

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

MAINTENANCE AND RECONDITIONING (M&R)

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.

Major repairs will be completed according to all applicable Federal, State, and local regulations, and the most recent edition of the following standards:

- International Building Code
- International Mechanical Code
- International Plumbing Code
- NFPA 70: National Electrical Code
- NFPA 72: National Fire Code
- International Fire Code
- ASCE 7-10: "Minimum Design Loads for Buildings and Other Structures."
- ASHRAE: Standard 62: Ventilation for Acceptable Indoor Air Quality
- ICC A117.1 – 2009 Accessible and Usable Buildings and Facilities
- ABAAS: ABA Accessibility Standard Portion of the ADA/ABAAG)
- USFS Built Environment Image Guide

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 work serves only to keep the facility in an orderly, efficient operating condition. 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 that will be the responsibility of the Government.

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

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 system. Responsible for repairing broken water lines (including underground lines), repairing or replacing valves or hydrants, repairing hand pumps, cleaning storage tanks and all other general maintenance and minor repair. Responsible for water testing, monitoring and treatment, as well as responsible for fees associated with testing and water system surveys. Responsible for payment of fees or rents for permits and licensing.

Government: Responsible for replacement of water systems.

ELECTRICAL DISTRIBUTION SYSTEM:

Holder: Maintenance and fueling of generators, pumps and all other maintenance including wiring/electric panels during system operations and winter storage.

Government: Replacement of pumps or generators.

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

Holder: Maintain parking pads, camping spurs and turnouts, paths, trails, handrails, stairs, gates and footbridges within grounds by filling in holes, patching, raking, brushing, and otherwise repairing as damage occurs. Clean up hazard trees or blow down and 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. Removal of needles and vegetation swept into berms and/or left alongside roads, to facilitate proper drainage and drying of the road surface. Responsible for maintaining running surface on barrier free trails to Forest Service standards.

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.

BOAT RAMPS, DOCKS, FISHING PIERS & PLATFORMS, AND BUOYS:

Holder: Responsible for the maintenance of boat docks, fishing piers, fishing platforms, rails, benches, including ramps, planks, and their alignment, and docks as damage is discovered. Patch cracks and repair potholes. Maintain, repair, and replacement of wood and composite surface decking and handrails, pile rings, dock bumpers, bullrails, cleats, and other hardware associated with the normal function and operation of docks, piers and platforms.

Government: Maintain and repair the subsurface and structural components to concrete ramps. Replacement of concrete when broken or needed. Replacement of fishing piers, docks, and fishing platforms. Replacement of pilings associated with docks and piers.

SEWAGE SYSTEMS:

Holder: Maintenance and repair of pipes or drain fields. Pumping and disposal of vaults and septic tanks, to include the cleaning of screens at pump stations. Responsible for controlling objectionable odors at toilets. Responsible for collecting and reporting data to the Forest Service regarding regulatory wastewater reporting requirements.

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

Government: Replacement of collapsed vaults, septic tanks, and failed drain fields.

WASTE WATER COLLECTORS:

Holder: Maintenance and repair, including replacement of waste water sumps and rework drain fields as necessary

BUILDINGS:

Holder: Interior painting buildings within the complexes no less than every 5 years. Repair and replace fixtures, skylights, screens, door locks, broken windows and doors as discovered. Repair interior walls and ceilings. Repair minor damage to roofs and exterior walls as damage is discovered. Responsible for maintaining heating and ventilation year round in buildings such as pump houses and storage rooms to prevent corrosion.

Government: Exterior painting including prepare, prime, and paint every 5 years. Restore and replace buildings as funding becomes available with buildings that meet accessibility standards and odor-free requirements. Perform major structural repairs. Re-roof buildings and replace exterior siding as funding becomes available.

BARRIERS, SIGN POSTS, CAMPSITE MARKERS:

Holder: Responsible for installation and replacement as needed. Keep all sign post and site markers straight and replaced.

Government: Provide replacement barriers post.

TABLES, FIRE RINGS, AND STOVES:

Holder: Sand, router and refinish tabletops and benches, remove carvings into tabletops, replace broken planks as necessary. Refinish 1/3 of inventory every year, 3-year cycle for entire inventory. Install replacement fire rings/grills, repair tables and grills/fire rings as needed.

Government: Provide replacement grills/fire rings/hardware as necessary.

SOLID WASTE:

Holder: Garbage removal weekly or more frequently as needed to prevent trash from overflowing containers. 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, as needed. Install, repaint, maintain, or repair bulletin boards (including trailhead bulletin boards within the permit area) as needed. One-third of bulletin board and painted wood sign inventory should be refinished every year, 3-year cycle for entire inventory. Replace signs, with the exception of Forest Service signs as needed. Maintain posters and information on bulletin boards, with the exception of trailhead information boards as specified below.

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

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

VEGETATION MANAGEMENT:

Holder: Planting of shrubs, trees, and grasses as approved by the Forest Service. Pruning and removal of vegetation from recreation site roads, entrance roads, bulletin boards, signs, trails, bridges, campsites, and parking lots should be performed annually and on an as needed basis throughout the season. Removal and proper disposal of invasive weeds with approval by the FS.

Government: Provide shrubs, tree seedlings, and grass seed as needed. Environmental review and approval of all vegetation management proposals.

MAINTENANCE IN CONFINED SPACES:

Holder: Holder to perform all cleaning and maintenance activities in areas meeting the OSHA definition of confined space. This will primarily apply to maintenance and the cleaning of water tanks where physical ingress into the tank is required.

SAMPLE HOLDER MAINTENANCE & RECONDITIONING PLAN

<u>Maintenance Requirement</u>	<u>Frequency</u>	<u>Remarks</u>
Straighten/replace broken/missing barriers, site marker signs, and posts.	Within one week of discovery.	FS must approve materials.
Repair all wooden tables, prioritizing those in worst condition.	1/3 of inventory every year, 3-year cycle for entire inventory.	FS must approve materials.
Paint interior of all toilets.	1/3 of inventory every year, 3-year cycle for entire inventory.	FS must approve materials.
Paint all benches.	1/3 of inventory every year, 3-year cycle for entire inventory.	FS must approve materials.
Paint over all graffiti.	Within 24 hours of discovery.	FS must approve materials.
Inspect and repair or replace all toilet door locks.	Prior to opening, and as needed.	FS must approve materials.
Repaint entrance sign.	1/3 of inventory every year, 3-year cycle for entire inventory.	FS must approve materials.
Repair sign boards and replace information/regulatory signage.	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 throughout season.	To FS standards.
Remove visitor-made fire rings.	Prior to opening, and after each one is built.	To FS standards.
Pump vault toilets and properly dispose of waste.	Prior to opening and as needed during season when $\frac{3}{4}$ full. All vault toilets must be pumped at the end of the permit term.	To FS standards.
Inspect and repair all damaged or leaking plumbing fixtures.	Prior to opening, and as needed.	FS must approve materials.
Inspect gates, repair bent sections, adjust	Prior to opening, and as needed.	FS must approve materials.

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

hardware, and paint gates.

Winterize all water systems.	Prior to closing.	FS must approve materials.
Clean up bucked blowdown and fall hazard trees except in circumstances outlined in Sec. II of prospectus.	Prior to opening each year, and as needed during season.	To FS standards.
Fill in potholes in campground parking pads and walkways.	Prior to opening, and as needed.	To FS standards.
Clean and maintain culverts on trails.	As needed.	To FS standards.
Maintain trail tread surface.	Prior to opening, and as needed	To FS standards.
Excavate and clean water faucet sumps.	Annually, and as needed.	To FS standards.
Excavate and clean waste water 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.	At least once per day, mid-morning.	To FS standards.
Remove garbage.	Weekly or more frequently, as needed.	To FS standards
Test potable water	According to state/federal standards	According to state/federal standards
Brush, limb, and perform tread maintenance on interior trails.	As needed.	To FS standards.
Inspect docks, fishing platforms, piers, and viewing platforms.	Prior to opening, and as needed.	To FS standards.
Brush and limb along interior campground roads.	Annually, and as needed.	To FS standards.

Holder Performance of Government M&R Work

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

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 H1 specifies Holder and Government responsibilities for unscheduled M&R.

The following definitions apply to Table H1:

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

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 the 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.

Holder and Government Unscheduled Maintenance and Replacement Responsibilities				
Facility	Holder		Government	
	Routine Maintenance	Replacement	Routine Maintenance	Replacement
Picnic Tables	XX	XX	Picnic Tables	XX
Planks	XX	XX	Planks	XX
Legs/Hardware	XX	XX	Legs/Hardware	XX
Fire Rings/Devices	XX	XX	Fire Rings/Devices	XX
Tent Pads	XX	XX	Tent Pads	XX
Traffic Control Devices	XX	XX	Traffic Control Devices	XX
Bulletin Boards	XX	XX	Bulletin Boards	XX
Roof	XX	XX	Roof	XX
Siding	XX	XX	Siding	XX
Structural	XX	XX	Structural	XX
Doors	XX	XX	Doors	XX
Windows	XX	XX	Windows	XX
Hinges/Handles, Hardware	XX	XX	Hinges/Handles, Hardware	XX
Fishing Platform	XX	XX	Fishing Platform	XX
Under/Above Ground Lines	XX	XX	Under/Above Ground Lines	XX
Pumps	XX	XX	Pumps	XX

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

Hydrants (hand & RV)	XX	XX	Hydrants (hand & RV)	XX
Catch Basins	XX	XX	Catch Basins	XX
Faucets, Valves	XX	XX	Faucets, Valves	XX

The holder, at his expense, is required to perform holder maintenance and reconditioning according to this MRR Plan. This MRR Plan will be incorporated into the Annual Operating Plan.

Holder maintenance and reconditioning are activities that neither materially add to the value of the property nor appreciably prolong its life. The work serves only to keep the facility in an ordinary, efficient, operating condition.; Examples include, but are not limited to, interior decorating, interior painting, repair of broken windows, light bulb replacement, cleaning, unplugging drains, drive belt replacement, preventive maintenance, lubrication of motors, greasing , servicing, inspecting, oiling, adjusting, tightening, aligning, watering, weeding, sweeping, waxing, refinishing picnic tables routine housekeeping, grading of interior roads, cleaning of ditches, water system repairs, etc.

The holder shall obtain any licenses and certified inspections required by regulatory agencies and follow federal, state, and local laws, regulations, and ordinances, industry standards, or codes applicable to the permitted operation.

The permit holder’s responsibility to perform unforeseen major repairs or replacement of facilities will be limited to a maximum of \$1,000.00 per occurrence. Costs over this amount can be charged to government M&R (however, they must be submitted to the FS for approval prior to implementing). This limitation does not apply to events attributed to permit holder actions or negligence; under these conditions, the permit holder will be fully responsible for repair/replacement costs.

Maintenance Requirement	Frequency	Remarks
Safety and maintenance inspection completed and documented at all sites.	Annually, prior to season opening.	Use forms developed in coordination with FS.
Graffiti is removed or sanded/painted over.	Within 48 hours of discovery or notification.	FS must approve materials.
Repair vandalism, up to \$1000 per occurrence.	Within 1 week of discovery or notification.	FS must approve materials.
Inspect, repair and/or replace all toilet seats, leaking plumbing fixtures, and bathroom fixtures.	Prior to season opening, as needed thereafter.	FS must approve materials.
Paint interior; replace floor coverings.	Every 2-3 years, or as needed.	FS must approve materials.
Grade CBAF driveways, walkways and pathways, clean culverts and ditches.	1 time per year.	To FS maintenance specifications.
Fill in potholes in campground and picnic area roads//walkways.	Prior to opening and upon discovery thereafter through season.	To FS maintenance specifications.

Appendix H – Maintenance & Reconditioning Requirements

* These forms are samples provided for informational purposes and do not confer any obligation upon the Forest Service

Brush or mow around facilities, pathways, walkways, etc.	Prior to opening and upon discovery or notification thereafter through season.	
Maintain water systems. Inspect, repair, and/or replace leaking water system fixtures.	According to Appendix F: Operation of Federally Owned Drinking Water Systems.	FS must approve materials.
Excavate and clean water faucet sumps.	Prior to season opening, as needed thereafter.	
Test potable water.	Prior to season opening, monthly thereafter.	See Appendix F.
Winterize water system, including all hydrants.	At closing.	See Appendix F.
Level, rake, and clean debris/Obstructions lawn areas	Prior to opening.	
Inspect/caulk or seal cracks in concrete.	1 time per year.	FS must approve materials.
Inspect, repair, and/or replace all fire rings and grills.	2 times per year.	FS must approve materials.
Remove and properly dispose of ashes from fire rings.	When 4" in depth, or ½ full.	Ash must be disposed of off of NF lands.
Clean grease and food particles from fire rings and grills.	After site is vacated.	
Inspect, repair, and replace picnic table planks.	Prior to opening and upon discovery or notification thereafter through season.	FS must approve materials.
Patrol grounds within permit area to collect, and remove litter.	1 time per week minimum.	
Remove garbage and collected recycled materials.	As needed.	
Trash scattered by animals, people, or weather collected and removed.	Immediately upon discovery or notification through season.	
Remove hazard trees.	Prior to opening, and upon discovery or notification thereafter through season.	FS must review identified trees prior to removal.
Clean up bucked blowdown and fall hazard trees.	Prior to opening each year, and as needed during season.	To FS standards.
Inspect and repair all damaged or leaking plumbing fixtures.	Prior to opening, and as needed.	To FS standards.
Excavate and clean waste water sumps.	Annually, and as needed.	To FS standards.
Inspect docks, fishing platforms, piers, and viewing platforms.	Prior to opening, and as needed.	To FS standards.
Inspect and repair chimney and DWV roof penetrations and chimney cricket	Annually, and as needed	Re-caulk storm collars, replace and re-caulk all displaced screws, repair prior screw penetrations.