

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.

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.

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 payment of all utility bills for water systems year round. Responsible for water testing, monitoring and treatment, as well as responsible for fees associated with testing and water system surveys.

Government: Responsible for replacement of water systems.

ELECTRICAL DISTRIBUTION SYSTEM:

Holder: Paying all utility bills, 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 campground parking pads, camping spurs and turnouts, paths, trails, handrails, stairs, gates and footbridges within campgrounds 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 by the road sweeper, 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.

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 and Exterior painting of approximately 1/3 of existing buildings within the Complexes per year, as determined by the Forest Service. Repair and replace fixtures, skylights, screens, door locks, broken windows and doors as discovered. Repair interior walls and ceilings. Repair minors 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: 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.

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 hardware, and paint gates. | Prior to opening, and as needed. | FS must approve materials. |
| Winterize all water systems. | Prior to closing. | FS must approve materials. |

*Appendix 12: Potential Government Maintenance, Reconditioning, Renovation, and Improvements Projects
Prospectus for Campground and related Granger-Thye Concessions, Shawnee National Forest 2010*

| <u>Maintenance Requirement</u> | <u>Frequency</u> | <u>Remarks</u> |
|---|--|--------------------------------------|
| 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 |
| Prevent trash from overflowing containers | 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 E1 specifies Holder and Government responsibilities for unscheduled M&R.

The following definitions apply to Table E1:

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.

*Appendix 12: Potential Government Maintenance, Reconditioning, Renovation, and Improvements Projects
Prospectus for Campground and related Granger-Thye Concessions, Shawnee National Forest 2010*

| Holder and Government Unscheduled Maintenance and Replacement Responsibilities | | | | |
|---|--------------------------------|--------------------|--------------------------------|--------------------|
| FACILITY | HOLDER | | GOVERNMENT | |
| | ROUTINE MAINTENANCE | REPLACEMENT | ROUTINE MAINTENANCE | REPLACEMENT |
| Picnic Tables | XX | | | XX |
| Planks | XX | XX | | |
| Legs/Hardware | XX | XX | | |
| Fire Rings/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 Markers/Post | XX | XX | | |
| Fee Collection Tube | XX | | | XX |
| Gates/Locks | XX | | | XX |
| Bridges (trail) | XX | | | XX |
| Bridges (vehicle) | | | XX | XX |
| Fences/Retaining Walls | XX | | | XX |
| Roads, Parking Lots | XX | | | XX |
| Camp/Table Pads | XX | | | XX |

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| Holder and Government Unscheduled Maintenance and Replacement Responsibilities | | | | |
|---|--------------------------------|--------------------|--------------------------------|--------------------|
| FACILITY | HOLDER | | GOVERNMENT | |
| | ROUTINE MAINTENANCE | REPLACEMENT | ROUTINE MAINTENANCE | REPLACEMENT |
| Walkways, Trails | XX | | | XX |
| Landscaping | XX | | | XX |
| Electrical Systems | XX | | | XX |
| RV Elec. Hookups | XX | | | XX |
| Sewage System | XX | | | XX |
| WATER SYSTEMS | | | | |
| Under/Above Ground Lines | XX | | | XX |
| Pumps | XX | | | XX |
| Hydrants (hand & RV) | XX | | | XX |
| Catch Basins | XX | | | XX |
| Faucets, Valves | XX | XX | | |
| BUILDING | | | | |
| Roof | XX | | | XX |
| Siding | XX | | | XX |
| Structural | XX | | | XX |
| Doors | XX | XX | | |
| Windows | XX | XX | | |
| Hinges/Handles, Hardware | XX | XX | | |
| Fishing Platform | XX | | | XX |