

Appendix 27

Cabin Operation and Maintenance Manuals

OPERATION AND MAINTENANCE MANUAL

INFRA SITE NUMBER: 4050R

Infra Building Numbers: 1111, 1604, 1619.28, 2841

BOILING SPRINGS GUARD STATION

This manual is intended to serve as a general guide for the operation and maintenance of the grounds and buildings at Boiling Springs Guard Station and is a supplement to the concessionaire annual operating plan for recreation facilities on the Boise National Forest. It is not intended to cover all possible circumstances, but to serve as a reminder of those operations and maintenance items that should be addressed on a regular basis. It should be modified as situations change, components are replaced, and as facilities are added or removed. Supplier/service lists should be updated as availability changes.

This document is available in both hard copy and electronic versions, and copies are kept at the District and the Forest headquarters offices.

This manual is organized into the following sections:

- Maintenance Schedule
- Appliance Inventory
- Furniture Inventory
- Miscellaneous Information
- Contact List

Prepared by: _____ Date: _____
Facilities Engineer

Reviewed by: _____ Date: _____
Recreation Program Manager

Reviewed by: _____ Date: _____
District Ranger

General Notes:

Due to the historic nature of the site, all repairs to damage requiring more than normal wear and tear maintenance must be approved by the permit manager prior to starting work. For more prompt response to repairs, please include photos of damage requiring the more extensive repair work.

Repairs are defined as: To stabilize, consolidate, or conserve; to retain existing materials and features while employing as little new material as possible. Repair includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials. Within restoration, repair also includes the limited replacement in kind; rehabilitation, and reconstruction, with compatible substitute materials for deteriorated or missing parts of features when there are surviving prototypes.

Maintenance Schedule:

The following information is to compliment the Boiling Springs Annual Maintenance Schedule form.

To **OPEN** this site for seasonal use, the following maintenance items shall be performed:

- Conduct a thorough safety inspection of the cabin and grounds before opening to the public. Correct or mitigate all items prior to opening. Provide this inspection to the FS.
- Perform a thorough cleaning of the cabin and toilet prior to opening to the public.
- Install standard sink drain pea trap and attach to existing kitchen sink drain. Drain connection is to occur only during the warm weather season; remove and provide a bucket when there is danger of freezing.
- Clean kitchen cabinets with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage. Patch rodent entries with ¼" hardware tack cloth; make a note on size and location. Lubricate hinges and drawer slides as necessary.
- Clean wood furniture and trim with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage.
- Lubricate interior door hinges with a light coating of 3-in-1 Silicone Lubricant. Verify knobs are functioning and that the doors fully open and close.
- Lubricate barn door hardware. Inspect door for rodent damage; repair as needed.
- Clean dirt and dust out of window and door tracks. Lubricate latches. Lubricate wood window tracks with paraffin wax. Check window and door screens. Adjust or replace if necessary. Note broken window panes and immediately notify permit manager.
- Check crawl space for any evidence of rodents or larger burrowing mammals. Notify permit manager if removal is necessary. Fill any holes next to foundation.
- Examine attic for evidence of any leaks. Check insulation and add if necessary. Check for evidence of bats, birds, squirrels, raccoons, etc. Notify permit manager if animals have found entrances into the attic areas.
- Inspect tiled areas for loose or missing grout and slate tiles. Repair in kind if necessary.
- Have propane system inspected and leak check certified prior to operation.

- Inspect visible areas of foundation as well as vents and ducts in foundation for cracks, leaks, or blockages. Repair vents as necessary to prevent rodent entry.
- Move porch furniture outside.
- Inspect outer doors including weather stripping, screen doors, and thresholds. Replace or repair as needed.
- Scrub mildewed areas of deck (porch / and ADA ramp) and treat for water stains, mildew and fungus. Inspect and replace broken or damaged boards or handrails.
- Clean roof and check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels and insects. Check flashing around roof stacks and vents for leaks.
- Inspect fence and repair if necessary. Use in-kind materials including pressure treated timber.
- Clean gutter and chain and check for leaks, misalignment or damage.
- Clean windows inside and out. Remove storm windows. Install screens. Verify that windows operate properly and slide freely; coat window tracks with paraffin wax to aid in operation. Repair broken windows with in-kind materials after notifying permit manager.
- Repair any vandalism and remove graffiti.
- Check exterior walls for deteriorating chinking. Check siding for damage or rot. Check painted surfaces for flaking. Notify permit manager when woodpecker and rodent holes are found in siding.
- Inspect steps and pathways for cracks, holes or uneven travel surfaces. Verify that handrails and steps are intact. Remove weeds from gravel pathways, rake smooth. Remove snow poles.
- Remove weeds from parking area and rake smooth. Replace barrier rock if necessary. Remove snow poles.
- Replenish firewood supply.
- Sample and test the hand pump as identified within the permit before water is served to any employee or the public. If more extensive repairs are required, notify permit manager. Install handle after safe test results have been obtained.
- Check vault toilet; arrange to have it pumped if over $\frac{3}{4}$ full.
- Perform all maintenance items that are required on a weekly basis.

The following maintenance shall be performed on a **WEEKLY** basis for both summer and winter seasons:

- Clean and inspect flooring. Note if flooring is in need of refinishing or replacement. Do not use a standard mop on the floor with water. Use Don Aslett Clean and Brite floor cleaner.
- Clean and inspect countertops. See list of approved products in Miscellaneous Items section.
- Take measures to prevent rodent infestations. Clean up rodent droppings and sanitize surfaces. Do not store materials and debris next to the cabin.
- Keep interior of cabin and toilet free of dirt, graffiti, spider webs, and dead insects.
- Clean out wood stove and dispose of ashes in an appropriate manner.
- Test smoke detector and carbon monoxide detector for proper operation and replace batteries as necessary.
- Check refrigerator for proper operation. Verify doors seal properly.

- Check cook stove for proper operation.
- Check propane lights for proper operation. Verify operating instructions are still in place.
- Inspect and clean picnic table and fire ring. Remove ashes from fire ring when there are 4 inches of free side clearance. Remove unburned litter. Remove any rock fire rings not installed by FS. Keep area around the fire ring clear of vegetation and combustible material, and maintain the gravel surface. Repair as needed.
- Check landscaping for proper drainage. Remove all vegetation at least 6 inches from the foundation. Inspect trees for broken or dead limbs. Notify permit manager if tree removal or trimming is required. Mow all grass within the fenced area to less than 6 inches.
- Clean vault toilet and ensure it has an adequate amount of toilet paper.
- Perform general clean-up of any trash left on site.

The following maintenance shall be performed on a **MONTHLY** basis:

- Test hand pump for bacteriological and nitrate contamination in accordance with Forest Service and State regulations as identified in concessionaire permit.
- Ensure that propane tank has an adequate amount of fuel. Do this for both summer and winter seasons.

The following maintenance shall be performed during the **TRANSITION** between seasons:

- Coordinate with the Emmett Ranger District in the fall how often the cabin will need to be cleaned during the winter months (based on the amount of reservations)
- Disconnect the kitchen sink drain and provide a bucket for water disposal. Label bucket with "EMPTY INTO VAULT TOILET".
- Clean kitchen cabinets with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage. Patch rodent entries with ¼" hardware tack cloth; make a note on size and location. Lubricate hinges and drawer slides as necessary.
- Clean wood furniture and trim with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage.
- Lubricate interior door hinges. Verify knobs are functioning and that the doors fully open and close.
- Lubricate barn door hardware. Inspect door for rodent damage; repair as needed.
- Clean dirt and dust out of window and door tracks. Lubricate latches. Lubricate wood window tracks with paraffin wax. Check window and door screens. Adjust or replace if necessary. Note broken window panes and immediately notify permit manager.
- Check crawl space for any evidence of rodents or larger burrowing mammals. Notify permit manager if removal is necessary. Fill any holes next to foundation.
- Examine attic for evidence of any leaks. Check insulation and add if necessary. Check for evidence of bats, birds, squirrels, raccoons, etc. Notify permit manager if animals have found entrances into the attic areas.
- Inspect tiled areas for loose or missing grout and slate tiles. Repair in kind if necessary.
- Clean chimneys and woodstoves. Replace fire bricks as needed. Check door seals and glass.
- Inspect visible areas of foundation as well as vents and ducts in foundation for cracks, leaks, or blockages. Repair vents as necessary to prevent rodent entry.

- Inspect outer doors including weather stripping, screen doors, and thresholds. Replace or repair as needed. Replace batteries in electronic lock.
- Inspect fence and repair if necessary. Use in-kind materials. Install snow poles before first snowfall.
- Clean gutter and chain and check for leaks, misalignment or damage.
- Clean windows inside and out. Remove Screens. Install storm windows. Verify that windows operate properly and slide freely; coat window tracks with paraffin wax to aid in operation.
- Inspect steps and pathways for cracks, holes or uneven travel surfaces. Verify that handrails and steps are intact. Remove weeds from gravel pathways, rake smooth.
- Remove weeds from parking area and rake smooth. Replace barrier rock if necessary. Install snow poles to identify parking locations for winter snowmobile activities and install snow poles around picnic table and fire pit
- Remove fence poles that open “access” to enclosed area/cabin and place in barn for winter. Place signs on each side of entry point that says “Access area between signs.”
- Lock open gate before snowmobile traffic is expected in winter months to prevent further damage to gate and signs.
- Winterize hand pump by verifying all water has been evacuated from reservoirs on the hand pump and the handle has been removed.
- Ensure that vault toilet is pumped out.
- Stock firewood to last through the winter

To **CLOSE** this site at the end of seasonal use, the following maintenance items shall be performed:

- Verify sink bucket is empty.
- Close all curtains.
- Move porch furniture inside.
- Ensure all doors and windows are secured and/or locked.
- Close and lock gate.
- Change door combination lock to upcoming season’s combo.

Signs:

All signs will be displayed on the **bulletin boards only**. No signs will be attached to cabin interior walls or the exterior of the buildings. As identified in concessionaire’s AOP, all signs need to be approved by FS unless it is a temporary “emergency” sign. Additional instructions can be placed in the guest book binder. The bulletin board will be kept fresh, professional, friendly, and uncluttered.

Appliance Inventory:

- Fridge
- Stove
- 2 Propane lights
- Main room wood stove
- Back room wood stove
- 2 Smoke and CO detectors

Furniture Inventory:

Rear Bedroom

- 3 single beds with box springs, mattresses, zip covers, and a light blanket coverlet
- 1 trundle bed with mattress, zip cover, and light blanket coverlet
- 1 book shelf
- 2 small tables
- 1 set of fireplace equipment – includes bucket, firewood rack, and tools
- 1 area rug

Center Entry Room

- 1 rocking chair
- 1 mirror
- 1 bench
- 1 area rug

Front Main Room

- 1 tan couch
- 1 dining table
- 4 red dining chairs
- 2 small tables
- 1 set of fireplace equipment – includes bucket, firewood rack, and tools
- 4 area rugs

Front Porch and Fire Ring Pad

- 1 white sitting table
- 2 white chairs
- 2 white benches
- 1 large wood picnic table
- 1 fire ring

Furnishings and other Items Supplied Initially Inventory:

- Corel Ware dinner ware, White, 8 cups, 8 dinner plates, 8 bread plates, 8 bowls
- Silver Ware Set – service for 8, forks, knives, spoons
- Pot and Pan Set, Stainless, 12 pieces, includes large strainer
- 1 knife set with wood knife block
- 3 poly cutting boards
- Glass cook ware, includes 9x13 pan
- Utensils including can opener, whisk, serving spoons and ladles
- 2 Push Button battery operated lights and lanterns to carry them
- Cleaning supplies including Don Aslett Velcro mop and 1 gallon of Clean and Brite solution
- Dish drying rack

Miscellaneous Information

Approved cleaning products:

- Don Aslett products as identified, order online www.cleanreport.com or local store located at
 - 8960 West Ardene
Boise, ID 83709
Phone: 208.672.9292
Email: info.boise@cleaningcenters.com
Hours: Monday-Friday: 9:00 am - 6:00 pm
Saturday: 9:00 am - 4:00 pm
Closed Sundays
- Murphy's Oil Soap
- 3-in-One Silicone lubricant
- Mildew Treatment for deck – 3:1 mix of bleach and water

Paint and Stain colors:

- Interior Walls and Ceiling: Behr Premium Plus Interior Paint, Mesquite Chip #2B14-2
- Exterior Walls: Benjamin Moore-Semi Solid Stain, tint 329-06, cascade redwood, rx-1x11, bx-1x25. Color is on file with Boise Paint And Glass, 410 N. Orchard St., (208) 343-4811,
- Exterior Trim: Behr Premium Plus Satin Exterior Paint, Glacier Ultra-Pure White #5050

Window Repairs:

- Notify Permit Manager when damage to windows has occurred prior to repair. DO NOT proceed with repair until approval has been received.
- Small repairs such as replacement of broken panes may be made if done in a manner that matches other window panes.
- Fully remove remaining glazing and glass prior to repair.
- Double Strength Window glass cut to size
- DAP 33 Glazing is the ONLY approved glazing compound to be used in repairs.

- Glazing points will be installed on all four sides of each glass pane to be replaced, take care to not damage wood when installing glazing points
- Allow glazing to remain in place 3-4 days prior to applying first an **ALKYD BASED (oil)** paint primer and then two coats of latex trim paint. Care must be taken to not damage glazing while painting since it will still be soft and not fully cured.

Contact List

- Permit operator:
- Propane suppliers:
 - V1 Propane –Heritage, Garden Valley, 208-462-2494
 - V1 Propane -Caldwell, 208-454-1417
 - AmeriGas-McCall, 208-634-8181
- Hand Pump Maintenance:
 - Parts: Baker Monitor www.baker-mfg.com
 - Suggested Contractor:
 - Gestrin Well Drilling, Robert Gestrin
 - #3 Plant Lane
 - Donnelly, ID 83615
 - Phone: 208-325-8631
 - Cell: 208-630-3265
 - Fax: 208-325-8734

Boiling Springs Annual Maintenance Schedule

		Frequency	Dates Completed	Inspected By (initials)	NOTES
Kitchen					
Kitchen Sink Drain -WINTER	During winter months, disconnect sink drain and provide a bucket for water disposal. Label bucket with "EMPTY INTO VAULT TOILET". Verify bucket is empty at end of season.	1 per year			
Kitchen Sink Drain -SUMMER	Install standard sink drain pea trap and attach to existing drain. Drain connection is to occur only during the warm weather season, remove when there is danger of freezing.	1 per year			
Kitchen cabinets	Clean with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage. Patch rodent entries with 1/4" hardware tack cloth - make a note on size and location. Lubricate hinges and drawer slides as necessary.	2 per year			
Interior					
Wood furniture and trim	Clean with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage.	2 per year			
Interior doors	Lubricate hinges. Verify knobs are functioning and that the doors fully open and close.	2 per year			
Barn door	Lubricate hardware. Inspect door for rodent damage, repair as needed.	2 per year			
Window and door tracks	Clean out dirt and dust. Lubricate latches. Lubricate wood window tracks with paraffin wax. Check window and door screens. Adjust or replace if necessary. Note broken window panes and immediately notify permit manager. Ensure all windows are secured and/or locked at close of season. Close all curtains at close of season.	2 per year			
Basement or crawl space	Check for any evidence of rodents or larger burrowing mammals, notify permit manager if removal is necessary. Fill any holes next to foundation.	2 per year			
Flooring	Clean and inspect. Note if flooring is in need of refinishing or replacement. Do not use a standard mop on the floor with water. Use Don Aslett Clean and Brite floor cleaner.	Weekly			
Attic	Examine for evidence of any leaks. Check insulation and add if necessary. Check for evidence of bats, birds, squirrels, raccoons, etc. Notify permit manager if animals have found entrances into the attic areas.	2 per year			
Countertops	Clean inspect, see list of approved products.	Weekly			
Tiled areas	Inspect for loose or missing grout and slate tiles. Repair in kind as necessary.	2 per year			
Appliances					
Wood Stoves	Clean chimneys and woodstoves. Replace fire bricks as needed. Check door seals and glass.	1 per year			
Wood Stoves	Clean out and dispose of ashes in an appropriate manner	Weekly			
Smoke detector/carbon monoxide	Test for proper operation and replace batteries if necessary.	Weekly			
Refrigerator	Check for proper operation, verify doors seal properly.	Weekly			
Cook Stove	Check for proper operation.	Weekly			
Propane Lights	Check for proper operation, verify operating instructions are still in place.	Weekly			
Propane System	Have inspected and leak check certified prior to operation each season	1 per year			
Exterior					
Entire Site	Perform general clean-up of any trash left on site.	Weekly			
Propane Tank	Ensure tank has an adequate amount of fuel.	Monthly			
Landscaping	Check for proper drainage. Remove all vegetation at least 6 inches from the foundation. Inspect trees for broken or dead limbs. Notify permit manager if tree removal or trimming is required. Mow all grass within the fenced area to less than 6 inches.	Weekly			
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages. Repair vents as necessary to prevent rodent entry.	2 per year			
Doors	Inspect weather stripping, screen doors, and thresholds. Replace or repair as needed. Replace batteries in electronic lock when transition from summer season to winter season. Ensure all doors are locked at close of season.	2 per year			
Porch Furniture	Move inside at close of season.	1 per year			
ADA Deck	Scrub mildewed areas and treat for water stains, mildew, and fungus. Inspect and replace broken or damaged boards or handrails.	1 per year			
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, and vents for leaks.	1 per year			
Fence	Inspect and repair if necessary. Use in-kind materials. Install snow poles before first snowfall.	2 per year			
Gutter and Chain	Clean and check for leaks, misalignment, or damage.	2 per year			
Windows	Clean. Install screens or storm windows at season changes. Verify that windows operate properly and slide freely - coat window tracks with paraffin wax to aid in operation.	2 per year			
Exterior Walls	Check for deteriorating chinking. Check siding for damage or rot. Check painted surfaces for flaking. Notify permit manager when woodpecker and rodent holes are found in siding.	1 per year			
Steps and Pathways	Inspect for cracks, holes, or uneven travel surfaces. Verify that handrails and steps are intact. Remove weeds from gravel pathways, rake smooth.	2 per year			
Picnic Table/Fire Ring	Inspect, clean, and repair as needed.	Weekly			
Vault Toilet	Ensure vault is pumped at the transition from summer season to winter season. Arrange to have vault pumped at opening of season if needed.	1 per year			
Vault Toilet	Ensure toilet is clean and has an adequate amount of toilet paper.	Weekly			
Parking Area	Remove weeds and rake smooth, replace barrier rock if necessary. Install snow poles to identify parking locations for winter snowmobile activities.	2 per year			
Road Gate	Lock open gate before snowmobile traffic is expected in winter months to prevent further damage to gate and signs. Close gate at end of winter rental season.	1 per year			
Hand Pump	Before water is served to any employee or the public, sampling and testing as identified within the permit will occur. Inspect and repair hand pump as needed. If more extensive repairs are required, notify permit manager. Install handle after safe test results have been obtained. Test regularly as identified in concessionaire permit. Winterize by verifying all water has been evacuated from reservoirs on the hand pump and the handle has been removed.	As Required			

Boiling Springs Weekly Maintenance Schedule

		Frequency	Dates Completed				Inspected By (initials)	NOTES
Kitchen								
Kitchen Sink Drain -	Clean and disinfect to make sure no food particles are remaining.	Weekly						
Kitchen cabinets and counter	Wipe down and remove any food particles	Weekly						
Interior								
Wood furniture and trim	Dust and check for any damage or loose screws/bolts/etc. - tighten if find any	Weekly						
Windows	Clean and check for any damage	Weekly						
Flooring	Clean and inspect. Note if flooring is in need of refinishing or replacement. Do not use a standard mop on the floor with water. Use Don Aselett Clean and Brite floor cleaner.	Weekly						
Countertops	Clean inspect, see list of approved products.	Weekly						
Appliances								
Wood Stoves	Clean out and dispose of ashes in an appropriate manner	Weekly						
Smoke detector/carbon monoxide	Test for proper operation and replace batteries if necessary.	Weekly						
Refrigerator	Check for proper operation, verify doors seal properly.	Weekly						
Cook Stove	Check for proper operation.	Weekly						
Propane Lights	Check for proper operation, verify operating instructions are still in place.	Weekly						
Exterior								
Entire Site	Perform general clean-up of any trash left on site.	Weekly						
Landscaping	Check for proper drainage. Remove all vegetation at least 6 inches from the foundation. Inspect trees for broken or dead limbs. Notify permit manager if tree removal or trimming is required. Mow all grass within the fenced area to less than 6 inches.	Weekly						
Doors	Inspect weather stripping, screen doors, and thresholds.	Weekly						
Porch Furniture	Check for any damage, loose screws/bolts/etc. and tighten or replace	Weekly						
ADA Deck	Sweep off any dirt, pine needles, etc.	Weekly						
Windows	Clean.	Bi-monthly						
Steps and Pathways	Remove weeds from gravel pathways, rake smooth.	Weekly						
Picnic Table/Fire Ring	Inspect, clean, and repair as needed.	Weekly						
Vault Toilet	Clean (including inside of riser) and make sure it has an adequate amount of toilet paper.	Weekly						
Hand Pump	Complete monthly water samples	Monthly						

OPERATION AND MAINTENANCE MANUAL

INFRA SITE NUMBER: 1708
Infra Building Numbers: 1708, 1619.29

DEADWOOD LOOKOUT

This manual is intended to serve as a general guide for the operation and maintenance of the grounds and buildings at Deadwood Lookout and is a supplement to the concessionaire annual operating plan for recreation facilities on the Boise National Forest. It is not intended to cover all possible circumstances, but to serve as a reminder of those operations and maintenance items that should be addressed on a regular basis. It should be modified as situations change, components are replaced, and as facilities are added or removed. Supplier/service lists should be updated as availability changes.

This document is available in both hard copy and electronic versions, and copies are kept at the District and the Forest headquarters offices.

This manual is organized into the following sections:

- Maintenance Schedule
- Appliance Inventory
- Furniture Inventory
- Miscellaneous Information
- Contact List

Prepared by: _____ Date: _____
Facilities Engineer

Reviewed by: _____ Date: _____
Recreation Program Manager

Reviewed by: _____ Date: _____
District Ranger

General Notes:

Due to the historic nature of the site, all repairs to damage requiring more than normal wear and tear maintenance must be approved by the permit manager prior to starting work. For more prompt response to repairs, please include photos of damage requiring the more extensive repair work.

Repairs are defined as: To stabilize, consolidate, or conserve; to retain existing materials and features while employing as little new material as possible. Repair includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials. Within restoration, repair also includes the limited replacement in kind; rehabilitation, and reconstruction, with compatible substitute materials for deteriorated or missing parts of features when there are surviving prototypes.

Maintenance Schedule:

The following information is to compliment the Deadwood Lookout Annual Maintenance Schedule form.

To **OPEN** this site for seasonal use, the following maintenance items shall be performed:

- Conduct a thorough safety inspection of the lookout and grounds before opening to the public. Correct or mitigate all items prior to opening. Provide this inspection to the FS.
- Verify lightning protection system is firmly attached to the lookout.
- Perform a thorough cleaning of the lookout and toilet prior to opening to the public.
- Clean wood furniture and trim with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage.
- Lubricate door hinges. Verify knobs are functioning and that the doors fully open and close.
- Clean dirt and dust out of window and door tracks. Lubricate wood window tracks with paraffin wax. Check window and door screens. Adjust or replace if necessary. Note broken window panes and immediately notify permit manager.
- Check foundation for any evidence of rodents or larger burrowing mammals. Notify permit manager if removal is necessary. Fill any holes next to foundation.
- Examine attic for evidence of any leaks. Check for evidence of bats, birds, squirrels, raccoons, etc. Notify permit manager if animals have found entrances into the attic areas.
- Inspect shutters, open and firmly attach to brackets. Replace or repair hardware as needed. Touch up shutter paint as needed.
- Scrub mildewed areas of deck and treat for mildew and fungus. Inspect and repair broken or damaged handrails.
- Clean roof and check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels and insects. Check flashing around roof stacks and vents for leaks.
- Clean windows inside and out. Install screens. Verify that windows operate properly and slide freely; coat window tracks with paraffin wax to aid in operation. Repair broken windows with in-kind materials after notifying permit manager.

- Repair any vandalism and remove graffiti.
- Check exterior walls for deterioration. Check siding for damage or rot. Check painted surfaces for flaking. Notify permit manager when woodpecker and rodent holes are found in siding.
- Inspect steps and pathways for cracks, holes or uneven travel surfaces. Verify that handrails and steps are intact. Remove weeds from gravel pathways, rake smooth.
- Remove weeds from parking area and rake smooth. Replace barrier rock if necessary.
- Replenish firewood supply. Clean woodstove chimney.
- Check vault toilet; arrange to have it pumped if over $\frac{3}{4}$ full.
- Perform all maintenance items that are required on a weekly basis.

The following maintenance shall be performed on a **WEEKLY** basis for both summer and winter seasons:

- Clean and inspect flooring. Note if flooring is in need of refinishing or replacement. Do not use a standard mop on the floor with water. Use Don Aslett Clean and Brite floor cleaner.
- Clean and inspect countertop.
- Take measures to prevent rodent infestations. Clean up rodent droppings and sanitize surfaces. Do not store materials and debris next to the lookout.
- Keep interior of lookout and toilet free of dirt, graffiti, spider webs, and dead insects.
- Clean out wood stove and dispose of ashes in an appropriate manner. Remove clutter and combustible materials that may be near woodstove.
- Test smoke detector and carbon monoxide detector for proper operation and replace batteries as necessary. Check fire extinguisher.
- Check landscaping for proper drainage. Remove all vegetation at least 6 inches from the foundation. Inspect trees for broken or dead limbs. Notify permit manager if tree removal or trimming is required.
- Clean vault toilet and ensure it has an adequate amount of toilet paper.
- Perform general clean-up of any trash left on site.

To **CLOSE** this site at the end of seasonal use, the following maintenance items shall be performed:

- Clean wood furniture and trim with Murphy's Oil Soap or Don Aslett Wood Wash and repair any damage.
- Lubricate door hinges. Verify knobs are functioning and that the doors fully open and close. Install door cover for winter, verify with permit manager the method of properly attaching.
- Clean dirt and dust out of window and door tracks. Lubricate latches. Lubricate wood window tracks with paraffin wax. Check window and door screens. Adjust or replace if necessary. Note broken window panes and immediately notify permit manager.
- Check crawl space for any evidence of rodents or larger burrowing mammals. Notify permit manager if removal is necessary. Fill any holes next to foundation.

- Examine attic for evidence of any leaks. Check insulation and add if necessary. Check for evidence of bats, birds, squirrels, raccoons, etc. Notify permit manager if animals have found entrances into the attic areas.
- Clean chimneys and woodstoves. Replace fire bricks as needed. Check door seals and glass.
- Inspect shutters, close and firmly attach to building. Replace or repair hardware as needed. Touch up shutter paint as needed. Verify with permit manager the method of properly attaching shutters.
- Clean windows inside and out. Remove Screens. Install storm windows. Verify that windows operate properly and slide freely; coat window tracks with paraffin wax to aid in operation.
- Inspect steps and pathways for cracks, holes or uneven travel surfaces. Verify that handrails and steps are intact. Remove weeds from gravel pathways, rake smooth.
- Remove weeds from parking area and rake smooth. Replace barrier rock if necessary.
- Ensure that vault toilet is pumped out.

Signs:

No signs will be attached to lookout interior walls or the exterior of the buildings without prior approval. Additional instructions can be placed in the guest book binder.

Appliance Inventory:

- Woodstove
- Carbon Dioxide/Smoke Detector

Furniture Inventory:

- 2 single beds with mattresses, zip covers, and simple plywood decks
- 1 firewood box
- 1 wood shelf unit for “dry kitchen” use
- 1 set of fireplace equipment – includes bucket, firewood rack, and tools
- 1 table
- 2 wood chairs
- 2 small rugs

Furnishings and other Items Supplied Initially Inventory:

- Cleaning supplies including brooms and trash can

Miscellaneous Information

Approved cleaning products:

- Don Aslett products as identified, order online www.cleanreport.com or local store located at
 - 8960 West Ardene
Boise, ID 83709
Phone: 208.672.9292
Email: info.boise@cleaningcenters.com
Hours: Monday-Friday: 9:00 am - 6:00 pm
Saturday: 9:00 am - 4:00 pm
Closed Sundays
- Murphy's Oil Soap
- 3-in-1 Silicone lubricant

Paint and Stain colors:

- Contact Permit Manager for paint and stain colors

Window Repairs:

- Notify Permit Manager when damage to windows has occurred prior to repair. DO NOT proceed with repair until approval has been received.
- Small repairs such as replacement of broken panes may be made if done in a manner that matches other window panes.
- Fully remove remaining glazing and glass prior to repair.
- Double Strength Window glass cut to size
- DAP 33 Glazing is the **ONLY** approved glazing compound to be used in repairs.
- Glazing points will be installed on all four sides of each glass pane to be replaced, take care to not damage wood when installing glazing points
- Allow glazing to remain in place 3-4 days prior to applying first an **ALKYD BASED (oil)** paint primer and then two coats of latex trim paint. Care must be taken to not damage glazing while painting since it will still be soft and not fully cured.

Contact List

- Permit operator:

OPERATION AND MAINTENANCE MANUAL

Third Fork Cabin Facility Procedures / Operating Plan

Updated 4/11/14

SPRING OPENING

At the Cabin

1. The Main Water Line (outside on side of cabin) –
 - a. CLOSE valve (*Stays open during winter*) initially
 - i. OPEN valve once water is filling in tank and check to make sure water is going through house (check kitchen/shower/bathroom faucets)
2. Make sure frost-free outside faucet is CLOSED/OFF
3. Water Line (under sink) – CLOSE drain for summer. *Stays open during winter.*
 - a. “righty-tighty, lefty-loosey”
 - b. Make sure to have gloves because hand is down area where mouse poop is at!
4. Check all faucets and make sure they are all turned off (left open during winter to make sure no pipes freeze)
5. Turn on hot water heater (turn valve OFF before V1 Propane turns on propane) to fill up tank with water
6. CLOSE drain at end of system (watering trough -- drain that is out by old drinking tub and behind shed)
 - a. Need pliers to turn handle rod

At the Cow Camp

1. Water key on hook outside of cabin right next to the door
2. CLOSE 2 valves – the frost-free faucet and hose next to house
3. CLOSE/Turn off valve in PVC pipe (*Need to use water key for this*)

At the Administration site/Generator House

1. Locate Water Drain/Valve that is at 1st junction to left (spur rd.). This water valve operates for Cow Camp
 - a. CLOSE water valve (Laurie will come and open it for the Cow Camp)
2. Locate MAIN Water Drain/Valve in creek – follow pink flagging. Located under rocks.
 - a. CLOSE water valve
3. Install solar panel – ladder is located in generator house
 - a. Requires 3 screws and wrench (in tool set)
 - b. Wires go through hole in side of building:
 - i. Hook wires with wires and edge: red w/red and black w/black
4. Connect battery to generator
 - a. To prevent electrocution when hooking battery up
 - i. Make sure general is OFF at the “AC circuit breaker”. *Reset button is in the middle and is on manual.*
 - b. Use tie down to keep batter from vibrating off

- i. Positive hook-up: red wires – do first before hooking up negative connection
 - ii. Negative hook-up: black wires
- 5. Turn on Main electricity (electric box next to water pump electric box)
 - a. Flip MAIN electricity ON
 - b. Flip PUMP breaker to ON
- 6. Generator – Turn on propane tank!
 - a. Reset button flip down for automatic on generator
 - b. Make sure breaker is ON (on generator) – look at cupboard drawing for location
 - c. Turn ON “auto” on electric box (2 white plugs) – “AC Circuit Breaker”
- 7. Turn ON pump for water
 - a. Reset all “reset buttons” in pump electric box
 - b. Flip up the white handle on water pump electric box
 - c. Switch to “auto” on water pump electric box
 - i. You will hear the generator ‘lose juice’ when pump starts to work: the tone of the generator motor lowers because it’s being used more to pump water.
- 8. Water tank up the hill
 - a. On way up to tank, OPEN the frost-free water spigot next to the pole shed. Water will come out of here first. If no water, then water will not be going through the lines into the tank.
 - b. Open and put ½ ga. of bleach into tank
 - c. Water at this point is already filling the waterlines to the cabin (should take approx.. 12 hrs. to fill the entire tank)

OPEN WINDOWS IN THE GENERATOR HOUSE TO ALLOW VENTILATION

General Information –

- Main Valve: leave open all the time unless there is a waterline break
- Valve going uphill toward water tank: to shut off when working on whole system
- Safety: if “over crank” light is ON, go to generator and flick the RESET a couple of times.
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BEFORE OPENING:

Battery for generator: Charge before going up generator house

Take 1 gallon of bleach, pliers, flashlight

Water sample needs to be completed

Take 1 fire extinguisher to put in

Propane: Copy of receipt of gas check

Generator: Change Oil every 100 hrs.

WINTER CLOSING

At the Administration Site/Generator House

1. Close valve/nozzle at propane tank and turn completely off
2. Remove battery and take back to Emmett
3. Remove solar panel and place back in generator house
 - a. Screws for the panel should be located in drawer

4. Maintenance needs to be completed on generator every other year. Follow what is in maintenance log that is located in the drawer of the cabinet
5. Generator: turn OFF at AC circuit breaker
6. Turn off pump breaker/turn off white handle (breaker/power)
7. OPEN main valve by creek
8. Flip up water hydrant faucet by RV shelter (to keep it open)

At the Cabin

1. OPEN valve near watering trough (tub) behind the shed
2. OPEN faucet hydrant near the entrance to cabin and let drain
3. OPEN valve on side of cabin
4. **Everything needs to drain before moving on to other steps** (faucet near entrance will be a good sign to tell)
5. Turn off gas lines to fireplace, refrigerator, hot water heater (perpendicular to line)
6. Hook up hose to hot water heater and drain outside: turn pressure release knob ½ way to gain more water to come out.
7. Turn on all faucets in the cabin and leave OPEN
8. Put RV antifreeze down drains and in toilet (after trying to get water out of toilet bowl)
9. OPEN the drain valve under the sink
 - a. Make sure to wear gloves
10. Turn OFF propane valve outside

At the Cow Camp

1. Use water key and OPEN and DRAIN waterline (PVC pipe)
2. OPEN frost-free faucet and drain
3. Make sure hot water tank is drained
4. Turn OFF propane

At the Administration Site/Generator House

1. Locate Cow Camp main waterline/valve – OPEN and drain.

SUPPLIES FOR CLOSING:

RV antifreeze for cabin only
Gloves
Pliers to open valve near watering trough
Flashlight
Hose to drain hot water heater