

EXHIBIT 3

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Gainesville Regional Transit System Facilities and Equipment MAINTENANCE PLAN

1. **PURPOSE**

The mission of the Facility Maintenance Department is to provide safe, clean, and reliable facilities and equipment to our patrons and employees. The department provides a product and service that primarily supports the Maintenance Department. Due to the need for many support functions within this industry, other services are provided throughout the agency.

2. **OVERVIEW**

The Facilities Maintenance Department has the responsibility of maintaining all equipment and facilities used to continue transit service. A large portion of the equipment is used for the repair of transit vehicles, such as the bus lifts, fueling and fluid systems, and air compressors are serviced by Facility Maintenance personnel.

In order to meet our goal of providing a high standard of service as efficiently as possible this plan has been developed.

A. Condition-Based

Preventive Maintenance Inspections

Repairs or maintenance performed on equipment in accordance with manufacturer's recommendations and/or mechanical condition.

Strategy

- Performed by both Skilled and Semi-Skilled Labor
- Inspection performed in accordance with manufacturer recommendations
- Inspection types are scheduled and condition-based

B. Corrective-Based

Corrective repair performed on equipment due to unscheduled mechanical failures.

Strategy

- Performed by Skilled Labor
- Performed as a result of reported failure

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3. GOALS

Goals for maintaining the facilities/ equipment are t these assets are maintained in a state of good repair throughout their useful life expectancy.

- A. Equipment is maintained at the administration/operations and maintenance facilities, and several transit centers.
- B. In addition to the equipment manufacturer’s requirements, facility maintenance personnel perform daily visual inspections of safety items.
- C. Facilities are evaluated to ensure safe and clean environments for patrons and employees. Maintenance employees undergo training to update their skills to ensure equipment is properly maintained and operational.
- D. The Department uses performance standards to judge its efficiency and effectiveness. The goals are as follows:
 - 1. No equipment damage due to improperly maintained facilities.
 - 2. No bodily injury to patrons or employees due to a facility defect.
 - 3. No environmental impacts due to improperly maintained facility equipment.

4. FACILITY PROFILE INCLUDING MISSION CRITICAL ASSETS/SYSTEMS AND ELEMENTS

Facility Maintenance is responsible for maintaining the buildings and grounds of the Corinne Brown Facilities, Rosa Parks Transfer Station, Butler Plaza Park n Ride, and NW 34th Ave Park n Ride. Other responsibilities include the monitoring of all capital improvement projects and assisting in the creation of project specifications. Maintenance of the facilities, landscaping, lawn service, and certain facility upgrades are all cost drivers.

The facilities equipment used in support of the transit will be maintained at a minimum to the specifications of the Operation and Maintenance manual provided with the equipment. The Facility Manager will insure the following routine maintenance and care functions are provided by staff or an outside contractor:

FUELING INFRASTRUCTURE- This includes fuel management hardware and software as well as fuel storage vessels , pumps nozzles and related dispensers

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and equipment. Equipment is inspected monthly. Any equipment failure is considered an emergency and immediately corrected,

Overhead Doors – Each overhead door for the heavy maintenance and preventive maintenance buildings will be inspected quarterly and lubricated semiannually. In addition the technician will generate a new demand work order to complete any needed repairs.

Plumbing – The facility technician will inspect all plumbing fixtures and associated restroom equipment on a quarterly basis to check for faulty equipment. This inspection includes toilets, urinals, partitions, dispensers and hand dryers.

HVAC – (Chillers, Air Handlers, Chill Water Pumps, Split System’s and Mini-split Units). The listed systems will be serviced quarterly. The contractor will perform PM responsibilities listed on the task sheet at the quarterly intervals. All units will be maintained to operate at peak efficiency by completing regularly scheduled maintenance. The condenser coils are cleaned annually.

Generators -- The back-up power systems will be inspected quarterly through a maintenance agreement to ensure proper operation and to verify the unit is serviced quarterly as per the contract. A facilities technician completes quarterly visual inspections on each generator and reports and deficiencies to the Facilities Manager.

Painting & Exterior Care -- The exterior of the building will be inspected quarterly and needed repairs noted and requested. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, vents, all extrusions, caulking, signage and general appearance issues.

Landscaping -- The Facility Supervisor will ensure that all landscaped areas are maintained. Fences shall also be inspected.

Parking Lots -- The parking lots will be inspected for large cracks, holes, crumbling, etc. The Facility Manager will help determine when re-striping and sealing need to be completed.

Roof -- The maintenance worker will inspect all ceilings quarterly to look for any stains or other signs of roof failure and inspect outside gutters. Inspecting gutters during hard rains will be important to finding faults.

Building Elevator -- The elevators shall be inspected annually and verification of more comprehensive inspections being performed by an official inspector. A service contract is in place to provide regular maintenance for all elevators. A

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Contractor completes monthly testing for the emergency phone lines and fire recall phase I & II.

Vehicle Lifts -- The maintenance workers will inspect and lubricate the lifts monthly.

Bus Wash -- Maintenance workers completes scheduled maintenance at monthly, quarterly and annual intervals.

Fire Extinguishers – Maintenance workers will conduct a monthly inspection of all fire extinguishers and initial the inspection tag on all extinguishers. The annual inspections are completed by an outside contractor.

Emergency Spill Kits – There are emergency spill kits located in the service truck, fuel center, and maintenance building.

Equipment -- Maintenance workers shall maintain all needed tools and equipment. A physical inventory of the grounds and maintenance equipment will be prepared annually and maintained throughout the year.

General -- The Facility Supervisor will walk each facility and note any and all repairs to both minor and major equipment items and create demand work orders to correct any deficiencies.

Facilities Maintenance is responsible for the maintenance of over 1,100 bus stops, 100 shelters, 820 benches, 315 trash receptacles and 2 park-and-ride lots. The bus stops must be cleaned and maintained on a scheduled basis. A bus stop sign identification and tracking program has been completed to identify location of needed repair. A number of ADA compliant new shelters with passenger amenities such as benches, trash receptacles and bicycle racks at bus stops are being added to the existing inventory, which is resulting in additional demands for maintenance. The park-and-ride lots are cleaned, repaired and maintained on a daily, monthly, or as needed schedule.

A. The present RTS transit facilities consist of the following: administration, operations and maintenance facilities, also included are remote transit centers and park and ride locations within Gainesville. The breakdown of facility locations is listed below:

1. 34 SE 13th Rd Operations/Admin Office
Maintenance Facility
Bus Wash
Fuel Center
Mechanical/Storage

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2. 700 SE 3rd St Rosa Parks Transfer Station
3. Butler Plaza Park n Ride
4. 34th Street Park n Ride
5. 100 SE 10th Ave Operations
Maintenance
Admin
Training

B. One of the park and ride facilities has a combination of patron shelters, benches, kiosk, and trash containers. Park and ride facilities and amenities are maintained by facilities maintenance personnel. Maintenance of the facilities is documented and maintained through work orders in electronic format.

5. LABOR ALLOCATION

The Maintenance Department has the responsibility to ensure that all RTS facilities are safe, clean, and maintained to standards that ensure employee safety and passenger satisfaction. Maintenance has the responsibility to ensure that employees are appropriately assigned to shifts that best support daily operational needs.

PREVENTIVE MAINTENANCE

A. RTS Equipment Preventive Maintenance Program is designed to maintain system safety and efficiency, which includes monthly, quarterly and annual inspections. Maintenance personnel or contracted services conduct inspections and repairs on all equipment per manufacturers' recommendations.

6. UNSCHEDULED MAINTENANCE

- A.** When an inspection defect is noted, the Transit Facilities Supervisor will generate an electronic work order for completing the repair(s).
- B.** When an unscheduled repair is requested, the Supervisor is notified via an electronic work request form, e-mail or personal contact. The repair is then scheduled and a work order is generated and distributed to either a facilities technician or a general maintenance attendant depending on the severity of the task.

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- C. Maintenance worker completing the necessary repair(s) will record all work that was performed, the time it took to complete the repair(s) and parts or material used on the work order. The technician completing the repair(s) will indicate that the repair(s) is complete and the item is ready for service.

7. WARRANTY

A. Manufacturer's Warranty

1. During all phases of maintenance, an emphasis is placed on the proper identification and processing of items under warranty. Any part under warranty requiring repair/replacement will be removed and returned to the manufacturer for replacement.
2. On large, stationary equipment the factory representative or the contractor responsible for installation of the equipment will be notified and a site visit will be schedule to facilitate repair. Smaller, mobile equipment may be returned to the vendor for repair or replacement.
3. The Facilities Maintenance is responsible for processing the warranty claim through to its conclusion.

The following are examples of preventive maintenance checklists:

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**Gainesville RTS
Inspection Checklist Items**

Inspection Id: GEN

Type: A

Item Number	Description
01	Analysis of engine lube oil. Provide record for future comparison
01A	Change all lube oil and fuel oil filters.
01B	Drain and replenish engine lube oil.
02	Test coolant solution for proper freeze protection and corrosion inhibitors and record results
03	Service batteries, checking for proper electrolyte levels and replenishing as needed.
04	Check battery volts/gravity and record results
05	Inspect and clean battery connections and coat connections with applicable corrosion inhibitor.
06	Verify proper operation of battery charger and record voltage and charging rate.
07	Inspect radiator/heat exchange assemblies (conditions and leaks)
07A	Inspect and lubricate generator bearings
07B	Inspect and lubricate airflow louvers
07C	Inspect manifold and piping.
08	Inspect air cleaner assemblies
09	Inspect air inlet piping
10	Inspect water hoses for pliability, tighten clamps as needed.
11	Inspect engine mounts, vibration isolators.
12	Inspect electrical wiring for loose connections, frayed wires.
13	Inspect fuel system, which includes verification of proper day tank operation, priming pump operation, and fuel injection system (condition and leaks)
14	Inspect and adjust all belts
15	Inspect and clean crankcase breather.
16	Inspect generator field and stator windings
17	Inspect and clean rectifier bridge.
18	Check operation of starter motor (cranking ability, voltage dro on start)
19	Check engine smoke at start and during operation.
20	Verify proper operation of gauges, metering, indicators (operation, condition and adjustments as needed)
21	Check and record batter charge rate from unit mounted alternator (if applicable)
22	Check fuel transfer pump (PSI, valves, conditons and leaks)
23	Check lubrication system (PSI and leaks)
24	Check jacket water heater (operation/condition)
25	Check temperature regulators (operation, record temperature)
26	Verify governor settings (operations, stability, and response)
27	Check turbocharger (operation)

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**Gainesville RTS
Inspection Checklist Items**

Inspection Id: GWH
Type: SA

Item Number	Description
01	Remove sediment from tank by flushing.
01A	Remove lime scale from tank by using a lime removal technic.
02	Test T&P valve

**Gainesville RTS
Inspection Checklist Items**

Inspection Id: GWH
Type: A

Item Number	Description
1	Clean deposits from Anode rods and inspect
2	Inspect vent system- terminations, joints, repair/reseal as necessary, clean screens

**Gainesville RTS
Inspection Checklist Items**

Inspection Id: 31
Type: Q

Item Number	Description
01A	check hydraulic fluid level and replenish as necessary
02A	Check the emergency release mechanism
03A	check the mechanical safety lock
04A	examine the lifting system for fluid leaks
04B	Examine the lifting system for signs of damaged/worn parts
05A	examine the elec cables and connectors for signs of damage
06A	oil the dry piston shaft
07A	check the gas spring for its proper functioning
08A	check the general operation of the lifting columns
09A	Every 2 years the hydraulic oil must be changed;DATE: _____

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**Gainesville RTS
Inspection Checklist Items**

Inspection Id: 29

Type: A

Item Number	Description
01A	Check condition & operation of doors, is lock operational?
01B	Check condition & operation of windows/blinds
01C	Check wall condition, paint/drywall/etc.
01D	Check condition of flooring/carpet/tile/etc
01E	Are ceiling tiles intact, undamaged and in place?
01F	Is furniture (desks/chairs/etc)in good and safe condition?
02A	Is overhead storage used properly,to create safe work envir?
02B	Are storage areas clean and clear of debris or clutter?
03A	Are staff lounge and eating areas clean and sanitary?
03B	Refrigerator operation (if applicable)
03C	Refrig./replace walter filter (if necessary)
04A	Is unused equipment kept in a safe and orderly manner?
05A	Are ext building/trailer id#s posted for emergency response?
06A	Check condition of stairway handrails/treads (if applicable)
07A	HVAC/check operation. INSPECT FILTERS CLEAN AND OR REPLACE.
07B	INSPECT HVAC EQUIPMENT FOR SIGNS OF TAMPERING OR INTRUSION
08A	Are electrical closets free of storage?
08B	Are electrical panels labeled properly?
08C	Interior lighting, replace bulbs if necessary
08D	Exterior lighting
08E	Condition of receptacles
08F	Switch functionality
08G	Motion detector function
08H	Lighted exits
09A	Are exit-access corridors free of storage?
10A	Use of extension cords/appropriate recepticle load
11A	Is/are fire extinguisher(s) operational?
12A	Condition of restrooms
12B	Urinal/toilet leakage & operational
12C	Faucets/leakage & operational
12D	Dispensers-condition & functionality
12E	Wall & door condition
12F	Stall locks operational

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**Gainesville RTS
Inspection Checklist Items**

Inspection Id: EF
Type: SA

Item Number	Description
1	Inspect bolts and setscrews for tightness. Tighten as necessary.
2	Inspect belt wear and alignment. Replace worn belts with new belts and adjust alignment as needed.
3	Inspect for cleanliness. Clean exterior surfaces only. Removing dust and grease on motor housing assures proper motor cooling.
4	Lubricate fan bearings with a NLGI #2 Grease. No more than 3 pumps with a hand operated grease gun.

**Gainesville RTS
Inspection Checklist Items**

Inspection Id: EF
Type: A

Item Number	Description
1	Inspect bolts and setscrews for tightness. Tighten as necessary.
2	Inspect belt wear and alignment. Replace worn belts with new belts and adjust alignment as needed.
3	Inspect for cleanliness. Clean exterior surfaces only. Removing dust and grease on motor housing assures proper motor cooling.
4	Lubricate fan bearings with a NLGI #2 Grease. No more than 3 pumps with a hand operated grease gun.
5	Replace belt, unless it has been change on SemiAnnual PM or after.

**Gainesville RTS
Inspection Checklist Items**

Inspection Id: Lawn
Type: 2Week

Item Number	Description
1	Cut Lawn
2	Weed Eat areas not able to be cut with mower
3	Edge sidewalks, curbs, and flowerbed to lawn conversions
4	Deweeds flower beds
5	Deweeds sidewalks
6	Dispose of loose debris

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**Gainesville RTS
Inspection Checklist Items**

Inspection Id: 29

Type: B

Item Number	Description
01A	Check condition & operation of doors, is lock operational?
01B	Check condition & operation of windows/blinds
01C	Check wall condition, paint/drywall/etc.
01D	Check condition of flooring/carpet/tile/etc
01E	Are ceiling tiles intact, undamaged and in place?
01F	Is furniture (desks/chairs/etc)in good and safe condition?
02A	Is overhead storage used properly,to create safe work envir?
02B	Are storage areas clean and clear of debris or clutter?
03A	Are staff lounge and eating areas clean and sanitary?
03B	Refrigerator operation (if applicable)
03C	Refrig./replace walter filter (if necessary)
04A	Is unused equipment kept in a safe and orderly manner?
05A	Are ext building/trailer id#s posted for emergency response?
06A	Check condition of stairway handrails/treads (if applicable)
07A	HVAC/check operation
07B	HVAC/replace filter (if necessary)
08A	Are electrical closets free of storage?
08B	Are electrical panels labeled properly?
08C	Interior lighting, replace bulbs if necessary
08D	Exterior lighting
08E	Condition of receptacles
08F	Switch functionality
08G	Motion detector function
08H	Lighted exits
09A	Are exit-access corridors free of storage?
10A	Use of extension cords/appropriate recepticle load
11A	Is/are fire extinguisher(s) operational?
12A	Condition of restrooms
12B	Urinal/toilet leakage & operational
12C	Faucets/leakage & operational
12D	Dispensers-condition & functionality
12E	Wall & door condition
12F	Stall locks operational

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**Gainesville RTS
Inspection Checklist Items**

Inspection Id: AirC

Type: A

Item Number	Description
01	Oil Change
02	Test Blowdown
03	Adjust Belts replace if worn
04	Replace Intake Filters
05	Replace Hankinson Filters if needed
06	4 quarts oil R-40 compressors Champlub
07	6 1/3 quarts oil R-70 compressors Champlub
08	Intake filter PO5051A
09	Belts B100

**Gainesville RTS
Inspection Checklist Items**

Inspection Id: AirC

Type: Q

Item Number	Description
01	Oil Change
02	Test Blowdown
03	Adjust Belts
04	Clean Intake Filters
05	Replace Hankinson Filters if needed
06	4 quarts oil R-40 compressors Champlub
07	6 1/3 quarts oil R-70 compressors Champlub
08	Intake filter PO5051A
09	Belts B100

**Gainesville RTS
Inspection Checklist Items**

Inspection Id: EW

Type: M

Item Number	Description
01	Pull handle to test shower system for 2 minutes
02	Push handle to test eye wash for 2 minutes