

Appendix 12: Maintenance and Reconditioning Plan

Union Creek & Anthony Lake Campground Complexes – Prospectus, Wallowa-Whitman National Forest

Appendix 12: Maintenance and Reconditioning

General Requirements

All job standards will conform to the Forest Service publication “Cleaning Recreation Sites” (December, 1995).

All materials, supplies and paint colors used by the concessionaire will be approved by the Forest Service before use, and maintenance will be performed according to Forest Service standards and approved Site Development Plans in order to be acceptable.

Types of M&R Work

Maintenance and reconditioning work is a condition of the special use permit. Holder maintenance and reconditioning includes activities that neither materially add to the value of the property nor appreciably prolong its life. The concessionaire is required to perform Holder Maintenance and Reconditioning (holder M&R) at the concessionaire’s expense.

Government M&R generally includes activities which arrest deterioration and appreciably prolong the life of the improvements. All Government M&R is performed at the sole discretion of the Authorized Officer. The Holder will be required to accomplish Government Maintenance and Reconditioning work (Government M&R), either for offset of the special use permit fee, or as a cooperator by agreeing to allow the Forest Service to use the permit fee to accomplish the work.

Maintenance and Reconditioning work includes both scheduled and unscheduled work. Scheduled maintenance and reconditioning will be defined for each recreation site through Holder M&R plans which will be prepared by the Forest Service and included in the final approved Annual Operating Plan. The following narrative provides an overview of the types of work which will be included in Holder M&R plans, as well as those M&R activities which will be the responsibility of the Government.

Scheduled M&R Work

The following examples define Holder and Government M&R responsibilities:

WATER SYSTEM

Holder: Responsible for operation and maintenance of entire water systems. Responsible for repairing broken water lines (including underground lines), repairing or replacing valves or hydrants, cleaning small storage tanks (not requiring ingress into confined space), and all other general maintenance and minor repair. Holder is responsible for water testing, monitoring and treatment.

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ELECTRICAL DISTRIBUTION SYSTEM

Holder: Paying all electric bill; maintenance of campground electrical distribution system, pedestals, light fixtures, circuit panels, etc.

Government: Authorizes replacement of electrical distribution systems, pedestals, light fixtures, etc.

ROADS, PARKING AREAS, WALKWAYS, CAMP UNIT SPURS, BRIDGES

Holder: Maintain campground parking spurs, camping sites and tent pads, paths, trails, handrails, stairs, gates and footbridges within campgrounds by filling in holes, patching, raking, brushing, and otherwise repairing as damage occurs. Fall, buck, and clean up non-merchantable hazard trees or blow-down (following Forest Service inspection/approval). Removal of other vegetative debris from recreation site roads, trails, bridges, campsites, and parking lots. Sweep leaves /needles from road surfaces at the beginning of the season. Remove needles and vegetation swept into berms and/or left alongside roads by the road sweeper, to facilitate proper drainage and drying of the road surface.

Government: Maintain the running surface and make subsurface structural repairs to roads and parking lots (excluding camping spurs and turnouts) including patching cracks and potholes. Removal of merchantable timber.

BOAT RAMPS, FLOATS, BUOYS, SWIM AREAS

Holder: Maintenance of boat launches including ramps, planks, and their alignment, and docks as damage is discovered. Patch cracks and repair potholes. Clean and weed beach area as needed. Maintain floats, buoys, and ropes. Seasonal installation and removal.

Government: Replacement of boat launch facilities as funding becomes available.

SEWAGE SYSTEMS

Holder: Maintenance and repair of pipes, drain fields, trailer dump site, routine maintenance of sewage pumping station. Pumping and disposal of vaults. Responsible for controlling objectionable odors at toilets.

Government: Replacement of collapsed vaults, septic systems, repair of sewage pumping station controls, pump, etc.

WASTE WATER COLLECTORS

Holder: Maintenance and repair, including replacement of rings and rework drain-fields as necessary.

Government: Replacement of waste water collectors.

BUILDINGS

Holders: Interior painting of approximately 1/3 of existing buildings within the Complexes per year, as determined by the Forest Service. Repair and replace fixtures, screens, door locks, broken windows and doors as discovered. Repair interior walls and ceilings. Minor repairs to roofs and exterior walls as damage is discovered.

Government: Restore and replace buildings as funding becomes available with buildings which meet accessibility standards and odor free requirements (ventilation). Perform major structural repairs. Re-roof buildings and replace exterior siding as funding becomes available.

BARRIERS, SIGNPOSTS, CAMPSITE POSTS

Holder: Responsible for installation and replacement as needed. Keep all sign and site posts straight and replace in kind when damaged.

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TABLES, FIRE RINGS, AND BAR-B-QUE STANDS

Holder: Sand and refinish tabletops and benches, remove carvings into table tops, replace broken planks as necessary. Install replacement fire rings/bar-b-que stands, repair tables and fire rings/bar-b-que stands as needed.

Government: Provide replacement fire rings/bar-b-que stands /tables as necessary.

SOLID WASTE

Holder: Garbage removal. Repair, clean, paint or replace garbage cans and dumpsters. Maintain garbage can and dumpster pads and enclosure screens.

SIGNS AND BULLETIN BOARDS

Holder: Install, repaint, maintain, or repair signs, including recreation site entrance signs and bulletin boards, as needed. Replace signs, with the exception of Forest Service signs. Maintain posters and information on bulletin boards.

Government: Furnish Forest Service posters and signs. Replace campground entrance signs and bulletin boards. Maintain posters and information on trailhead information boards located within concessionaire managed sites.

VEGETATION MANGEMENT

Holder: Conduct annual inspection with Forest Service prior to opening to identify hazard trees and limbs. Falling, bucking, and cleanup of non-merchantable hazard trees (following required Forest Service inspection/approval). Cleanup of all vegetative debris, including cleanup of hazard tree removal debris. Planting of shrubs, trees, and grasses as approved by the Forest Service. Notify Forest Service immediately of any new hazard tress discovered during the operating season.

Government: Conduct annual inspection with Holder prior to opening to identify hazard trees and limbs. Removal of merchantable hazard trees as necessary prior to opening facilities at the beginning of the season, as well as during the operating season as identified. Tree plantings with tree spade, provide tree seedlings when available. Environmental review and approval of all vegetation management proposals.

MAINTENANCE IN CONFINED SPACES

Holder: Inspect and maintain sewer system pumping station, in accordance with a Confined Space Entry Plan meeting the requirements of the Occupational Safety and Health Administration (OSHA) (see **Appendix 21** for an example plan). The sewer pumping facility is considered certificate required confined space.

Unscheduled maintenance and reconditioning (M&R) work occurs as unexpected maintenance needs arise. Table E1 provides general guidance on Holder and Government responsibilities for unscheduled maintenance.

Holder Required M&R

The Permit holder may perform Government M&R in one of two ways:

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- The permit holder can agree to physically perform the work. If the permit holder performs the Government M&R, an amount equal to the value of the maintenance performed will be subtracted from the fee owed to the Government and/or refunded from fees previously paid.
- If the permit holder does not agree to physically perform the Government M&R, the permit holder and the Forest Service will enter into a collection agreement. This agreement allows the special use permit fee collected from the permit holder to be set aside. The Forest Service can then use this money to perform the Government M&R.

Specific Government M&R duties will be agreed to at the beginning of each operating season including the value of the Government M&R work. The permit holder will notify the Forest Service at that time whether he/she plans to physically do the Government M&R items, or enter into a collection agreement for the Forest Service to perform the work.

Holder and Government Responsibilities for Unscheduled Maintenance and Reconditioning

Table 12-1 specifies Holder and Government responsibilities for unscheduled M&R.

The following definitions apply to Table 12-1:

Routine Maintenance and Reconditioning:

Includes cleaning and repair due to any cause to keep the facility operational, neat, sanitary, and safe to use. Cost of the work may be up to 50% of the replacement cost of the facility item being repaired.

Replacement (Government): Includes repair of facilities when cost of the work will be greater than 50% of replacement cost, as well as total replacement. Includes repair or replacement resulting from any cause except fire and other casualty, including vandalism, when such loss is covered by the Holder's insurance (see Special Use Permit Clause III(I)2.)

Replacement (Holder): Includes repair of facilities when the cost of the work will be greater than 50% of replacement cost, as well as total replacement, regardless of cause.

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TABLE 12-1 --- Holder and government Unscheduled Maintenance and Replacement Responsibilities				
FACILITY	HOLDER	HOLDER	GOVERNMENT	GOVERNMENT
	ROUTINE MAINTENANCE	REPLACEMENT	ROUTINE MAINTENANCE	REPLACEMENT
Picnic Tables	XX			XX
Fireplaces/Devices	XX			XX
Tent Pads	XX			XX
Traffic Control Devices	XX			XX
Bulletin Boards	XX			XX
Signs, Posts:				
Highway	XX			XX
Directional	XX			XX
Entrance	XX			XX
Site posts	XX	XX		
Fee collection boxes	XX			XX
Gates	XX			XX
Bridges (walking)	XX			XX
Dumpsters	XX	XX		
Garbage cans	XX			
Fences, retaining walls	XX			XX
Tool cache (fire)	XX	XX		
Sewage hookups	XX			XX
Grey Water Sump	XX			XX
Roads, parking Lots	XX		XX	XX
Camping Spurs, sites, Tent Pads	XX			XX
Walkway, trails	XX			XX
Landscaping	XX			XX

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**TABLE E1 --- Holder and government Unscheduled maintenance and Replacement Responsibilities
Continued--**

FACILITY	HOLDER	HOLDER	GOVERNMENT	GOVERNMENT
	ROUTINE MAINTENANCE	REPLACEMENT	ROUTINE MAINTENANCE	REPLACEMENT
Electrical Systems	XX			XX
Water Systems				
Underground and aboveground lines	XX			XX
Pumps	XX			XX
Hydrants				XX
Storage Tanks	XX			XX
Catch basins	XX			XX
Faucets, valves	XX	XX		
Buildings				
Roof, Skylights	XX			XX
Siding	XX			XX
Structural			XX	XX
Doors, windows	XX	XX		
Hinges, handles, hardware	XX	XX		

Sample Holder Maintenance and Reconditioning Plan

The holder maintenance requirements listed below are **examples only**. Actual holder maintenance standards and the means by which they will be achieved should be included in the annual Operating Plan. Following this type of holder maintenance schedule should prove useful to the holder in order to meet performance evaluation criteria and minimum standards. It is recommended that this type of plan and a maintenance manual be kept for each site under permit. This will help the holder to schedule crew time and plan for associated costs throughout the term of the permit.

Applicants should include their proposed holder maintenance schedule in their application package.

Maintenance Requirements	Frequency	Remarks
Straighten/replace broken/missing barriers, site markers signs, and posts	Within one week of discovery	FS must approve materials
Refinish and paint all wooden tables, prioritizing those in worst condition	At least every 3 years or as needed	FS must approve materials
Paint exterior of all toilets	At least every 3 years or as needed	FS must approve materials
Paint all benches	At least every 3 years or as needed	FS must approve materials
Paint over all graffiti	As needed	FS must approve materials

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Inspect and repair or replace all toilet door locks	Prior to opening, and as needed	FS must approve materials
Paint all sign boards and fee station signs	Once per year, and as needed	FS must approve materials
Repair sign boards	As needed	FS must approve materials
Remove and properly dispose of ashes in fire rings when half full. Clean grills	Prior to opening, after closing, and as needed	To FS standards
Pump vault toilets and properly dispose of waste	Prior to opening, after closing, and as needed during season when 3/4 full	To FS standards
Inspect and repair all damaged or leaking plumbing fixtures	Prior to opening, and as needed	FS must approve materials
Winterize all hydrants	Prior to closing	FS must approve all materials
Inspect all vehicle gates, repair bent sections, and paint gates	Prior to opening, and as needed	FS must approve materials
Repair substandard tables	As needed	FS must approve materials
Remove hazard trees	Prior to opening each year, and as needed during season	To FS standards
Fill in potholes in campground and picnic area roads and walkways	Prior to opening, and as needed	To FS standards
Clean and maintain culverts in roadways and trails	As needed	To FS standards
Excavate and clean water faucet sumps	Annually, and as needed	To FS standards
Patrol for, collect, and remove litter	Daily or more often, as needed	To FS standards
Clean toilets, remove flies and cobwebs	In accordance with annual O & M Plan	To FS standards
Remove garbage	In accordance with annual O & M Plan	Prevent trash from overflowing containers
Test potable water	According to state/Federal standards	