



*Safety Weight Enforcement Facility
Maintenance Program*

Annual Report

*Fiscal Year 2003
(July 1, 2002 - June 30, 2003)*

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Safety Weight Enforcement Facility Maintenance Program Annual Report Fiscal Year 2003

Introduction

As the Safety Weight Enforcement Facility Maintenance (SWEFM) Program closes out its second complete season, the program continues to evolve and improve. The SWEFM Program services were transferred in the spring of 2001. The State of Wisconsin, Department of Transportation, Division of State Patrol and Division of Transportation Infrastructure Development, Bureau of Highway Operations (BHO) administers the Safety Weight Enforcement Facility Maintenance (SWEFM) Program. The Wisconsin Department of Transportation (WisDOT) contracted with Rehabilitation For Wisconsin, Inc. (RFW), a statewide private not-for-profit association of over fifty Community Rehabilitation Programs, to provide the program management services for Wisconsin's Rest Area Maintenance and Safety Weight Enforcement Facility Maintenance Program.

Presently, twelve (12) safety weight enforcement facilities (SWEFs) are in operation. One facility was closed for reconstruction in 2002; the site, located in Kenosha county on I-94 WB at the State Line, closed at the end of September of 2002 and is scheduled to be reopened in October of 2003. All of the SWEF facilities are staffed by State Patrol and are used to monitor motor carrier weights and perform safety inspections. The SWEFM Program provides for the janitorial and landscape maintenance and minor facility repair services for buildings, walks, plantings and grounds. The area of work is generally within the developed portion of the facility, which requires manual labor. These contracts include all labor, equipment and supplies necessary to meet the requirements set forth in this contract. The maintenance service that requires heavy equipment has been excluded from the contracts and continues to be provided under separate contract (normally with the appropriate County Highway Department).

RFW is responsible for inspecting work sites, implementing continuous quality improvements, accounting for program revenue and expenses, and other management activities to ensure that clean, fully functional sites are provided to WisDOT. RFW works cooperatively with the BHO and the State Patrol to perform these services.

RFW's responsibilities under the SWEFM Program include the following:

- Quality Assurance
- Annual Work Program
- Accounting and Record Keeping
- Service Provider Support
- Contract Development and Compliance
- Project Management
- Communication and Recommendations

This report summarizes the program activities in the above categories during the State's Fiscal Year 2003 (July 1, 2002 - June 30, 2003).

Quality Assurance

The objective of "quality maintenance" is a clean, neat, attractive facility, which meets or exceeds established standards for health and sanitation and projects a positive image of the State of Wisconsin. In addition, a concept of preventative maintenance is promoted by monitoring operations on a regular basis, normal wear and tear can be noted and replacements, adjustments or modifications can be made before major breakdowns occur. To this end RFW performs quarterly inspections of SWEF sites and reports the outcome of these inspections to WisDOT. The main areas inspected include the building, the restrooms/portable toilet, and the grounds. A sample inspection report is included on page 6.

During FY 2003, RFW field staff documented a total of 94 inspections. RFW field staff made additional site visits when they were in the area. Site meetings with state and vendor representatives were arranged to discuss site issues as necessary. During inspections, the areas not meeting standards were indicated on the report. See the *SWEFM Site Inspection Summary: Percentage Meeting Standards* report on pages 7 and 8 for a summary of each site's inspection results. See Table 1 for an overall inspection summary and a comparison between the percentage of times standards were met between FY 2003 and FY 2002. Overall, the standards were met more frequently in FY 2003 than in FY 2002. This is due to many repair projects being completed in FY 2002 which improved the general condition of the facilities.

**Table 1: Inspection Report Summary:
Comparison Between FY 2003 & FY 2002**

Category:	FY 2003 Met Standards:	FY 2002 Met Standards:
Building	88.63%	84.85%
Restrooms/Portable Toilet	96.70%	93.20%
Grounds	95.88%	92.14%
Overall	93.73%	90.06%

Annual Work Program

RFW develops the Annual Work Program for the SWEF Program sites. A *FY 2003 Annual Work Program Summary* is located on pages 9 - 12 of this report. This summary compares the budgeted amounts for FY 2003 and 2002 for each site. Table 2 indicates the overall difference between the two fiscal periods. The overall program dollars decreased in FY 2003 particularly in the Minor Repairs line due to a decrease in the number of minor repairs required. In FY 2002, many repairs were completed to bring the overall maintenance of the sites up-to-date.

Table 2: FY 2003 and FY 2002 Annual Work Program Comparison

	FY 2003	FY 2002	Difference	Percent
Janitorial Cost	\$48,683.26	\$55,645.30	(\$6,962.04)	-12.51%
Mowing Cost	\$18,169.12	\$15,040.92	\$3,128.20	20.80%
Tree-Landscape Mtnce Cost	\$3,755.66	\$2,219.30	\$1,536.36	69.23%
Minor Repairs Cost	\$29,735.59	\$74,769.33	(\$45,033.74)	-60.23%
Total	\$100,343.63	\$147,674.85	(\$47,331.22)	-32.05%

A detailed Annual Work Program is created for each individual site. This program provides the guidelines for the routine janitorial, landscape and minor repair activities. The Annual Work Program is a detailed document, which consisted of work specifications, budget estimates, and cost analyses for each SWEF in the program--see pages 17 - 38 for the Fiscal Year 2003 actual to budget information for each individual site.

Accounting and Record Keeping

RFW maintains records for both the program management services and for the program site maintenance services. The revenues and expenses for the program are based upon the state's fiscal year. Revenues and expenses are monitored on a monthly, quarterly, and annual basis.

For Fiscal Year 2003, the SWEFM Program actual versus budgeted costs are summarized in Table 3:

**Table 3: SWEFM Program
Actual to Budget Cost Summary
FY 2003 (July 1, 2002 - June 30, 2003)**

Project	Actual Costs	Budgeted Costs	% of Budget	Difference
Janitorial	\$46,364.80	\$48,683.26	95.24%	(\$2,318.46)
Lawn Mowing	\$14,229.89	\$18,169.12	78.32%	(\$3,939.23)
Janitorial & Mowing Project Total	\$60,594.69	\$66,852.38	90.64%	(\$6,257.69)
Landscaping	\$1,531.47	\$3,755.66	40.78%	(\$2,224.19)
Minor Repairs (performed by service provider)	\$15,402.88	\$29,735.59	51.80%	(\$14,332.71)
Minor Repairs (Contracted Directly by WisDOT)	\$43,556.35	\$32,382.35	134.51%	\$11,174.00
Landscaping & Minor Repairs Project Total	\$60,490.70	\$65,873.60	91.83%	(\$5,382.90)
Grand Total	\$121,085.39	\$132,725.98	91.23%	(\$11,640.59)

Service Provider Support

RFW provides the technical assistance necessary to maintain a high quality level of standardized services statewide. RFW works cooperatively with service providers to resolve quality issues, develop and implement standard specifications, and research and test new maintenance techniques. RFW develops and provides to the service provider the necessary documents, forms, and reports to operate a SWEF Program contract. This includes agreements, billing forms, inspection reports, and work specifications.

During the previous fiscal period, RFW developed a preventative maintenance program in an effort to standardize the frequency and type of preventative maintenance performed on systems and equipment at the SWEF sites. By keeping equipment histories, RFW and WisDOT will be better able to determine equipment types and systems that best meet quality standards at SWEF sites. In Fiscal Year 2003, RFW improved upon this program by following up with service providers on ways of making the maintenance performed easier to track. Changes to the binder used for each site were implemented. RFW plans to collect the records kept by the service provider on an annual basis to update the central database which notes the maintenance performed on the facility systems. The records are then updated and returned to the service provider for continued maintenance record-keeping.

Contract Development and Compliance

RFW developed specifications for all of the SWEF sites included in the program. RFW worked with WisDOT Purchasing and the State Patrol central office and districts to ensure the specifications were complete. The specifications are reviewed on an annual basis and any discrepancy between the existing work specifications and the actual work performed is noted and discussed with both WisDOT and the contracting service provider. RFW negotiates contract terms, prepares and sends contracts to service providers, on behalf of WisDOT for review and signature.

The Manitowoc County SWEF at Newton received a change in service provider in May of 2003. The initial service provider, Rex Clean Inc. decided to terminate their contract in September of 2002. A new vendor was selected through WisDOT's request for quotation process and awarded to T&L Services, Newton, Wisconsin. Services began in May 1, 2003.

Project Management

RFW provides assistance to WisDOT in site repair projects. RFW assists WisDOT by recommending and creating project lists, developing specifications, tracking progress, and working with vendors to facilitate project completion. RFW coordinated the projects listed below that are starred (*).

Many SWEF sites received repair/improvement projects that were contracted through the service provider. A number of projects were completed such as numerous painting activities, door/window repairs and other minor repairs. Some of the larger projects are listed below. Service Providers were allocated \$1,000 for each site for unforeseen or unplanned extra work.

Projects Completed:

*=Project coordinated by RFW.

Dickeyville (#11)

- ◆ * Roof replacement.

Kegonsa (#16)

- ◆ Installed truck lot railing.
- ◆ Replaced broken insulated glass.

Utica (#17)

- ◆ Furnace repairs including replacement of thermocouple, air filter, pulley, belt, and gas valve.

Racine (#22)

- ◆ * Reconfiguration of main desk with new top to enclose the officer area, install tile flooring throughout, new restroom cabinet, sink and wall tile, additional electrical outlets, new storm door at main entrance.
- ◆ * Installation of new flagpole with lighting.
- ◆ * Roof replacement.
- ◆ Relocation of emergency eye wash unit within restroom.
- ◆ Replaced gutters with seamless aluminum gutters.

Wrightstown (#34)

- ◆ * Replaced storage shed with 12' x 12' garage with rollup door and side door.
- ◆ * Air Conditioner replacement.
- ◆ * Window shades installation.
- ◆ Planted three (3) Arb woodwardii bushes.
- ◆ Replaced the pressure tank.
- ◆ Painted shed and other areas. Cleaned and painted the soffitt vent covers.

Newton (#35)

- ◆ Replaced three (3) small thermal windows, cranks and seals.
- ◆ Replaced water heater.
- ◆ Installed restroom vent fan.
- ◆ Painted east gable and metal shed.

Abrams (#41)

- ◆ * Construction of windbreak.

Coloma (#44)

- ◆ * Construction of windbreak.
- ◆ Painted vestibule.

West Salem (#53)

- ◆ * Replacement of Air Conditioner a-coil and 2.5 ton condenser.
- ◆ Replaced toilet.
- ◆ Cold air-return pipe replaced due to rust during AC compressor upgrade.

Hudson (#61)

- ◆ Installed new diffuser and baseboard vents
- ◆ Painted vestibule and installed 3 doors and door jams.
- ◆ Installed self-adhesive tiles to vestibule floor.

Menomonie (#63)

- ◆ * Replacement of water softener system with new softener and iron filtration system with chemical to clear the discolored water. Lease agreement rearranged with DSP-District 6 and Culligan.
- ◆ Repaired and stained cabinets, ceilings, repaired cabinet knobs, replace shaft and roller. Due to relocation of walls and remodeling of the counter during FY 2002.
- ◆ Repair of well pump and pitless adapter.
- ◆ Replacement of broken window.

Wentworth (#71)

- ◆ Replacement of storm windows

The projects listed above and all of the other projects completed are documented on *Fiscal Year 2003 Site Summaries* for individual sites on pages 17 - 38 of this report. The summary includes projects that were initially budgeted. Many of the listed projects were completed in conjunction with others listed or were new; therefore, the budgeted amount equaled zero. Some budgeted projects completed show a zero actual dollar amount due to the project being completed over several months or in conjunction with other projects.

Communications and Recommendations

RFW provides policy and procedure recommendations to WisDOT for the SWEFM Program in the areas of record keeping, purchasing, cost reimbursement, and dealing with emergencies at the sites. WisDOT approves the policies and procedures before distribution or implementation.

During this Fiscal period, RFW followed up with service providers on projects not completed during the previous period, but overall, the majority of the repair and improvement projects were completed during fiscal year 2002.

A new summary is included in this report. The "Fiscal Year 2003 Site Summaries" include each individual site's inspection, budget, and project information at-a-glance. This report is useful in reviewing all information RFW collects about each site.