

WORK SPECIFICATIONS – Specific to Site

Contractor Name: Handishop Industries, Inc.
Property Name: SAFETY REST AREA 16 SPARTA
County Name: Monroe County
Site Coverage: Eight Hours of Coverage - Rotated With:
Wayside 32-08 Shelby

Contractor may schedule additional staff during holiday travel times and/or special events that bring large numbers of travelers into the area.

SEPTIC SYSTEMS

DAILY:

- Check and monitor septic systems to assure proper operation.
- Because the Wisconsin Department of Transportation (WisDOT) has a preferred septic system vendor (Petersen Onsite), all septic system issues must be reported to them. In the event the vendor is not available to resolve an issue:
 - Petersen Onsite will locate a local vendor and ask them to fix the issue and then bill WisDOT-BHM's contractor Peterson Onsite directly.
- OR
- Contractor will obtain written (emailed) permission from WisDOT-BHM, hire a local vendor to do the work, pay for the work, then invoice WisDOT-BHM for payment through your standard monthly invoicing.

WELLS

As Required by the DNR:

- DNR establishes how many samples are required by water usage. Send the samples to the State Laboratory of Hygiene or deliver to local state accredited lab for testing. Monitor and maintain a file of test results.

SITE GENERATOR

MONTHLY:

- Test run the generator for approximately 30 minutes.
- Check all fluid levels and visually inspect for leaks.

ANNUALLY:

- WisDOT will hire a qualified generator inspecting company to perform an annual inspection and load test on the generator. Contractor shall coordinate with the WisDOT-BHM and the generator inspecting company to provide access to the generator and building mechanical room(s).

WORK SPECIFICATIONS

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 RAM Program Manual.
3. Contractor is responsible for custodial services and building maintenance.
4. Contractor is responsible for snow removal from all sidewalks, dumpster areas, and employee areas. Any sidewalks that are "closed" for the winter must receive approval from the RAM Program Administrator.
5. Contractor is responsible for all lawn care per the Site Mowing Plan.
6. Contractor is responsible for recording water meter readings and entering the meter readings into FAMIS.
7. 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).
8. Contractor is responsible for emailing to WisDOT (widotcoi@dot.wi.gov) updated liability insurance certificates that meet language and amounts outlined in their signed contract. Updated liability insurance certificates must be emailed to WisDOT-BHM prior to existing certificate expiration dates.
9. Contractor is responsible for making sure current keys to all exterior and interior doors are located in each property's Knox box. (Contact the RAM Program Administrator for access to the box.) An annual inventory of keys in each property's Knox box will be conducted by the RAM Program Administrator for the Contractor.
10. Contractor shall immediately notify the RAM Program Administrator 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.
11. Contractor shall immediately notify the RAM Program Administrator any time a site is closed.
12. Contractor is responsible for providing the RAM Program Administrator with a phone number that will be available and responded to 24/7. Contractor is responsible for notifying the RAM Program Administrator, as soon as possible if a different phone number is to be used.
13. Contractor is responsible for assuring proper operation, making adjustments, replacing parts and other minor repairs. Contractor shall report major repair needs to the RAM Program Administrator by creating a work order in FAMIS.
14. Contractor shall provide the following services at a minimum of the listed frequency; more frequencies may be necessary as related to increased traffic patterns. PLACES AND FREQUENCIES:

LOBBY

TWICE PER DAY:

- Check lobby and pick up litter.
- Dry Mop and wet mop floors.
- Clean and polish drinking fountains.

DAILY:

- Check floors for damage and make minor repairs.
- Clean, dust and remove cobwebs from walls.
- Check walls for damage and graffiti. Remove graffiti as soon as it is detected. Repair minor damage and "touch up" paint walls in heavy graffiti areas.
- Check emergency identification plaques and replace them when damaged.
- Clean glass doors and windows. Check windows, doors, doorframes, hinges, door closures and door handles to ensure proper operation. Check window screens (if applicable) for damage.
- Check ceiling for dust, dirt and damage. Clean, dust and remove cobwebs from ceiling.
- Clean display cases. Check the display case glass, backing, and framework to ensure proper operation. Tighten, repair, and replace damaged parts. Install and maintain WisDOT-BHM required posters in the display cases.
- Empty, clean and replace liners in trash containers. Check trash containers and lids to ensure proper operation.

ONCE PER WEEK:

- Clean and dust light fixtures. Remove bugs. Check light fixtures to assure proper operation. Replace spent light bulbs. Repair and/or replace damaged or darkened lens covers.

VENDING AREA

DAILY:

Check vending machines for damage and/or proper operation. Report all vending problems to the appropriate vending company. Pick up and dispose of trash and litter generated from the vending machines. Clean up spills.

BUILDINGS EXTERIORS

MONTHLY:

- Check roof(s) for damage. Keep roof(s) in operating condition.
- Check rain gutters and downspouts for proper operation. Clear out any materials to eliminate blockage.
- Check light fixtures and water sources on the building to ensure proper operation.

APRIL OR MAY:

- Exterior wood for the historical marker posts/framing should be stained/painted dark brown as needed. The picnic table shelters should have an oil-based wood preservative applied at least once every three years.

REST ROOMS

TWICE PER SHIFT:

- Follow Cleaning Chemicals SOP found in Section 5.06 RAM Program Manual.
- Clean toilets, urinals, and toilet seats to be free of dust, soil, organic matter, cleaner residue, and scale without causing damage. These fixtures shall appear visibly clean, uniformly clean, disinfected, and polished-dry. This shall include the elimination of streaks, film, and water spots. Check toilets and urinals to ensure proper operation. Check toilet seats to see if they are loose and tighten if necessary.
- Clean and polish toilet paper dispensers to be free of dust and soil without causing damage. They shall appear visibly clean, uniformly clean, disinfected, and polish-dry. This shall include the elimination of polish residue, streaks, and film. Check dispensers to ensure proper operation. Replenish paper supplies.
- Clean walls to be free of dust, dried soil, spots, stains, cobwebs, and graffiti without causing damage. These surfaces shall appear visibly clean, uniformly clean, and disinfected. This shall include the elimination of film, streaks, and cleaner residue. Wipe dry.
- Clean, dust, and polish partitions and urinal dividers to be free of soil, scratches, graffiti, and stains without causing damage. Partitions and urinal dividers shall appear visibly clean, uniformly clean, disinfected, and polished dry. This shall include the elimination of streaks and film. Check partitions to assure proper operation. Check locks and coat hooks to assure proper operation. Check and fill in or block peep holes as soon as detected.
- Diaper and Adult Changing Areas, Stations, and Ledges shall be free of dust and soil without causing damage. They shall appear visibly clean, uniformly clean, disinfected, and polished-dry. This shall include the elimination of streaks and film. Check for proper operation of changing stations.
- Empty sanitary disposal containers and replace liners. Clean and polish containers.
- Clean windows, mirrors and their frames to be free of dust and soil. They shall appear visibly and uniformly clean, streak-free, film-free, and without fingerprints. Replace mirrors that are scratched in the field of vision or if inappropriate graffiti cannot be effectively removed.
- Clean sinks to be free of dust, soil, cleaner residue, standing water, and soap film without causing damage. They shall appear visibly clean, uniformly clean, disinfected, and polished-dry. This shall include the elimination of streaks, embedded soil, film, and water spots.
- Clean metal hardware to be free of dust, soil, and scale without causing damage. Bright work shall appear visibly clean, uniformly clean, disinfected, and polished to a streak-free shine. This shall include the elimination of polish residue.
- Clean soap dispensers to be free of dust, and soil, without causing damage. They shall appear visibly clean, uniformly clean, disinfected, and polished-dry. This shall include the elimination of polish residue, streaks, and film. Check soap dispensers to ensure proper operation. Replenish soap supplies. Clean soap residues and drips from sink/counter 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. Floor drains shall appear visibly clean and be in proper working order. This should include the elimination of dust, lint, dirt, standing water, cleaner residue film, and grim. Scale and corrosion build up should be eliminated if possible.
- Clean hand dryers and back plates to be free of dust and soil without causing damage. They shall appear visibly, uniformly clean, and disinfected. Stainless steel back plates should be polished-dry and streak-free. This shall include the elimination of polish residue.
- Clean and dust rest room doors (including frames, kick plates, push plates, sills, ledges, and hardware) to be free of dust, soil, residue, film, scratches, and graffiti. They shall appear visibly clean, uniformly clean, and disinfected. Check doors, frames, hardware, door closures and signage. Adjust closures. Keep locks in operating condition.
- Empty, clean and place new liners in trash containers. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, stains, food particles, and the presence of an offensive odor emitting from the container.

- Air Vents shall be free of dust and soil. They shall appear visibly and uniformly clean.

ONCE PER WEEK:

- 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.

TRASH AND RECYCLING CONTAINERS

TWICE PER DAY, OR MORE IF NEEDED:

- Empty, clean and replace trash liners. Trash containers will be emptied frequently enough so they don't overflow.
- Deposit trash and recyclables in appropriate dumpsters, or other designated containers at the site. Trash shall not be stockpiled anywhere else at the site.

DAILY:

- Check containers to as ensure sure proper operation. Make minor repairs to containers, as needed.

ALL BUILDINGS

DAILY:

- Check heating, plumbing and electrical systems as well as pipes and drains for proper operation.
- Take monthly water meter readings, record readings on provided forms, then submit completed forms in FAMIS to the RAM Program Administrator no later than the 15th of the following month.

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.

STORAGE, UTILITY, GARAGE AND SHED AREAS

WEEKLY:

- Sweep floors. Check doors, hardware, shelves, cabinets and fixtures to assure proper operation. Change light bulbs.

TWICE PER YEAR:

- Wash/clean walls, floors, shelves, and light fixtures.

WASTE STORAGE AREA

DAILY:

- Pick up litter.
- Sweep up debris in area. Assure that dumpster is emptied according to arranged schedule. Check fence, gate, and lock to assure proper operation. Repair and adjust as needed.

FENCES AND MARKER POSTS

DAILY:

- Check fence posts and rails for damage, decay and leaning. Repair, straighten, or replace as needed.
- Check woven wire fencing posts for leaning and rot. Repair, straighten, tighten, or replace as needed.
- Check marker posts for damage, decay and leaning. Repair, straighten, re-stain or replace as needed.

SIGNING

DAILY:

- Check advance guide and entrance signs. Report signs and posts in poor condition by submitting a work order in FAMIS.

PARKING LOTS AND RAMPS

CONTRACTOR RESPONSIBILITIES:

ONCE PER DAY:

- Pick up litter, sweep debris from curbs and drains.
- Check paved surfaces and report holes, cracks and/or damage by submitting a work order in FAMIS.
- Noxious weeds that are growing in the cracks/joints of the pavement, curb, or sidewalk may be spot treated with an approved weed-control herbicide (if licensed as a Commercial Applicator by DATCP) or manually removed by hand or with a weed removal tool.
- Check light poles, lights, signage on grounds, ramps and highway to assure proper operation. Report damage to these items to the RAM Program Administrator by submitting a work order in FAMIS.

COUNTY HIGHWAY RESPONSIBILITIES:

AS NEEDED:

- Mow and landscape maintenance outside the ramps and parking areas.
- Snow removal and ice control for ramps and parking areas.

PLAZA AREA AND SIDEWALKS

TWICE PER DAY:

- Pick up litter.
- Clean ashtrays and replace sand.

DAILY:

- Check ashtrays to assure proper operation.
- 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.

- Check flags, flag poles and flagpole light to assure proper operation. Remove and replace tattered flags. See Section 8.0 of the RAM Program Manual for proper flag display requirements.
- 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 RAM Program Manual.
- Contractor must subscribe to the Department of Military Affairs' "flag electronic notification program" and raise/lower flags on site as mandated.
- Fly flags per the Wisconsin Governor's or US President's executive orders, or at WisDOT-BHM's request.
- Clean map case shelters and/or picnic shelters and/or historical markers. Remove cobwebs and bird nests. Replace broken or rotten boards, bolts and braces. Replace broken glass/Plexiglas. Repair or repaint. Install and maintain materials furnished by WisDOT-BHM in the display cases.

AS NEEDED:

- Remove snow and ice from sidewalks as needed. Salt/sand walks as needed. Review the RAM Program Manual for proper procedures of snow and ice removal.

ANNUALLY:

- Plant flowers as designated by WisDOT-BHM.

PICNIC AREA, GROUNDS AND WALKING AREAS

TWICE PER DAY:

- Pick up litter.
- Clean picnic tables and slabs. Check picnic tables to ensure proper operation. Replace broken or rotting bolts and braces. Assure tables are repaired, painted, and/or sealed as necessary for spring season operation.

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 rest area proper, as defined from mowing limit map to maintain, a maximum height of 4 inches, minimum height of 2 inches, as needed. (No mowing operation on weekends.) Review the RAM Program Manual for further mowing guidelines.
- Cut and remove weeds, when detected.

TWICE PER YEAR:

- 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 (if licensed as a Commercial Applicator by DATCP) or manually removed by hand or with a weed removal tool.
- 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.

ADDITIONAL SNOW PLOWING – if agreed upon

AS NEEDED:

- Snow removal for agreed upon additional area(s). Agreements are made between WisDOT-BHM and Contractor.