor and maintain a file of test results.

ANNUAL FALL MAINTENANCE – Last Week Prior to Closing

OTHER:

- Make note of items that need to be repaired or replaced.
- Clean toilet building floors and walls and wash toilet fixtures.
- Check toilet building and take inventory of needed repairs.
- Pump vault.
- Turn off all lights.
- Place "TOILET CLOSED" sign at entrance(s).
- Install snow fence around the toilet building.
- Check the operation of the well pump and the condition of the platform and shelter. Follow closing of the well pump directions in the RAM Program Manual.
- Place black plastic bag or cover over well pump assembly.
- Remove posted materials
- Picnic tables should be set on end and leaned against trees so that snow will not accumulate on them.
- Place plastic waste bags over each grill and secure with a tie around the support post.
- Remove waste receptacle liners and clean the inside of each waste receptacle. Waste receptacles should be placed at a central location removed from public view. (i.e. in toilet building)
- Place wood chips where needed around planted shrubs and evergreen trees.
- Check historical markers and make note of any repairs required.
- Place "CLOSED" plaques on advance guide and entrance signs.
- Entrances to completely close waysides shall be barricaded at the specified closing date and time.

WHEN SEASON WAYSIDE SITES ARE OPEN TO THE PUBLIC

ALL BUILDINGS

AS SCHEDULED IN FAMIS:

- Perform Preventive Maintenance (PM) work according to defined procedures and defined schedules as outlined in the asset and property management software system (FAMIS). It is the Contractors responsibility to review, understand, budget for, and successfully complete all PM schedules and procedures assigned to them.

BUILDINGS EXTERIORS

MONTHLY:

- Check roof(s) for damage and loose or missing shingles. Keep roof(s) in operating condition.
- Check skylight for damage and leaks. Caulk and repair as needed.
- Check rain gutters and downspout (if applicable) for proper operation. Clear out any materials to eliminate blockage.
- Check light fixtures and water sources on the building to ensure proper operation.

REST ROOMS

PER SERVICE DAY:

- Follow Cleaning Chemicals SOP found in the RAM Program Manual.
- Clean toilets and urinals. Wash, rinse and wipe dry toilet seats. Check toilets and urinals to ensure proper operation. Check toilet seats to see if they are loose. If there is a major operational problem with a toilet or urinal, cease operation of that unit, keep patrons from access to the area and post proper signage until fixed.
- Clean and polish paper dispensers. Check dispensers to ensure proper operation. Replenish paper supplies.
- Dust and clean walls. Wipe dry streak free. Check walls for graffiti and damage. Remove graffiti as soon as detected. Touch up paint walls in heavy graffiti areas.
- Clean and polish partitions. Dust top of partitions. Check partitions for graffiti. Remove graffiti as soon as detected. Check partitions to assure proper operation. Check locks, coat hooks to assure proper operation. Check for and fill in or block peep holes as soon as detected.
- Check sanitizer dispensers to assure proper operation. Replenish sanitizer supplies. Clean soap residues and drips from dispenser to floor.
- Sweep and wet mop restroom floors with a disinfectant solution at the end of each cleaning operation. Check floors for damage and make minor repairs as needed.
- Clean and dust rest room doors. Check doors, frames, hardware, door closures and signage. Adjust closures. Keep locks in operating condition.
- Check windows, frames, hinges, and handles. Check window screens - if applicable. If window screens are in poor condition, replace frame and screen.
- Empty, clean and place new liners in trash containers. Check trash containers and lids to ensure proper operation. Repair or adjust as needed.
- Clean and dust light fixtures. Remove bugs. Check light fixtures to assure proper operation. Change spent light bulbs. Repair and/or replace damaged or darkened lens covers.
- Pump vault, as needed. Control vault odor. Maintain vault water level.

PICNIC AREA, GROUNDS AND NATURE WALK AREAS

PER SERVICE DAY:

- Pick up litter.
- Clean picnic tables and slabs. Check picnic tables to ensure proper operation. Replace broken or rotting boards, bolts and braces. Assure tables are repaired, re-stained, painted and/or sealed as necessary for spring season operation.
- Clean ashtrays and replace sand.
- Damp wipe benches. Check benches to ensure proper operation. Replace broken/missing nuts, bolts, or hardware. Remove and replace broken or damaged boards. Re-stain benches in spring.
- Sweep sidewalks. Check sidewalks for hazards. Submit work order if minor or major repair is needed.
- Water, maintain and weed planted beds. Prune/trim trees and bushes. Maintain mulch.
- Clean map case shelters and/or picnic shelters and/or map cases. Remove cobwebs and bird nests. Replace broken or rotten boards, bolts, and braces. Replace broken glass/Plexiglas. Repair or repaint backing. Install and maintain materials furnished by WisDOT in the display cases.
- Check each set of grill grates, all hinges, the fire bowl, mounting collar, support post and platform for damage and wear. Repair and/or replace parts and straighten post as needed. Check the finish. If in poor condition, repaint the fire bowl and post with a flat black heat-resistant paint. Do not paint the cooking grate.
- Check waste receptable barrels and covers. Replace rusted, battered or worn barrels and repair covers as necessary. Check the finish of each piece and repaint as needed. All waste receptables and picnic tables at the site should be the same color. Replace “PITCH IN” decals as needed.

MONTHLY:

- Check all trees on site. Prune low branches. Create new work orders in FAMIS to report unhealthy or dead trees.

AS NEEDED:

- Mow lawn within property, as defined from mowing limit map to maintain, a maximum height of 4 inches, minimum height of 2 inches, as needed. Review RAM Program Manual for further mowing guidelines.
- Cut and remove weeds, when detected.

TWICE PER YEAR:

- Rake and dispose of leaves and sticks twice per year (spring/fall), or as instructed.
- Noxious weeds may be spot treated with an approved weed-control herbicide twice per year. Grass in picnic areas and around buildings and parking areas may be fertilized twice per year. Poor or bare spots in these areas should be re-seeded twice per year between April 15 and May 15, or between August 15 and September 15.

WELCOME SIGN, HISTORICAL & INFORMATION PLAQUES

ANNUALLY: (Spring)

- Check wooden mounting posts, bases and cross members for rot and other damage. Create work order in FAMIS if repairing, staining or replacement is needed.
- Check masonry mounting upright posts and base. Tuck point or cement caulk loose joints and stones.
- Check plaque mounting bolts for looseness. Tighten loose nuts. Report nuts that can be removed so that they can be batter or spot welded.
- Check plaque for weathering and damage. Create work order in FAMIS if repair of minor damages and touch up of scratches and other blemishes are needed. Report serious damage and weathering to DSPN Roadside Facilities Director or Assistant Director.
- Post current WisDOT posters and maps.

LANDSCAPED AREA, SIDEWALKS AND BRIDGES

PER SERVICE DAY:

- Check for heaving and settling. Clean out cracks. Check for adequate surface drainage and runoff. If needed, remove vegetation along edges. Mark trip hazards per DSPN Roadside Facilities Program Manual.

ANNUALLY:

- Plant flowers, as designated by WisDOT.

TRASH AND RECYCLING CONTAINERS – as applicable

PER SERVICE DAY:

- Empty, clean and replace trash liners. Trash containers will be emptied when the bags are ¾ full.
- Deposit trash and recyclables in appropriate dumpsters, or other designated containers at the site. Trash shall not be stockpiled anywhere else at the site.
- Check containers to ensure proper operation. Make minor repairs to containers, as needed. Maintain proper signage on containers.