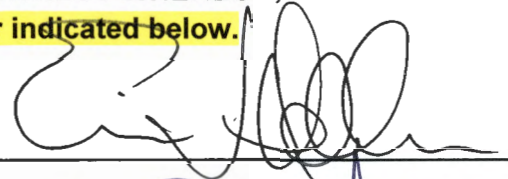


MEMO OF UNDERSTANDING FOR VAN MALL NORTH ANNEXATION, AUGUST 1 2017

**between
CITY OF VANCOUVER PARKS
and
CLARK COUNTY PARKS**

- 1 **Purpose.** The city of Vancouver will annex an area known as Van Mall North effective August 1, 2017. The purpose of this agreement is to document an understanding between CITY OF VANCOUVER PARKS and CLARK COUNTY PARKS for the operational transfer of active projects files, historical files and other items as a result of the annexation.
- 2 **Authorization** A Master Interlocal Agreement and subsidiary Interlocal Agreements between the City of Vancouver and Clark County authorize department heads to develop Memoranda of Understanding for the transfer of active project files historical files and other items. Memoranda may not transfer physical assets such as land or equipment, and may not transfer fees, loans or other financial resources. Memoranda may not set policies reserved for action by the city or county council. The controlling Interlocal Agreements specify provisions for dispute resolution, the geographic area covered by the agreements and memoranda, noticing requirements, hold harmless and indemnification requirements, and beneficiaries.
- 3 **Responsibilities of the City.** Responsibilities are outlined in Attachment A.
- 4 **Responsibilities of the County.** Responsibilities are outlined in Attachment A.
- 5 **Amendment:** Amendments to the MOU may be executed by the City and County Manager.

IN WITNESS WHEREOF, CITY and COUNTY executed this Agreement on the date and year indicated below.

By:  Date: 8.21.17

By:  Date: 8-29-17

ATTACHMENT A

Tracking Transferred PIF 7 Funding

City responsibilities for PIF funding transferred from the county:

1. All transferred PIF funds must be applied to the development of Kelley Meadows Park per the Inter-local agreement effective August 1, 2017.
2. The funds must be expended prior to earliest PIF concurrency date of March, 2026.
3. The city will provide the county a detailed account of how the funds were expended toward the development of Kelly Meadows Park.

Parks Maintenance Standards Documents

City responsibilities for maintaining Kelley Meadows as a green space and as a developed Neighborhood Park:

1. The city will be responsible for maintaining Kelley Meadows to the same standard as other comparable Metropolitan Parks District Parks.
2. The city will use the attached maintenance standards documents as a guide and basis for maintaining Kelly Meadows as a green space and as a developed Neighborhood Park.

Parks Maintenance Costing Document

County and city responsibilities for maintenance expense reimbursement for Kelley Meadows Park:

1. The county will be responsible for providing to the city, no later than November 1st of each year, the annual average cost of MPD Parks Maintenance for green spaces and neighborhood parks.
2. The city will invoice the county no later than December 1 of each year, the amount of annual maintenance expenses incurred by the city, not to exceed the 110% of the average maintenance expense by level of development.
3. The county will pay the city in full prior to January 1 of the following year.

ACTIVITY CODES – ELEMENTS
Bassub – 633

ELEMENT

UNIT OF MEASURE

MOWING

801 16' ROTARY MOWING	ACRES
802 48"/60" TRIM MOWING	ACRES
803 HAZARD MOWING	ACRES
804 MISC. MOWING	ACRES

TURF MAINTENANCE

811 POWER EDGING	LINEAL FEET (LF)
812 AERATING	ACRE
813 FERTILIZING TURF	ACRE
814 TOP DRESSING/OVERSEEDING	ACRE
815 DEBRIS REMOVAL	ACRE
816 INSTALLATION/REPAIR	SQUARE FOOT (SF)

LANDSCAPE MAINTENANCE

821 TREE PLANTING/REPLACEMENT	TREE
822 PLANT REPLACEMENT/INSTALL	SQUARE FOOT (SF)
823 PRUNING TREES	TREE
824 PRUNING SHRUBS & GROUND COVERS	SQUARE FOOT (SF)
825 FERTILIZING TREES & SHRUBS	SQUARE FOOT (SF)
826 RAKING & WEEDING	SQUARE FOOT (SF)
827 MULCH SHRUB BEDS	CUBIC YARDS (CY)
828 PEST CONTROL	LABOR HOUR (LAB HR)

CHEMICAL APPLICATION

831 PRE-EMERGENT HERBICIDE APPLICATION	ACRE
832 POST-EMERGENT HERBICIDE APPLICATION	ACRE
833 TURF WEED CONTROL	ACRE
834 NOXIOUS WEED CONTROL	ACRE

IRRIGATION

841 AUTOMATIC/MANUAL SYSTEM MAINTENANCE	ZONES
842 IRRIGATION INSTALLATION	LINEAL FEET
845 MANUAL WATERING	LABOR HOUR (LAB HR)
846 CONTROLLER CALIBRATION	CONTROLLER

RECREATION FACILITY MAINTENANCE

851 FIREWOOD PROCUREMENT/DISTRIBUTION	CORDS
852 BARBECUES/STOVE MAINTENANCE & REPAIR	EACH
853 PLAY EQUIPMENT MAINTENANCE & INSPECTION	EACH
855 PICNIC TABLE/BENCH MAINTENANCE	EACH
856 PICNIC TABLE/BENCH INSTALLATION	EACH
857 BEACH SAND MAINTENANCE	ACRE
858 RECREATION FACILITY MAINTENANCE	EACH

CUSTODIAL MAINTENANCE

861 LITTER COLLECTION	ACRE
862 CARBAGE CANS and DUMPSTERS	EACH
863 JANITORIAL RESTROOMS	RESTROOMS
864 JANITORIAL PICNIC SHELTERS	EACH

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	16' ROTARY MOWING	WORK ORDER CODE	801
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DESCRIPTION OF WORK

All work associated with the mowing of developed turf areas with 10-foot and 16-foot rotary mowers. Work is done within County parks. Work is done to promote health, safety and appearance of turf and play-ability by the public.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X	X	X	X	X	X	X	X	X	X	

Work is done during the months as outline above, and typically 64 times per year (2 times per week for 6 months and once a week for 3 months). Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%;"> <tr> <td style="width: 50%;"><u>Personnel</u></td> <td style="width: 50%;"><u>Quantity</u></td> </tr> <tr> <td>GM spec</td> <td></td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM spec		<ol style="list-style-type: none"> 1. Prepare equipment and load trailer. 2. Drive to the park. 3. Inspect area for debris (pick up if necessary) and wet areas. 4. Unload mower 5. Mow turf to appropriate height (1.5 to 3 inches) 6. Identify other work to perform. 7. Load mower back on trailer. 8. Proceed to next job site. 9. Clean equipment after use. 10. Document work. 	<ul style="list-style-type: none"> - Wear safety gear as needed, such ear and protection. - Check fluid levels 								
<u>Personnel</u>	<u>Quantity</u>													
GM spec														
<table style="width: 100%;"> <tr> <td style="width: 50%;"><u>Equipment</u></td> <td style="width: 50%;"><u>Quantity</u></td> </tr> <tr> <td>16-ft mower</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>10-ft mower</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>¾ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton Dump</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Trailer</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	16-ft mower	0-1	10-ft mower	0-1	¾ Ton PU	0-1	1 Ton Dump	0-1	Trailer	1		
<u>Equipment</u>	<u>Quantity</u>													
16-ft mower	0-1													
10-ft mower	0-1													
¾ Ton PU	0-1													
1 Ton Dump	0-1													
Trailer	1													

Quality - Results
 When the work is done, turf is well manicured and aesthetically pleasing

<u>Materials</u>	<u>Quantity</u>	

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
180 Acres	March 29, 2017	

AVG. DAILY PRODUCTION	APPROVAL				
25 – 35 Acres					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	48" / 60" TRIM MOWING	WORK ORDER CODE	802
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DESCRIPTION OF WORK

All work associated with the mowing of developed turf areas with 48 inch and 60 inch rotary mowers. Work is done within County parks. Work is done to promote health, safety and appearance of turf and play-ability by the public.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X	X	X	X	X	X	X	X	X	X	

Work is done during the months as outline above, and typically 64 times per year (2 times per week for 6 months and once a week for 3 months). Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Personnel</u></th> <th style="width: 10%;"><u>Quantity</u></th> </tr> <tr> <td>Grd MW</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Grd M Specialist</td> <td style="text-align: center;">0-1 1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Grd MW	0-1	Grd M Specialist	0-1 1	<ol style="list-style-type: none"> 1. Prepare equipment and load trailer. 2. Drive to the park. 3. Inspect area for debris (pick up if necessary) and wet areas. 4. Unload mower 5. Mow turf to appropriate height (1.5 to 3 inches) 6. Identify other work to perform. 7. Load mower back on trailer. 8. Proceed to next job site. 9. Clean equipment after use. 10. Document work. 	<ul style="list-style-type: none"> - Wear safety gear as needed, such ear and protection. - Check fluid levels 								
<u>Personnel</u>	<u>Quantity</u>															
Grd MW	0-1															
Grd M Specialist	0-1 1															
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Equipment</u></th> <th style="width: 10%;"><u>Quantity</u></th> </tr> <tr> <td>48 in mower</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>52 in mower</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>60 in mower</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>¾ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton Dump</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Trailer</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	48 in mower	0-1	52 in mower	0-1	60 in mower	0-1	¾ Ton PU	0-1	1 Ton Dump	0-1	Trailer	1		<p><u>Quality - Results</u> When the work is done, turf is well manicured and aesthetically pleasing</p>
<u>Equipment</u>	<u>Quantity</u>															
48 in mower	0-1															
52 in mower	0-1															
60 in mower	0-1															
¾ Ton PU	0-1															
1 Ton Dump	0-1															
Trailer	1															
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Materials</u></th> <th style="width: 10%;"><u>Quantity</u></th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>														
<u>Materials</u>	<u>Quantity</u>															

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
15 Acres	March 29, 2017	August 30, 2001

AVG. DAILY PRODUCTION	APPROVAL				
8 – 14 Acres	<table style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	HAZARD MOWING	WORK ORDER CODE	803
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DESCRIPTION OF WORK											
All work associated with field mowing of undeveloped areas with tractor and mowing attachment. Work is done within County parks. Work is done to reduce fire hazard, control noxious weeds, reduce rodent populations and to enhance appearance.											

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				X		X		X		X		

Work is done during the months as outlined above, typically 4 times a year. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>Personnel</u></td> <td style="width: 50%;"><u>Quantity</u></td> </tr> <tr> <td>GM Spec.</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Spec.	1	<ol style="list-style-type: none"> 1. Prepare equipment and load trailer. 2. Drive to the park. 3. Inspect area for debris (pick up if necessary) and wet areas. 4. Unload tractor. 5. Mow undeveloped areas. 6. Load tractor back on trailer or flatbed. 7. Proceed to next job site. 8. Clean equipment after use. 9. Document work. 	<p>Wear safety gear as needed, such as ear and eye protection.</p> <p>Check fluid levels</p> <p>Keep screens and radiator clear of debris</p>											
<u>Personnel</u>	<u>Quantity</u>																
GM Spec.	1																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>Equipment</u></td> <td style="width: 50%;"><u>Quantity</u></td> </tr> <tr> <td>Tractor</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Flail mower Attachment</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Rotary mower Attachment</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 ton truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Trailer</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Hook truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Flatbed hook truck attachment</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Tractor	1	Flail mower Attachment	0-1	Rotary mower Attachment	0-1	1 ton truck	0-1	Trailer	1	Hook truck	0-1	Flatbed hook truck attachment	0-1	<p><u>Quality - Results</u> When work is done, fields shall be evenly mowed and aesthetically pleasing.</p>
<u>Equipment</u>	<u>Quantity</u>																
Tractor	1																
Flail mower Attachment	0-1																
Rotary mower Attachment	0-1																
1 ton truck	0-1																
Trailer	1																
Hook truck	0-1																
Flatbed hook truck attachment	0-1																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>Materials</u></td> <td style="width: 50%;"><u>Quantity</u></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>															
<u>Materials</u>	<u>Quantity</u>																

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
256 Acres	March 29, 2017	October 13, 2001

AVG. DAILY PRODUCTION	APPROVAL				
8 Acres					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	MISC MOWING	WORK ORDER CODE	804
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DESCRIPTION OF WORK

All work associated with the miscellaneous mowing of developed turf areas with weedeaters and walk behind mowers. Work is done within County parks, operation centers, and campus business locations. Work is done to promote health, safety and appearance of turf areas.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X	X	X	X	X	X	X	X	X	X	

Work is done during the months as outlined above, typically 36 times a year. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;"><u>Personnel</u></th> <th style="width: 50%;"><u>Quantity</u></th> </tr> <tr> <td>Offender Staff (OSC/DNR)</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Spec.</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Offender Staff (OSC/DNR)	0-1	Temp	0-2	GM Worker	0-2	GM Spec.	0-2	<ol style="list-style-type: none"> 1. Prepare equipment and load truck. 2. Drive to job site. 3. Inspect area for debris (pick up if necessary) and wet areas. 4. Unload equipment. 5. Mow turf to appropriate height (1.5 to 3 inches) 6. Load equipment back on truck. 8. Proceed to next job site. 9. Clean equipment after use. 10. Document work. 	<ul style="list-style-type: none"> - Wear safety gear as needed, such eye and ear protection - Be careful not to damage bark when trimming around trees and shrubs
<u>Personnel</u>	<u>Quantity</u>											
Offender Staff (OSC/DNR)	0-1											
Temp	0-2											
GM Worker	0-2											
GM Spec.	0-2											
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;"><u>Equipment</u></th> <th style="width: 50%;"><u>Quantity</u></th> </tr> <tr> <td>¾ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Walk Behind Mower</td> <td style="text-align: center;">0-6</td> </tr> <tr> <td>Weedeater</td> <td></td> </tr> <tr> <td>Trailer</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ Ton PU	0-1	Walk Behind Mower	0-6	Weedeater		Trailer	1		
<u>Equipment</u>	<u>Quantity</u>											
¾ Ton PU	0-1											
Walk Behind Mower	0-6											
Weedeater												
Trailer	1											
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;"><u>Materials</u></th> <th style="width: 50%;"><u>Quantity</u></th> </tr> <tr> <td></td> <td></td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>				<p><u>Quality - Results</u> When work is done, turf is well manicured and aesthetically pleasing.</p>						
<u>Materials</u>	<u>Quantity</u>											

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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9 Acres	March 29, 2017	September 21, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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1-1.5 Acres	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	POWER EDGING	WORK ORDER CODE	811
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DESCRIPTION OF WORK

All work associated with edging walkways, curbs, cement pads, shrub beds and other areas requiring a well defined and manicured edge. Work is done within County parks and business campus sites. Work is done to promote aesthetics and to define edges on the areas listed.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X		X		X		X		X		

Work is done as needed to maintain a neat appearance for turf. 2" over edge needs edging. Work is generally done every other month during the turf growing season. Edging is also done late winter to establish an edge in shrub beds prior to pre-emergent herbicide application.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Worker 0-1</p> <p>GM Specialist 0-2</p> <p>Temp 0-2</p> <p>Work Crew (osc) 0-2</p>	<ol style="list-style-type: none"> 1. Prepare and load equipment. 2. Drive to worksite. 3. Inspect work areas for debris. 4. Edge designated areas. 5. Clean up edgings. 6. Load debris onto truck or box. 7. Blow off hardscape areas. 8. Load equipment and move to next worksite. 9. Clean equipment after use. 10. Document work. 	<p>Wear eye and ear protection when operating power equipment.</p> <p>Bring extra edging blades, fuel and tools.</p> <p>Watch for irrigation heads.</p> <p>Don't operate edger or blower if public is nearby.</p>
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Quality - Results

<p><u>Equipment</u> <u>Quantity</u></p> <p>¾ ton FB dump 0-2</p> <p>1 ton FB dump 0-2</p> <p>Hook Truck 0-2</p> <p>Hook Truck Box 0-2</p> <p>Edger 1-6</p> <p>Backpack Blower 1-2</p>		<p>When work is done, turf edges should be sharply defined, straight and free of debris.</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 73.5 Unit: K LF	March 13, 2017	

AVG. DAILY PRODUCTION	APPROVAL				
Value: 2.5 to 3 Unit: K LF	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

Clark County

LA Consulting, Inc.

WORK ACTIVITY	AERATING - TURF	WORK ORDER CODE	812
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DESCRIPTION OF WORK

All work related to aerating developed turf areas in County parks, operation centers and business campus locations. Work is done to promote health, safety, appearance and playability of turf.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X		X		X			

Work is done during the months above and typically 3 times a year to irrigated turf areas and 1 time per year to non-irrigated turf areas.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Personnel</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Gm Specialist</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Veg. Control Spec</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Crew chief</td> <td style="text-align: center;"><u>0-2</u> 1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Gm Specialist	0-1	GM Worker	0-1	Veg. Control Spec	0-1	Crew chief	<u>0-2</u> 1	<ol style="list-style-type: none"> 1. Prepare equipment and load flatbed. 2. Drive to park. 3. Inspect area for debris (pick up if necessary) and wet areas. 4. Flag valve boxes and irrigation heads. 5. Aerate Turf. 6. Pick up flags. 7. Load tractor back up on flatbed. 8. Proceed to next job site. 9. Clean equipment after use. 10. Document work. 	<p>Perform safety inspection on hook truck before operating.</p> <p>Check fluid levels on equipment.</p> <p>Lube aerator/check times for rocks in tines before operating.</p> <p>Avoid sharp turns when aerating.</p>		
<u>Personnel</u>	<u>Quantity</u>													
Gm Specialist	0-1													
GM Worker	0-1													
Veg. Control Spec	0-1													
Crew chief	<u>0-2</u> 1													
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Tractor</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Core tine aerator attachment</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>shatter time aerator attachment</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Walk Behind Aerator</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Tractor	0-1	Core tine aerator attachment	0-1	shatter time aerator attachment	0-1	Hook Truck	0-1	Walk Behind Aerator	0-1		
<u>Equipment</u>	<u>Quantity</u>													
Tractor	0-1													
Core tine aerator attachment	0-1													
shatter time aerator attachment	0-1													
Hook Truck	0-1													
Walk Behind Aerator	0-1													
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Materials</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>				<p><u>Quality - Results</u> When work is done, turf aeration will be uniform, with no skips, with clean holes and no tears in the turf.</p>								
<u>Materials</u>	<u>Quantity</u>													

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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90 Acres	March 29, 2017	October 1, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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8 Acres	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

Clark County

LA Consulting, Inc.

WORK ACTIVITY	FERTILIZING - TURF	WORK ORDER CODE	813
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DESCRIPTION OF WORK

All work related to applying fertilizers to turf areas. Work is done in developed turf areas in County Parks, operations centers, and business campus locations.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X		X		X		X	

Work is done during the months outlined above, typically 4 times per year to irrigated turf areas. Non-irrigated turf areas are typically fertilized once per year in November. Walk behind spreaders to small turf areas. Application to large turf areas is typically done by contractor with support from maintenance personnel.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Personnel</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Veg. Control Spec</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GM Spec.</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Crew chief</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Veg. Control Spec	1	GM Spec.	0-2	GM Worker	0-2	GM Crew chief	0-2	<ol style="list-style-type: none"> 1. Prepare equipment and load fertilizer. 2. Drive to the job site. 3. Unload equipment and fertilizer. 4. Calibrate fertilizer spreader. 5. Apply fertilizer. 6. Blow fertilizer off walks, pads, tables, etc. 7. Load equipment and fertilizer. 8. Proceed to next job site. 9. Clean equipment after use. 10. Complete Fertilizer Application Record. 11. Document work. 	<p>Follow county policies and guidelines when applying fertilizers.</p> <p>Wear safety gear as needed, such as gloves and eye protection.</p> <p>Apply at rates as directed by the Vegetation Control Specialist in charge of application area.</p>
<u>Personnel</u>	<u>Quantity</u>											
Veg. Control Spec	1											
GM Spec.	0-2											
GM Worker	0-2											
GM Crew chief	0-2											
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>¾ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton Flatbed Dump</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Fertilizer Spreader</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Backpack Blower</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ Ton PU	0-1	1 Ton Flatbed Dump	0-1	Fertilizer Spreader	0-2	Backpack Blower	1		
<u>Equipment</u>	<u>Quantity</u>											
¾ Ton PU	0-1											
1 Ton Flatbed Dump	0-1											
Fertilizer Spreader	0-2											
Backpack Blower	1											
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Materials</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Turf Fertilizer</td> <td style="text-align: center;">0-3,000 lbs</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Turf Fertilizer	0-3,000 lbs		<p><u>Quality - Results</u> When work is done, turf will be uniformly fertilized with no skips.</p>						
<u>Materials</u>	<u>Quantity</u>											
Turf Fertilizer	0-3,000 lbs											

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
90 Acres	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
30 Acres					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	TOP DRESSING/OVER-SEEDING	WORK ORDER CODE	814
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DESCRIPTION OF WORK

All work related to aerating developed turf areas in County parks and business campus locations. Work is done to promote health, safety, appearance and playability of turf.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X				X			

Work is typically done twice per year during the months above. Topdressing and overseeding is done to turf areas that are intensively used.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Personnel</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>Veg. Control Spec</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Crew chief</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Veg. Control Spec	1	GM Specialist	0-2	Crew chief	0-2	<ol style="list-style-type: none"> 1. Prepare equipment and load on to hook truck. 2. Drive to work site. 3. Flag irrigation heads and valve boxes. 4. Unload equipment. 5. Load sand or seed. 6. Calibrate equipment. 7. Overseed or Topdress turf. 8. Load equipment 9. Proceed to next job site. 10. Clean equipment after use. 11. Document work. 	<p>Perform safety inspection on equipment before operating.</p> <p>Check fluid levels on equipment.</p> <p>Lube equipment before use.</p> <p>Avoid sharp turns when over-seeding/topdressing.</p>						
<u>Personnel</u>	<u>Quantity</u>															
Veg. Control Spec	1															
GM Specialist	0-2															
Crew chief	0-2															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Equipment</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>Tractor</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Overseeder attach't</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Topdresser</td> <td></td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Flatbed Hook Truck</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Attachment</td> <td style="text-align: center;">1</td> </tr> <tr> <td>¾ ton PU</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Tractor	1	Overseeder attach't	0-1	Topdresser		Hook Truck	0-1	Flatbed Hook Truck	1	Attachment	1	¾ ton PU	0-1
<u>Equipment</u>	<u>Quantity</u>															
Tractor	1															
Overseeder attach't	0-1															
Topdresser																
Hook Truck	0-1															
Flatbed Hook Truck	1															
Attachment	1															
¾ ton PU	0-1															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Materials</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>Mason Sand</td> <td style="text-align: center;">0-80 cu yds.</td> </tr> <tr> <td>Grass Seed</td> <td style="text-align: center;">0-520 lbs.</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Mason Sand	0-80 cu yds.	Grass Seed	0-520 lbs.										
<u>Materials</u>	<u>Quantity</u>															
Mason Sand	0-80 cu yds.															
Grass Seed	0-520 lbs.															
<u>Quality - Results</u>																
When work is done, turf topdressing/overseeding will be uniform, with no skips or overlaps and no tears in turf.																

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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74 Acres	March 29, 2017	October 13, 2001
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AVG. DAILY PRODUCTION	APPROVAL				
8 Acres					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	DEBRIS REMOVAL	WORK ORDER CODE	815									
DESCRIPTION OF WORK												
All work associated with cleaning turf and grounds with backpack and tractor mounted blowers, mechanical sweepers, and manual raking. Work is done within County parks and business campus locations. Work is done to maintain plant health, mowing productivity, public safety and appearance of turf and grounds.												
PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X					X	X	X
Work is done during the months above, typically 22 times per year to remove leaves, storm debris, and excess grass clippings.												
RESOURCE REQUIREMENTS		WORK METHOD				CHECK POINTS						
<u>Personnel</u>	<u>Quantity</u>	<ol style="list-style-type: none"> 1. Inspect, prepare and load equipment. 2. Drive to job site. 3. Unload equipment/drop boxes. 4. Remove debris/load into boxes. 5. Haul debris to dump site as needed. 6. Load equipment back onto trucks. 7. Proceed to next job site. 8. Clean equipment after use. 9. Document work. 				Perform safety inspection on equipment before operating. Check fluid levels on equipment. Lube equipment before use.						
Veg. Control Spec	0-1											
GM Specialist	0-9											
GM Worker	0-3											
Work Crew (OSC/DNR)	0-2											
Crew Chief	0-6											
Temp												
<u>Equipment</u>	<u>Quantity</u>					<u>Quality - Results</u> When work is done, turf and grounds will be free of debris, well manicured and aesthetically pleasing.						
Tractor	1											
Blower Attachment	0-1											
Turf Sweeper	0-2											
Hook Truck	1-3											
Drop Box (10-12yd)	1-8											
Leaf Vac	0-1											
¾ Ton Dump	0-1											
1 Ton Dump	0-1											
<u>Materials</u>	<u>Quantity</u>											
FEATURE INVENTORY ITEM		EFFECTIVE		SUPERCEDES								
290 Acres		March 29, 2017		September 24, 2001								
AVG. DAILY PRODUCTION				APPROVAL								
12 Acres												

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	TURF INSTALLATION / REPAIR	WORK ORDER CODE	816
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DESCRIPTION OF WORK

All work associated with the renovation and repair of turf area as result of damage, required maintenance, or renewal. Work includes reseeding, sod placement and other tasks necessary to restore turf areas to a desired state. Work is performed to give turf a uniform and pleasing look.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			X	X	X	X	X	X	X	X		

Work is performed as needed.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"><u>Personnel</u></th> <th style="width: 40%;"><u>Quantity</u></th> </tr> <tr> <td>Veg. Control Spec</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Veg. Control Spec	1	GM Specialist	0-2	GM Worker	0-2		2	Varies							
<u>Personnel</u>	<u>Quantity</u>																	
Veg. Control Spec	1																	
GM Specialist	0-2																	
GM Worker	0-2																	
	2																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"><u>Equipment</u></th> <th style="width: 40%;"><u>Quantity</u></th> </tr> <tr> <td>Tractor</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Overseeder attach't</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Topdresser</td> <td></td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Flatbed Hook Truck</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Attachment</td> <td style="text-align: center;">1</td> </tr> <tr> <td>¾ ton PU</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Tractor	0-1	Overseeder attach't	0-1	Topdresser		Hook Truck	0-1	Flatbed Hook Truck	1	Attachment	1	¾ ton PU	0-1		<p><u>Quality - Results</u> Newly renovated areas will give turf a uniform look and attain general health.</p>
<u>Equipment</u>	<u>Quantity</u>																	
Tractor	0-1																	
Overseeder attach't	0-1																	
Topdresser																		
Hook Truck	0-1																	
Flatbed Hook Truck	1																	
Attachment	1																	
¾ ton PU	0-1																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"><u>Materials</u></th> <th style="width: 40%;"><u>Quantity</u></th> </tr> <tr> <td>Seed</td> <td style="text-align: center;">10 lb/1 KSF</td> </tr> <tr> <td>Top Dress</td> <td style="text-align: center;">yds.</td> </tr> <tr> <td>Fertilizer</td> <td style="text-align: center;">1 lbs/1KSF</td> </tr> <tr> <td>Soil Amendments</td> <td></td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Seed	10 lb/1 KSF	Top Dress	yds.	Fertilizer	1 lbs/1KSF	Soil Amendments									
<u>Materials</u>	<u>Quantity</u>																	
Seed	10 lb/1 KSF																	
Top Dress	yds.																	
Fertilizer	1 lbs/1KSF																	
Soil Amendments																		

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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185 Acres	March 29, 2017	October 14, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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500 – 1500 SF	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	PLANT REPLACEMENT AND INSTALLATION	WORK ORDER CODE	822
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DESCRIPTION OF WORK

All work related to planting and replacing shrubs, groundcovers and annuals. Work is done to County parks and business campus sites. Work is done to provide enhance landscaping and environment and to replace failed or diseased plant materials.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X					X	X	X

Work is performed during the months outlined above. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>Ground Maint. Crew Chief 0-2</p> <p>Vegetation Control Specialist 0-2</p> <p>Grounds Maint. Spec. 0-4</p> <p>Work Crew (OSC/DNR) 0-2</p> <p>Temp 0-2</p>	<ol style="list-style-type: none"> 1. Prepare Vehicles. 2. Load equipment and materials. 3. Drive to worksite. 4. Unload equipment and materials. 5. Prepare hole at least twice the width and deep as rootball. 6. Prepare rootball-remove from container and score sides to prevent girdling. 7. Place rootball in hole- center and rotate plant for best position. 8. Install plant tabs. 9. Place soil around root ball, firm and water. 10. Clean up worksite. 11. Clean tools and equipment after use. 12. Document work. 	<p>Don't plant too deeply; root crown should be placed slightly higher than grade.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>¾ ton pickup 0-2</p> <p>1 ton dump 0-2</p> <p>Hook Truck 0-2</p> <p>Hook Truck Box 0-2</p> <p>Water Tank 0-2</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Plants 1-100 plants</p> <p>Fertilizer Tablets 1-100 ea .</p> <p>Soil Amendment 1 CY</p> <p>Slug Bait 1 box.</p>		<p><u>Quality - Results</u></p> <p>When work is done the plants shall be evenly spaced and planted according to department specifications.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: n/a Unit: Square foot	March 13, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL
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Value: 1,500-30,000 Unit: Square Feet	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	PRUNING TREES	WORK ORDER CODE	823
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DESCRIPTION OF WORK

All work related to the pruning and removal of trees. Work is done within County parks and business campus sites. Work is done to promote health and vigor of trees, aesthetics, sight distance and ease of maintenance. Work is also done to remove hazards threatening public safety and property. More complex pruning and/or hazard tree removal may be provided by contractors. Work may also be done on a request basis.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is performed during the months above. Scheduled work occurs during the winter months, and as needed throughout the year.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p>Personnel Quantity</p> <p>GM Crew Chief 0-2</p> <p>GM Specialist 0-6</p> <p>Vegetation Control Spec. 0-2</p> <p>GM Worker 0-1</p> <p>Work Crew(OSC/DNR) 0-2</p> <hr/> <p>Equipment Quantity</p> <p>¾ ton truck 0-2</p> <p>1 ton 4x4 PU 0-1</p> <p>1 ton 4x4 FB 0-1</p> <p>1 ton Dump 0-2</p> <p>Hook Truck 0-2</p> <p>Hook Truck Boxes 0-6</p> <p>Tractor 0-1</p> <p>Chipper 0-2</p> <p>30' Manlift Truck 0-1</p> <p>Chain saw 1-6</p> <p>Power Pole Pruner 0-2</p> <p>Back Pack Blower 0-2</p> <p>Ladders</p> <p>Hand tools</p> <hr/> <p>Materials Quantity</p>	<ol style="list-style-type: none"> 1. Prepare vehicles and load equipment. 2. Drive to work site. 3. Unload equipment and tools 4. Perform corrective pruning to tree. 5. Remove dead or hazardous tree. 6. Limb up branches to standard height. 7. Chip branches and/or load debris. 8. Haul debris and dump as needed. 9. Clean up worksite. 10. Drive to next worksite. 11. Clean equipment after use. 12. Document work. 	<p>Wear safety gear, eye and ear protection, hard hat and chain saw chaps.</p> <p>Barricade work area or perform work in absence of public.</p> <p style="background-color: yellow;">Trees shall be pruned according to ISA standards.</p> <hr/> <p>Quality - Results</p> <p>When work is done, trees shall be safe, attractive and pruned uniformly with clean cuts outside the limbs collar.</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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Value: 2944 Unit: Tree	March 13, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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Value: 10-20 Unit: Tree	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	PRUNING SHRUBS AND GROUND COVERS	WORK ORDER CODE	824
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DESCRIPTION OF WORK

All work associated to pruning shrubs and groundcovers. Work is done to County parks and business campus sites. Work is done to promote health and vigor of plant materials and to keep vegetation from intruding into trails, walks, paths and roadways.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X			X	X		X				

Work is typically done during the months outlined above. Works consists of winter pruning prior to herbicide application and fertilization and mulching. Work is also done in late spring after flowering and again in late summer.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Crew Chief 0-2</p> <p>Veg. Control Spec. 0-2</p> <p>GM Specialist 0-6</p> <p>Temp 0-4</p> <p>Work Crew (OSC/DNR) 0-2</p>	<ol style="list-style-type: none"> 1. Prepare equipment and load into trucks. 2. Drive to worksite. 3. Unload equipment. 4. Prune as directed by Crew Chief or Vegetation Control Specialist. 5. Remove debris. 6. Load debris into truck or drop box. 7. Blow debris from walks, paths and roadways. 8. Drive to next worksite. 9. Clean equipment after use. 10. Document work. 	<p>Wear safety gear as needed such as ear and eye protection.</p> <p>Lubricate hedge trimmers before use.</p> <p>Be safe and considerate-don't operate power equipment when public is near.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>¾ ton dump truck 0-2</p> <p>1 ton dump truck 0-2</p> <p>Hook Truck 0-2</p> <p>Hook Truck Boxes 0-6</p> <p>Hedge trimmers 0-6</p> <p>Backpack Blowers 0-6</p> <p>Hand Tools</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Trash bags 10</p> <p>5 gal. Buckets 0-6</p>		<p><u>Quality - Results</u></p> <p>When work is done shrubs and groundcovers shall be pruned uniformly with clean cuts. Pedestrian and vehicle areas shall be safe for use.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 29.5 Unit: Acres	March 13, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL
Value: .5-.7 Unit: Acres	

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	MULCH SHRUB BEDS	WORK ORDER CODE	827
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DESCRIPTION OF WORK

All work associated with the application of mulch to shrub beds within County Parks. Work is to promote plant health by reducing weed competition, reducing soil erosion and increasing soil moisture retention.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X	X									

Shrub beds are mulched once every three years during the months indicated above. Mulch is applied to 1/3 of shrub bed inventory yearly. Mulch is applied at an avg. thickness of 2". Bark dust is delivered to site by vendor and spread by maint. personnel.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Personnel</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Vegetation Control Spec.</td> <td style="text-align: center;">1</td> </tr> <tr> <td>GM Spec.</td> <td style="text-align: center;">2</td> </tr> <tr> <td>OSC Crew</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Crew Chief</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Vegetation Control Spec.	1	GM Spec.	2	OSC Crew	0-2	Crew Chief	0-2	<ol style="list-style-type: none"> 1. Prepare equipment and load trailer. 2. Drive to Park. 3. Unload and unhook trailer. 4. Load barkdust into trucks. 5. Spot dump barkdust onto shrub beds. 6. Spread barkdust. 7. Rake barkdust to uniform depth. 8. Sweep/blow barkdust from paths and turf areas. 9. Hook up trailer and load loader. 10. Proceed to next job side. 11. Clean equipment after use. 12. Document work. 	<p>Wear eye protection when loading barkdust. Cover nearby drains and catch basin covers. Locate and flag valve boxes, quick coupler valves in shrub beds prior to barkdusting. Apply pre-emergent herbicides prior to mulching.</p>		
<u>Personnel</u>	<u>Quantity</u>													
Vegetation Control Spec.	1													
GM Spec.	2													
OSC Crew	0-2													
Crew Chief	0-2													
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Drop Box Truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton FB w/Dump</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Skid Steer Loader</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Tractor Loader</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Equipment Trailer</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Drop Box Truck	0-1	1 Ton FB w/Dump	2	Skid Steer Loader	0-1	Tractor Loader	0-1	Equipment Trailer	1		<p><u>Quality - Results</u> When work is done, mulch will be evenly spread and uniform. Surrounding areas will be clean and free of mulch.</p>
<u>Equipment</u>	<u>Quantity</u>													
Drop Box Truck	0-1													
1 Ton FB w/Dump	2													
Skid Steer Loader	0-1													
Tractor Loader	0-1													
Equipment Trailer	1													
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Materials</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Mulch/barkdust</td> <td style="text-align: center;">5 CY</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Mulch/barkdust	5 CY										
<u>Materials</u>	<u>Quantity</u>													
Mulch/barkdust	5 CY													

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
850,000 1,100 SF	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL
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75 CY	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	PEST CONTROL	WORK ORDER CODE	828
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DESCRIPTION OF WORK

All work associated with controlling vertebrate and invertebrate pests in County parks and business campus locations. Work is done in areas in which pests have reached threshold limits resulting in damage to property, vegetation or a threat to public safety.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months as outlined above, typically pest control is administered on an as needed basis throughout the year. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Specialist 0-2</p> <p>Vegetation Control Spec. 0-1</p> <p>Temporary Staff 0-4</p>	<ol style="list-style-type: none"> 1. Prepare equipment and load truck 2. Drive to job site. 3. Check and/or set up traps, apply pesticides or install barriers to target pest. 4. Load equipment back onto truck. 5. Proceed to next job site. 6. Clean equipment after use. 7. Fill out Pesticide Application Report if applicable. 8. Document work. 	<p>Follow label directions when applying pesticides.</p> <p>Wear personal protection equipment as directed by label.</p> <p>Use caution when setting and handling traps.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>3/4ton PU 0-1</p> <p>1 Ton Flatbed 0-1</p> <p>1 Ton Van 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Yellow Jacket Traps 1 case</p> <p>Yellow Jacket Spray 0-2 cans</p> <p>Mole Traps 0-12 traps</p> <p>Live traps 0-6 traps</p> <p>Rodenticide 0-4 packets</p> <p>Slug Bait 0-12 lbs.</p> <p>Fence material 0-1 roll</p>		<p><u>Quality - Results</u></p> <p>When work is done, pests shall be controlled within threshold limits.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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Value: n/a Unit: Labor hours	March 29, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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Value: 2 Unit: labor hours	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	CHEMICAL APPLICATION PRE-EMERGENT HERBICIDES	WORK ORDER CODE	831
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DESCRIPTION OF WORK

All work associated with the application of pre-emergent herbicides. Work is done to shrub beds in County parks, operation centers, business campus sites and to landscaped medians and fencescapes. Work is done to promote health of ornamental plants and to promote appearance of landscaped areas.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X	X						X	X		

Work is done late winter or early spring and late summer or early fall. Work involves the application of herbicides in granular form with broadcast spreaders.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Personnel</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Vegetation Control Spec.</td> <td style="text-align: center;">0-3</td> </tr> <tr> <td>Grds Maint. Spec.</td> <td style="text-align: center;">0-6</td> </tr> <tr> <td></td> <td style="text-align: center;">1-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Vegetation Control Spec.	0-3	Grds Maint. Spec.	0-6		1-2	<ol style="list-style-type: none"> 1. Prepare and calibrate application equipment. 2. Load chemicals into truck. 3. Drive to chemical application site. 4. Unload and/or set up application equipment. 5. Apply chemicals according to label directions. 6. Clean equipment after use. 7. Complete Pesticide Application Record. 8. Document Work. 	<ul style="list-style-type: none"> - Follow label directions when applying herbicide. - Follow County Policies and BMP's when applying pesticides. - Wear personal protection equip. as directed by label. - Treated areas shall be posted for 24 hrs. after application 		
<u>Personnel</u>	<u>Quantity</u>											
Vegetation Control Spec.	0-3											
Grds Maint. Spec.	0-6											
	1-2											
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>¾ ton PU</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>1 Ton Flatbed</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Broadcast spreader</td> <td style="text-align: center;">0-6</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ ton PU	0-2	1 Ton Flatbed	0-2	Broadcast spreader	0-6				
<u>Equipment</u>	<u>Quantity</u>											
¾ ton PU	0-2											
1 Ton Flatbed	0-2											
Broadcast spreader	0-6											
<table style="width: 100%;"> <tr> <th style="text-align: left;"><u>Materials</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> <tr> <td>Treflan</td> <td style="text-align: center;">160lbs.</td> </tr> <tr> <td>Snapshot 2.5TG</td> <td style="text-align: center;">300lbs.</td> </tr> <tr> <td>Regal 00</td> <td style="text-align: center;">240lbs.</td> </tr> <tr> <td>Casoron</td> <td style="text-align: center;">300lbs.</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Treflan	160lbs.	Snapshot 2.5TG	300lbs.	Regal 00	240lbs.	Casoron	300lbs.		<p><u>Quality - Results</u> When work is done, shrub beds shall be weed free for the amount of time indicated on label.</p>
<u>Materials</u>	<u>Quantity</u>											
Treflan	160lbs.											
Snapshot 2.5TG	300lbs.											
Regal 00	240lbs.											
Casoron	300lbs.											

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
22 Acres	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL
2 Acres	

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Post Emergent Herbicide Application	WORK ORDER CODE	832
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DESCRIPTION OF WORK

All work associated with the application of post-emergent herbicides. Work is done to shrub beds, fencelines, tree rings, Graveled surfaces, and around structures in County parks and business campus locations. Work is done to promote health and appearance of landscaped areas and to reduce manual weeding and mowing costs.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				X	X	X	X	X	X			

Work is done during the months indicated above. Work involves the application of herbicides with back pack sprayer and power spraying equipment. Work is typically done in late spring, April through June. Work may be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Crew Chief 0-2</p> <p>Vegetation Control Spec. 0-2</p> <p>Grounds Maintenance Specialist 0-4</p>	<ol style="list-style-type: none"> 1. Prepare and calibrate application equipment. 2. Load chemicals into truck 3. Drive to job site. 4. Unload and set up application equipment. 5. Apply chemicals according to label directions. 6. Clean equipment after use. 7. Complete Pesticide Application Record 8. Document work. 	<p>Follow label directions when applying herbicide.</p> <p>Follow County Policies and guidelines when applying herbicides.</p> <p>Wear personal protection equip. as directed by label.</p> <p>Treated areas shall be posted for 24 hrs. after application/</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>1 Ton 4x4 Flatbed w/sprayer 0-1</p> <p>ATV w/sprayer 0-1</p> <p>¾ Ton Pickup 0-2</p> <p>trailer 0-1</p> <p>Backpack Sprayer 0-4</p>		<p><u>Quality - Results</u></p> <p>When work is done, treated areas shall be weed free with no skips, oversprays or washouts.</p>
<p><u>Materials</u> <u>Quantity</u></p> <p>Roundup</p> <p>Surflan</p> <p>Goal</p>		

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 38 Unit: Acres	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL
Value: 4 Unit: Acres	

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Turf Weed Control	WORK ORDER CODE	833
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DESCRIPTION OF WORK

All work associated with the application of post-emergent herbicides to control broadleaf weeds. Work is done to developed turf areas in County parks and business parks. Work is done to promote turf health , safety and appearance of turf areas.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
									X	X		

Work is done during the months indicated above, typically once every other year. Work involves the application of herbicides with back pack and power spraying equipment. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Crew Chief 0-1</p> <p>Vegetation Control Spec. 0-2</p> <p>Grounds Maintenance Specialist 0-4</p>	<ol style="list-style-type: none"> 1. Prepare and calibrate application equipment. 2. Load chemicals into truck 3. Drive to job site. 4. Unload and set up application equipment. 5. Apply chemicals according to label directions. 6. Clean equipment after use. 7. Complete Pesticide Application Record 8. Document Work. 	<p>Follow label directions when applying herbicide.</p> <p>Follow County Policies and guidelines when applying herbicides.</p> <p>Wear personal protection equip. as directed by label.</p> <p>Treated areas shall be posted for 24 hrs. after application/</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>1 Ton 4x4 Flatbed w/sprayer 0-1</p> <p>ATV w/sprayer 0-1</p> <p>¾ Ton Pickup 0-2</p> <p>trailer 0-1</p> <p>Backpack Sprayer 0-4</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Turf weed herbicide 4-6 gal.</p> <p>Spray adjuvants 1-3 qts.</p>		<p><u>Quality - Results</u></p> <p>When work is done, treated areas shall be weed free with no skips or over spray.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 110 Unit: acres	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 5-6 Unit: Acres	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	NOXIOUS WEED CONTROL	WORK ORDER CODE	834
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DESCRIPTION OF WORK

All work is associated with noxious weed control. Work is done in developed and undeveloped areas of county parks, operation centers, and business campuses. Work is done to eliminate infestations or prevent the seed production of noxious weeds as mandated by Washington state Laws and County Codes. Additionally, work is done to preserve public safety, usability of public property, and to promote appearance of landscaped and natural areas.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
		X	X	X	X	X	X	X	X	X	X	

Work is done early spring to late fall in accordance to the chart above. Work involves the application of herbicides with motorized applicators, or is mechanically controlled by the use of power cutting equipment and miscellaneous hand tools. Work is done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Specialist 0-4</p> <p>Vegetation Control Spec. 0-2</p> <p>GM Crew Chief 0-2</p> <p>Temporary Staff 0-2</p> <p>Work Crew (OSC) 0-2</p> <p>Work Crew (DNR) 0-2</p>	<ol style="list-style-type: none"> 1. Prepare equipment / fill spray applicator 2. Load necessary materials/ equipment into truck 3. Drive to site 4. Unload and setup application or power cutting equipment 5. calibrate/ adjust equipment as necessary 6. Apply chemicals according to product label directions/ cut targeted weeds 7. load equipment and travel to the next work site. 8. Clean equipment after use 9. Complete Pesticide Application Report as required. 10. Document work. 	<p>Follow product label directions when applying herbicides.</p> <p>Follow County Policies and Best Management Practices when applying herbicides.</p> <p>Wear personal protection equipment as directed by product label or when operating brush cutting equipment.</p> <p>Areas treated with herbicides shall be posted for a period of 24 hours</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>1 Ton Flat Bed Truck 0-1</p> <p>200 Gal. Spray Tank 0-1</p> <p>¾ Ton PU 0-1</p> <p>Trailer 0-1</p> <p>ATV w/spray tank 0-1</p> <p>Hook Truck w/ Flatbed 0-1</p> <p>Tractor w/ Brush Hog 0-4</p> <p>Walk behind Brush Cutter 0-2</p> <p>Weed Eaters 0-8</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Herbicide. 8-12 gal.</p> <p>Spray Adjuvant 1-3 qts.</p>		<p><u>Quality - Results</u></p> <p>When work is done, with herbicides, all treated areas will be free of noxious weeds for the period of time indicated on the product label.</p> <p>When work is done mechanically, all weeds will be cut to the ground</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 443 Unit: Acres	March 29, 2017	9/25/01

AVG. DAILY PRODUCTION	APPROVAL				
Value: 5 Unit: Acres	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Irrigation Activation & Winterization	WORK ORDER CODE	841
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DESCRIPTION OF WORK

All work associated with the activation of all automated irrigation systems and the deactivation (winterization) of all automated irrigation systems. Work will be done within the Clark County Parks, Campus and Median Maintenance Programs. The purpose for activation of an irrigation system is to turn on & confirm the program of each irrigation clock and activate each irrigation system from its designated water supply. The purpose for deactivation of an irrigation system is to turn off each irrigation clock, deactivate the water to the system from their designated water supply and run compressed air through each individual system for proper irrigation line winterization.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				A	A					W	W	W

Planning Criteria: A=Activation W=Winterization
 Irrigation activation occurs one time for each system between April and May.
 Irrigation deactivation occurs one time for each system between late October and early December.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p><i>Activation</i> (1 personnel)</p> <p>Veg. Cont. Spec 1</p> <p><i>Deactivation</i> (2 personnel)</p> <p>Veg. Cont. Spec 1-2</p> <p>GM Specialist 0-1</p> <p>GM Worker 0-1</p> <p><u>Equipment</u> <u>Quantity</u></p> <p><i>Activation</i> 1</p> <p>Irrigation Van 0-1</p> <p>¾ Ton PU 0-1</p> <p><i>Deactivation</i> 1</p> <p>Irrigation Van 0-1</p> <p>¾ Ton PU 0-1</p> <p>Air Compressor (Trailer) 1</p> <p><u>Materials</u> <u>Quantity</u></p>	<p><u>Activation:</u></p> <ol style="list-style-type: none"> 1. Drive to designated site. 2. Shut off backflow device or isolation valve prior to backflow device. 3. Turn on irrigation water supply. 4. Slowly run water through the backflow device until system is charged; also isolate one valve within the system and turn it on. (Keeps water hammer to a minimum) 5. Run water until system is fully charged; shut off the one valve that was isolated. 6. System is charged 7. Confirm irrigation program & check system water budget 8. Drive to next designated site <p><u>Deactivation:</u></p> <ol style="list-style-type: none"> 1. Drive to designated site 2. Turn off irrigation water supply 3. Attach air compressor line to main line quick coupler. Run air through each individual station. 4. Disconnect air compressor line and insulate any backflow devices as necessary. 5. Turn off irrigation clock 6. Drive to next designated site 	<p>Wear all proper personal protective equipment as required.</p> <p>Be sure that Air Compressor is properly functioning and operational.</p> <p><u>Quality – Results</u></p> <p>When work is completed; each designated irrigation system will be properly activated or winterized. Proper activation and winterization will reduce potential damage to systems due to harsh winter weather conditions.</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 385 Unit: Irrigation Zone	March 13, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL						
Value: 40 Unit: Irrigation Zone	<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>						

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Automatic & Manual Irrigation System Maintenance	WORK ORDER CODE	841
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DESCRIPTION OF WORK

All types of work associated with automatic & manual irrigation system maintenance to include: irrigation head/nozzle repairs, head/nozzle adjustments, head edging, pipe repairs, valve repairs/troubleshooting, valve box repairs/replacement, irrigation wiring repairs, irrigation zone renovations, clock programming/reprogramming and adjusting, hose maintenance, hose sprinkler maintenance, 150 gallon tank maintenance, 750 gallon tank maintenance, flush truck maintenance. Work will be conducted though out all Clark County Parks, Campus and Median sites. Work is conducted to keep all automated systems within turf or shrub beds operational and running efficiently and all manual systems operational and running efficiently.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				X	X	X	X	X	X	X	X	

Work is conducted within the time periods marked above. Work involves the expertise of irrigation system maintenance practices of automated systems. Also, as manual systems are created, this work activity covers the maintenance of these systems. Irrigation systems are inspected once weekly during the irrigation season which typically runs mid-June through September.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>Veg. Cont. Spec. 0-2</p> <p>GM Specialist 0-1</p> <p>GM Worker 0-1</p> <p>GM Crew Chief 0-1</p> <p>Temporary/Summer 0-1</p>	<ol style="list-style-type: none"> 1. Drive to designated site 2. Follow best irrigation maintenance practices for the following items: irrigation head/nozzle repairs, head/nozzle adjustments, head edging, pipe repairs, valve repairs/troubleshooting, valve box repairs/replacement, irrigation wiring repairs, irrigation zone renovations, clock programming/reprogramming and adjusting, hose maintenance, hose sprinkler maintenance, 150 gallon tank maintenance, 750 gallon tank maintenance, flush truck maintenance. 3. Conduct all necessary repairs 4. Drive to next designated site. 	<p>Use Personal Protective Equipment as each tasking requires.</p> <p>Conduct repairs by best irrigation maintenance practices</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>Irrigation Van 0-1</p> <p>¾ Ton PU 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Automated Irrigation Parts and Accessories Varies</p>		<p><u>Quality – Results</u></p> <p>When work is completed, all repairs at the designated site will be conducted effectively and efficiently as possible. The bottom line will be to make all necessary repairs at the site; as to increase the effectiveness of the irrigation system on the vegetation it is serving.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 385 Unit: Irrigation Zones	March 13, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL
Value: 10 Unit: Irrigation Zones	

Value: 10 Unit: Irrigation Zones	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	IRRIGATION INSTALLATION	WORK ORDER CODE	842									
DESCRIPTION OF WORK												
All work associated with the installation of an irrigation system or portions of. Work is done to design or redesign the coverage of water patterns over a landscaped area to ensure a healthy landscape in park areas and the improper installation by contractors.												
PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X	X	X	X	X			
As needed or requested by park staff and visual inspection.												
RESOURCE REQUIREMENTS		WORK METHOD			CHECK POINTS							
<u>Personnel</u>	<u>Quantity</u>	1. Drive to location 2. Trench out pre-planned layout 3. Install valves 4. Install pipes and fittings 5. Flush pipe of debris 6. Install sprinklers and test 7. Backfill trenches and compact 8. Adjust sprinkler heads 9. Clean up site and rejuvenate area										
Veg Cont Spec	0-1											
GM Spec	0-1											
GM Wkr	0-1											
	1-2											
<u>Equipment</u>	<u>Quantity</u>											
Utility trk	0-1											
¾ ton PU	0-1											
Var hand tools Test Bench												
<u>Materials</u>	<u>Quantity</u>	<u>Quality - Results</u>										
Valves	1-2											
Piping	var											
Sprinkler heads	4-5											
Wiring	var											
FEATURE INVENTORY ITEM		EFFECTIVE			SUPERCEDES							
80,000 LF		March 29, 2017			October 14, 2001							
AVG. DAILY PRODUCTION				APPROVAL								
10 – 100 LF												

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	BACK FLOW ASSEMBLIES TEST AND REPAIR	WORK ORDER CODE	843									
DESCRIPTION OF WORK												
All work associated with annual testing, maintenance and repair of backflow assemblies. Work is done within County parks and business campus sites. Work is done to comply with State regulations which ensures non-contamination of potable water systems.												
PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X	X	X	X	X			
Work is done as identified with annual inspection of all backflow assemblies, and random spot checking.												
RESOURCE REQUIREMENTS			WORK METHOD				CHECK POINTS					
<u>Personnel</u>		<u>Quantity</u>	<ol style="list-style-type: none"> 1. Drive to designated site. 2. Attach test equip. hoses to backflow assembly. 3. Test backflow assembly. 4. Record test results. 5. Disassemble and repair as needed. 6. Retest as needed. 7. Record test results as needed. 8. Load equipment into vehicle. 9. Drive to next worksitel 10. Document work. 				Testing equipment must be calibrated and certified once per year. Testing may only be done by a licensed backflow assembly tester. Test results must be turned in to water purveyor. Tester must be certified to enter confined spaces, and must follow confined space standard operating safety procedures.					
Vegetation Control Specialist		1-2										
<u>Equipment</u>		<u>Quantity</u>										
1 ton Van		0-1										
¾ ton PU		0-1										
Backflow Testing Equip		1										
Confined Space Safety Equip.		1										
<u>Materials</u>		<u>Quantity</u>										
Misc. repair parts												
FEATURE INVENTORY ITEM			EFFECTIVE				SUPERCEDES					
Value: 44		Unit: Assemblies	March 29, 2017				10/12/01					
AVG. DAILY PRODUCTION					APPROVAL							
Value: 6-10		Unit: Assemblies										

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	IRRIGATION ACTIVATION / WINTERIZATION	WORK ORDER CODE	844
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DESCRIPTION OF WORK

All work associated with the activation of all automated irrigation systems and the deactivation (winterization) of all automated irrigation systems. Work will be done within the Clark County Parks, Campus and Median Maintenance Programs. The purpose for activation of an irrigation system is to turn on & confirm the program of each irrigation clock and activate each irrigation system from its designated water supply. The purpose for deactivation of an irrigation system is to turn off each irrigation clock, deactivate the water to the system from their designated water supply and run compressed air through each individual system for proper irrigation line winterization.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				A	A					W	W	W

Planning Criteria: A=Activation W=Winterization irrigation activation occurs one time for each system between April and May. Irrigation deactivation occurs one time for each system between late October and early December.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS																
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;"><u>Personnel</u></th> <th style="text-align: center;"><u>Quantity</u></th> </tr> <tr> <td><u>Activation</u></td> <td></td> </tr> <tr> <td>Parks & Veg Spec</td> <td style="text-align: center;">1</td> </tr> <tr> <td><u>Deactivation</u></td> <td></td> </tr> <tr> <td>Parks & Veg Spec</td> <td style="text-align: center;">1-2</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	<u>Activation</u>		Parks & Veg Spec	1	<u>Deactivation</u>		Parks & Veg Spec	1-2	GM Specialist	0-1	GM Worker	0-1	<p><u>Activation</u></p> <ol style="list-style-type: none"> 1. Drive to designated site. 2. Shut off backflow device or isolation valve prior to backflow device. 3. Turn on irrigation water supply. 4. Slowly run water through the backflow device until system is charged; also isolate one valve within the system and turn it on. (keeps water hammer to a minimum) 5. Run water until system is fully charged; shut off the one valve that was isolated. 6. System is charged. 7. Confirm irrigation program & check system water budget. 8. Drive to next designated site. <p><u>Deactivation</u></p> <ol style="list-style-type: none"> 1. Drive to designated site 2. Turn off irrigation water supply 3. Attach air compressor line to main line quick coupler. Run air through each individual station. 4. Disconnect air compressor line and insulate any backflow devices as necessary. 5. Turn off irrigation clock. 6. Drive to next designated site. 	<p>Wear all proper personal protective equipment as required.</p> <p>Be sure that air compressor is properly functioning and operational.</p>		
<u>Personnel</u>	<u>Quantity</u>																	
<u>Activation</u>																		
Parks & Veg Spec	1																	
<u>Deactivation</u>																		
Parks & Veg Spec	1-2																	
GM Specialist	0-1																	
GM Worker	0-1																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;"><u>Equipment</u></th> <th style="text-align: center;"><u>Quantity</u></th> </tr> <tr> <td><u>Activation</u></td> <td></td> </tr> <tr> <td>Irrigation Van</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>¾ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td><u>Deactivation</u></td> <td></td> </tr> <tr> <td>Irrigation Van</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>¾ ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Air compressor (Trailer)</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	<u>Activation</u>		Irrigation Van	0-1	¾ Ton PU	0-1	<u>Deactivation</u>		Irrigation Van	0-1	¾ ton PU	0-1	Air compressor (Trailer)	1		<p><u>Quality - Results</u></p> <p>When work is completed; each designated irrigation system will be properly activated or winterized. Proper activation and winterization will reduce potential damage to systems due to harsh winter weather conditions.</p>
<u>Equipment</u>	<u>Quantity</u>																	
<u>Activation</u>																		
Irrigation Van	0-1																	
¾ Ton PU	0-1																	
<u>Deactivation</u>																		
Irrigation Van	0-1																	
¾ ton PU	0-1																	
Air compressor (Trailer)	1																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;"><u>Materials</u></th> <th style="text-align: center;"><u>Quantity</u></th> </tr> <tr> <td></td> <td></td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>																
<u>Materials</u>	<u>Quantity</u>																	

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
385 Irrigation Zone	March 29, 2017	October 11, 2001

AVG. DAILY PRODUCTION	APPROVAL						
40 Irrigation Zone	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	MANUAL WATERING	WORK ORDER CODE	845
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DESCRIPTION OF WORK

All work is associated with manually watering trees, shrubs, and ground covers in county parks, and campus locations. Work is done to maintain plant health in locations where automatic irrigation is not available.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
						X	X	X	X	X		

Work is done in mid summer to early fall months depicted in the chart above. Work involves hand or mechanical broadcast watering of various plant materials. Work is typically done once weekly July through September. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Specialist 0-2</p> <p>Temporary Staff 0-2</p> <p>Park Caretaker 0-2</p>	<ol style="list-style-type: none"> 1. Prepare equipment / load or attach to truck. 2. Load water into tanks. 3. Drive to site. 3. Unload /setup watering equipment. 4. Water plant materials. 5. load equipment and travel to the next work site. 6. Clean equipment after use 7. Document work 	<p>Check trailer hitch, chains, lights and brakes before towing water tank to job site.</p> <p>Secure slide in water tanks to vehicle before transporting.</p> <p>Wear personal protection equipment as required when operating equipment.</p> <p>Bring full gas container for gas powered pump.</p>
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<p><u>Equipment</u> <u>Quantity</u></p> <p>Flush Truck 0-1</p> <p>1 Ton Flat Bed Truck 0-1</p> <p>700 Gal. Water Tank w Trailer 0-1</p> <p>¼ Ton PU 0-1</p> <p>150 Gal. Water Tank 0-2</p> <p>Quick Coupler Valve 0-8</p> <p>Hose 0-8</p> <p>Impact Sprinklers 0-8</p>		<p><u>Quality - Results</u></p> <p>When is done plants materials will be watered uniformly to a soil saturation depth of at least six inches.</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: n/a Unit: labor hour	March 29, 2017	9/25/01

AVG. DAILY PRODUCTION	APPROVAL				
Value: 8 Unit: labor hours					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	CONTROLLER CALIBRATION	WORK ORDER CODE	846
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DESCRIPTION OF WORK

All work associated the repair and maintenance of irrigation controllers. Calibration of controllers is performed to balance water application with evapotranspiration of turf and plant materials. Work is done to County parks and business campus sites. Work is done to promote health and vigor of turf and plant materials and for water conservation.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
					X	X	X	X	X	X		

Work is done during the months indicated above. Controllers are inspected and/or calibrated weekly Mid May through Mid October. Work may also be done as a result of severe weather conditions or field observations from staff.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>Vegetation Control Spec. 1-2</p> <p>Grounds Maint. Specialist 0-2</p>	<ol style="list-style-type: none"> 1. Prepare vehicle and load equipment. 2. Drive to worksite. 3. Inspect/test and calibrate/repair controller as necessary. 4. Replace controller if necessary. 5. Document calibration adjustments. 6. Load equipment 7. Drive to next worksite. 8. Document work. 	<p>Check to make sure controller is left in on automatic mode before leaving worksite.</p> <p>Turn off power when working around high voltage.</p> <p>Check for public before activating irrigation systems.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>1 Ton Van 0-1</p> <p>¾ Ton PU 0-2</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Misc. Controller Parts. 1</p> <p>Spare Controller</p>		<p><u>Quality - Results</u></p> <p>When work is done, irrigation controllers will be maintained in proper working order and adjusted to deliver enough water to meet current evapotranspiration requirements.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 40 Unit: Controller	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 6-10 Unit: Controller	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Firewood Distribution	WORK ORDER CODE	851
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DESCRIPTION OF WORK

All work related to the collection, storage and distribution of firewood. Work is done within Lewisville County Park. Work is done to support recreational use of wood stoves, fire rings, and fireplaces within the park.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months indicated above. Work involves cutting, splitting, storage of firewood and distribution of firewood to 13 firewood boxes distributed throughout the park. Firewood is generated from pruning and hazard tree removal from within the County park system. Wood is distributed once weekly during the months of May through Sept. and monthly the remainder of the year. Wood is stockpiled at the wood yard and cut, split and stacked during the months of November through March. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Worker 0-1</p> <p>Temp 0-3</p> <p>GM Specialist 0-2</p> <p>CM Crew Chief 0-1</p> <p>Work Crew (OSC) 0-1</p> <p>Work Crew (DNR) 0-1</p>	<p>Firewood Distribution:</p> <ol style="list-style-type: none"> 1. Prepare Equipment. 2. Load Truck with firewood. 3. Drive to Firewood Box. 4. Fill firewood storage box. 5. Drive to next firewood box. 6. Refill truck as necessary 7. Clean equipment after use. 8. Document work. <p>Firewood Procurement/Storage</p> <ol style="list-style-type: none"> 1. Prepare Equipment. 2. Load tools in truck. 3. Drive to wood storage site. 4. Unload tools in truck. 5. Cut wood into firewood lengths. 6. Split firewood into manageable size. 7. Stack firewood into storage shed. 8. Clean worksite, tools and equipment. 9. Document work. 	<p>Wear personal protection equipment (hard hat, eye protection, ear protection, chain saw chaps, gloves, leather boots) when operating chain saws.</p> <p>Do not operate chain saws until properly trained in it's safe use and operation.</p> <p>Practice proper lifting techniques to reduce the risk of back injury.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>¾ Ton Flatbed Dump 0-1</p> <p>1 Ton Flatbed Dump 0-1</p> <p>Tractor 0-1</p> <p>Hook Truck 0-1</p> <p>Chain saws 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p>		<p><u>Quality - Results</u></p> <p>When work is done, firewood bins will be well stocked and free of debris.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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Value: 9.5 Unit:cords	March 29, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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Value: 2 Unit: cords	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Barbecue and Stove Maintenance	WORK ORDER CODE	852
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DESCRIPTION OF WORK

All work associated with the repair and maintenance of barbecues, charcoal receptacles, wood stoves, fireplaces and fire pits. Work is done within County Parks. Work is done to reduce fire hazard and to promote usability and appearance of equipment.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X			X	X	X	X	X	X	X	X	

Work is done during the months indicated above. Work involves repair, painting, placement and removal and cleaning of barbecues, Repair and cleaning of charcoal receptacles, repair and cleaning of wood stoves, fireplaces and fire rings. Barbecues are placed in April, removed in November and repaired and painted in January. Cleaning of wood stoves, fireplaces and barbecues occurs weekly April through October. Charcoal receptacles are cleaned out once per year in April or May.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Personnel</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">0-4</td> </tr> <tr> <td>Crew Chief</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Specialist	0-2	GM Worker	0-1	Temp	0-4	Crew Chief	0-2	<p>BARBECUES INSTALLATION: 1. load barbecues onto truck. 2. Drive to park. 3. Unload barbecues and place on stands. 4. Secure barbecues to stand w/appropriate hardware. 5. Proceed to next park. 6. Document work.</p> <p>REMOVAL: 1. Prepare vehicle. 2. Drive to park. 3. Remove barbecues/hardware from stand. 4. Load barbecues in truck 5. Proceed to next park. 6. Unload barbecues at storage area. 7. Document work.</p> <p>CLEANING CHARCOAL RECEPTACLES 1. Prepare equipment. 2. Drive to Park. 3. Remove grate from receptacle. 4. Vacuum charcoal ashes from receptacle using Vactron. 5. Replace and secure grate. 6. Proceed to next park. 7. Empty and clean vactron at decant center. 8. Document Work.</p> <p>CLEANING BBQs, STOVES, FIREPLACES 1. Prepare equipment. 2. Drive to park. 3. Remove litter/ashes from appliance. 4. Clean cooking surface. 5. Proceed to next park. 6. Document work.</p>	<p>Wear eye and ear protection when operating equipment. Avoid turf damage, drive on approved paths.</p>		
<u>Personnel</u>	<u>Quantity</u>													
GM Specialist	0-2													
GM Worker	0-1													
Temp	0-4													
Crew Chief	0-2													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Equipment</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>¾ ton PU</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>1 Ton 4x4 PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>¾ Ton Flatbed Dump</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Trailer Mounted Vactron</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Pressure Washer</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ ton PU	0-2	1 Ton 4x4 PU	0-1	¾ Ton Flatbed Dump	0-2	Trailer Mounted Vactron	0-1	Pressure Washer	0-1		<p><u>Quality - Results</u></p> <p>When work is done, appliances will be clean, safe and functional.</p>
<u>Equipment</u>	<u>Quantity</u>													
¾ ton PU	0-2													
1 Ton 4x4 PU	0-1													
¾ Ton Flatbed Dump	0-2													
Trailer Mounted Vactron	0-1													
Pressure Washer	0-1													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Materials</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>Barbecue Paint</td> <td style="text-align: center;">1 gal.</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Barbecue Paint	1 gal.										
<u>Materials</u>	<u>Quantity</u>													
Barbecue Paint	1 gal.													

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 115 Unit: each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 24 Unit: Each	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

Clark County

LA Consulting, Inc.

WORK ACTIVITY	PLAY CENTERS / BIKE RACK MTCE AND INSPECTION	WORK ORDER CODE	853
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DESCRIPTION OF WORK

All work associated with the inspection and minor repair of playground equipment and general vicinity (including bike racks). Activity is performed to ensure a safe recreational environment for users within the County park system. Major repair will be scheduled independently.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is performed once per month (typically takes 2 days to complete all areas for inspection), and as needed at other times.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<u>Personnel</u> GM Spec	<u>Quantity</u> 2	<ol style="list-style-type: none"> 1. Prepare vehicle 2. Drive to first site 3. Inspect play equipment for loose or worn fitting, vandalism, splinters, dry rot, s-hooks, splits in swing seats and trip hazards, and other components. 4. Lubricate components as needed. 5. Tighten bolts and fittings as needed. 6. Replace components or make minor repairs. 7. Schedule major repairs for another period. 8. Document work and complete inspection report. 9. Move to next location.
<u>Equipment</u> 1 Ton PU Step ladder Various hand tools	<u>Quantity</u> 1	
<u>Materials</u>	<u>Quantity</u>	

Quality - Results

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
22 Playgrounds	March 29, 2017	August 30, 2001

AVG. DAILY PRODUCTION	APPROVAL
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11 each	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Picnic Table and Bench Maintenance	WORK ORDER CODE	855
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DESCRIPTION OF WORK

All work associated with the repair and maintenance of picnic tables, concrete table pads and benches. Work is done within County parks and business campus sites. Work is done to promote public safety, usability, and appearance of park furniture.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				X	X	X	X	X	X	X	X	

Work is typically done during the months outlined above. Work involves cleaning, repair, painting, and routine inspections of permanent and portable picnic tables, permanent park benches and cleaning of concrete table pads. Work also includes transporting picnic tables to public functions on a request basis. Tables are cleaned once weekly May through September and painted once yearly typically in September.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Crew Chief 0-1</p> <p>Gm Specialist 0-3</p> <p>Gm Worker 0-1</p> <p>Work Crew (osc) 0-1</p> <p>Temp 0-4</p> <hr/> <p><u>Equipment</u> <u>Quantity</u></p> <p>¾ Ton Flatbed Truck 0-2</p> <p>1 Ton Flatbed Truck 0-1</p> <p>1 Ton 4x4 PU 0-1</p> <p>Hook Truck w/10 yd. Box 0-1</p> <p>Pressure Washer 0-2</p> <p>700 gal. Water Tank w/trailer 0-1</p> <p>150 gal. Water Tank 0-1</p> <p>ATV 0-1</p> <hr/> <p><u>Materials</u> <u>Quantity</u></p> <p>Paint 0-2 gal.</p> <p>Table/bench boards 0-12 ea.</p> <p>Misc. hardware n/a</p>	<p><u>CLEANING</u></p> <ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and materials. 2. Drive to work site. 3. Unload equipment and materials. 4. Remove litter, debris, and staples. 5. Pressure wash table/bench tops, frame and concrete pad. 6. Load equipment into truck. 7. Proceed to next work site. 8. Document work. <p><u>REPAIRS</u></p> <ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and materials. 2. Drive to worksite. 3. Unload and setup tools and materials. 4. Repair or replace damaged or missing table/bench boards/hardware and paint. 5. Load equipment into truck and proceed to next work location. 6. Clean tools and equipment after use. 7. Document work. <p><u>PAINTING</u></p> <ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and materials. 2. Drive to work site. 3. Unload and set up equipment and paint supplies. 4. Prepare surfaces and cover concrete table pads with drop cloth. 5. Paint wood surfaces. 6. Clean up work site and post wet paint sign. 7. Proceed to next work site. 8. Clean tools and equipment after use. 9. Document work. 	<p>Wear protective personal clothing when operating power equipment.</p> <p>Follow product label directions when applying paint.</p> <p>Remove wet paint signs after table/bench surfaces have dried.</p> <hr/> <p><u>Quality - Results</u></p> <p>When work is done, picnic tables and park benches will be clean, safe to use, and functional.</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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Value: 330 Unit: Each	March 29, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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Value: 8 Unit: Each	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Picnic Table and Bench Installation	WORK ORDER CODE	856
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DESCRIPTION OF WORK

All work is associated with the installation of permanent picnic tables and benches, and the construction of portable picnic tables. Work is done within County Parks. Work is done to enhance park usability and appearance.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months outlined above. Work involves installation of table and bench frames , fabrication of table top and bench boards for permanent /portable picnic tables and park benches. Work may also be done on a request basis.

RESOURCE REQUEMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Specialist 0-3</p> <p>GM Worker 0-1</p> <p>GM Crew Chief 0-2</p> <p>Work Crew (DNR) 0-1</p> <p>Temporary Personnel 0-4</p>	<p>FABRICATION</p> <ol style="list-style-type: none"> 1. Prepare vehicle and load necessary equipment and materials. 2. Drive to work site. 3. Unload and setup equipment. 4 .Cut lumber to required dimensions. 5. Plane, router, sand and paint boards. 6.Assemble portable tables 7. Cleanup tools and work site. 8. Document work. <p>INSTALLATION</p> <ol style="list-style-type: none"> 1. Prepare vehicle and load necessary equipment and materials. 2. Drive to site. 3. Unload and setup equipment. 4. Auger holes for table/bench frames. 5. Set and level frames. 6. Pour concrete (allow 1 day to cure). 7. Install table/bench boards. 8. Load equipment into trucks and proceed to next location. 9. Clean tools and equipment after use. 10. Document work. 	<p>Wear protective personal clothing and exercise caution when operating power wood cutting equipment.</p> <p>Refer to owners/operation manuals for proper procedures and safe operation of power equipment.</p> <p>Barricade work site to eliminate any potential hazards.</p> <p>Avoid turf damage, drive on approved pathways.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>¾ Ton Flatbed Truck 0-2</p> <p>1 Ton Flatbed Truck 0-1</p> <p>1 Ton 4X4 PU 0-1</p> <p>Hook Truck w/ 10 yd Box Flatbed 0-1</p> <p>Tandem axle trailer 0-1</p> <p>Table saw 0-1</p> <p>Chop saw 0-1</p> <p>Planers 0-2</p> <p>Router 0-1</p> <p>Skid steer loader w/ auger 0-1</p> <p>Concrete mixer 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Table/bench frames 0-6</p> <p>Table/ bench Boards 0-20</p> <p>Concrete (90 lb. bags) 0-18</p> <p>Misc. Hardware n/a</p>		

Quality - Results
When work is done, picnic tables and park benches will be properly installed according to design specification, safe to use, functional, and aesthetically pleasing.

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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Value: Year Unit: Each	March 29, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL
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Value: 6 Unit: EACH	
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ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Beach Sand Maintenance	WORK ORDER CODE	857														
DESCRIPTION OF WORK																	
All work associated with cleaning and maintenance of beach sand areas. Work is done within County Parks. Work is done to promote public health and safety, usability and appearance of beach sand areas.																	
PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					
					x	x	x	x	x	x							
Work is done during the months indicated above. Work involves cleaning with a mechanical beach cleaner, raking, dragging and leveling with tractor and attachments, erosion control, and sand replacement of beach areas. Erosion control is removed and sand is replaced to beach areas in May. Beaches are raked and leveled in May and October. Beaches are cleaned monthly June through September. Erosion control consisting of install silt fencing and seeding with annual ryegrass occurs in October.																	
RESOURCE REQUIREMENTS				WORK METHOD				CHECK POINTS									
Personnel		Quantity		<ol style="list-style-type: none"> 1. Prepare and Load Equipment. 2. Load materials in trucks. 3. Drive to park. 4. Unload and set up equipment. 5. Clean, rake and level sand. 6. Dump debris into drop box. 7. Blow off concrete surfaces. 8. Load equipment. 9. Drive to next park. 10. Clean equipment after use. 11. Document work. 									Wear Personal protection equipment when operating equipment. Wear dust mask when operating beach cleaner. Lubricate equipment prior to use. Be considerate of public when operating equipment.				
GM Specialist		0-4															
Crew Chief		0-1															
Equipment		Quantity															
Beach Cleaner		0-1															
1 Ton PU		0-1															
Trailer		0-1															
Hook Truck w/10yd. Box		0-1															
Tractor		0-1															
Rock Rake Attachment		0-1															
5 yd. Dump Truck		0-3															
1 Ton Flatbed		0-2															
Walk Behind Rototiller		0-1															
Loader		0-1															
Materials		Quantity		Quality - Results					When work is done, beach will be free of debris, level, smooth and restored to desired grade.								
Sand		90 yds.															
Grass Seed		200 lbs.															
FEATURE INVENTORY ITEM				EFFECTIVE				SUPERCEDES									
Value: 5 Unit: Acre				March 13, 2017				October 12, 2001									
AVG. DAILY PRODUCTION							APPROVAL										
Value: .5 Unit: Acre																	

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Recreation Facility Maint.	WORK ORDER CODE	858
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DESCRIPTION OF WORK

All work related to repair and maintenance of horseshoe pits, tennis court, volleyball courts, baseball backstops, bleachers, flagpoles, life guards stands, and swim floats. Work is done within County parks. Work is done to promote public safety, serviceability and appearance of recreational facilities.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
				X	X	X	X	X	X	X		

Work is done during the months outlined above. Work involves raking and filling and repair of horseshoe pits, net repair and replacement to tennis and volleyball courts, repair to backstops, repair and painting of bleachers, flag poles, flag replacement, and removal and installation of lifeguard stands and swim floats. Horseshoe pits are raked once weekly. May through September. Work may also be done as requested. Volleyball nets are set up in April or May and removed in October. Lifeguard stands are installed in May and removed in September. Flags are replaced once per year in May.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Personnel</u></td> <td style="width: 30%;"><u>Quantity</u></td> </tr> <tr> <td>GM worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Work Crew (osc)</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM worker	0-1	GM Crew Chief	0-1	Temp	0-2	GM Specialist	0-2	Work Crew (osc)	0-1	<ol style="list-style-type: none"> 1. Prepare equipment and load trucks. 2. Drive to worksite. 3. Unload materials and tools. 4. Performed assigned maintenance tasks. 5. Drive to next worksite. 6. Document work. 	<p>Wear personal protection equipment when operating power equipment.</p>
<u>Personnel</u>	<u>Quantity</u>													
GM worker	0-1													
GM Crew Chief	0-1													
Temp	0-2													
GM Specialist	0-2													
Work Crew (osc)	0-1													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Equipment</u></td> <td style="width: 30%;"><u>Quantity</u></td> </tr> <tr> <td>¾ ton Flatbed dump</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>1 ton 4x4 PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 ton Flatbed dump</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ ton Flatbed dump	0-2	1 ton 4x4 PU	0-1	1 ton Flatbed dump	0-1	<p><u>Quality - Results</u></p> <p>When work is done, recreational facilities will clean, safe and functional.</p>					
<u>Equipment</u>	<u>Quantity</u>													
¾ ton Flatbed dump	0-2													
1 ton 4x4 PU	0-1													
1 ton Flatbed dump	0-1													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Materials</u></td> <td style="width: 30%;"><u>Quantity</u></td> </tr> <tr> <td>Sand</td> <td style="text-align: center;">3 cu. Yd.</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Sand	3 cu. Yd.										
<u>Materials</u>	<u>Quantity</u>													
Sand	3 cu. Yd.													

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 56 Unit: Each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL						
Value: 10 Unit: Each	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; height: 20px;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM

Clark County

LA Consulting, Inc.

WORK ACTIVITY	LITTER COLLECTION	WORK ORDER CODE	861
DESCRIPTION OF WORK			
All work associated with the removal of litter from turf and grounds. Work is done within County Parks. Work is done to promote health, safety, appearance and to increase mowing productivity.			
PLANNING CRITERIA	JAN	FEB	MAR
	X	X	X
	X	X	X
	X	X	X
	X	X	X
	X	X	X
	X	X	X
	X	X	X
Litter is removed daily at all developed County parks, May through September, and twice weekly the rest of the year. Litter is removed daily at parks containing caretakers. Work may be done as requested.			
RESOURCE REQUIREMENTS		WORK METHOD	
<u>Personnel</u>	<u>Quantity</u>	<ol style="list-style-type: none"> 1. Prepare and load truck 2. Drive to park. 3. Pick up litter and debris. 4. Unload and clean truck after use. 5. Document work. 	Wear disposable or rubber gloves when performing work and carry litter bags away from to minimize contact with potentially infectious materials.
GM Worker	0-2		
Offender Status Crew	0-2		
Park Caretaker	0-10		
Maint. Assistant	<u>0-6</u>		
	1-3		
<u>Equipment</u>	<u>Quantity</u>		
3/4 Ton PU	0-1		
3/4 Ton Flatbed	0-2		
<u>Materials</u>	<u>Quantity</u>		
Litter Bags	20 bags		
Garbage Can Liners	20 bags		
Disposable Gloves	1 box		
FEATURE INVENTORY ITEM		EFFECTIVE	SUPERCEDES
227 Acres		March 29, 2017	August 20, 2001
AVG. DAILY PRODUCTION		APPROVAL	
40 - 100 Acres			

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Garbage Cans and Dumpsters	WORK ORDER CODE	862
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DESCRIPTION OF WORK

All work associated scheduled maintenance, placement, removal and repair of garbage cans and dumpsters. Work is done within County Parks. Work is done promote public health and safety, appearance of grounds and to reduce litter removal.

PLANNING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CRITERIA	X	X	X	X	X	X	X	X	X	X	X	X

Work is performed throughout the year. Work involves emptying and cleaning garbage receptacles, placement and removal, as well as repair and painting of receptacles. Garbage cans are emptied weekly May through September and weekly the remainder of the year. Garbage dumpsters are set out for garbage pickup once weekly April through October and as needed the remainder of the year. Garbage cans and dumpsters are picked up in November and cleaned, repaired and painted once per year, November through March.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS												
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;"><u>Personnel</u></th> <th style="width: 30%;"><u>Quantity</u></th> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: center;">0-14</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-4</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temp.</td> <td style="text-align: center;">0-6</td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Park Caretaker	0-14	GM Specialist	0-4	GM Worker	0-1	Temp.	0-6	GM Crew Chief	0-2	<ol style="list-style-type: none"> 1. Prepare vehicle and load supplies. 2. Drive to Park. 3. Pull out garbage can liners and load into vehicle or dumpster. 4. Replace garbage can liners 5. Clean exterior of garbage cans 6. Check garbage dumpsters and replace w/empty dumpster if full. 7. Move garbage dumpsters to designated pickup site on scheduled dump day. 8. Proceed to next park. 9. Document Work. 	<p>Wear disposable or rubber gloves when performing work.</p> <p>Carry garbage bags away from body to minimize contact with potentially infectious materials.</p> <p>Removal of heavy garbage liners require two employees to reduce risk of back injury and contact with body.</p> <p>Clean area surrounding cans or dumpsters of litter and debris.</p> <p>Keep dumpster storage area free of litter and debris.</p> <p>Report damaged cans or dumpsters to supervisor.</p>
<u>Personnel</u>	<u>Quantity</u>													
Park Caretaker	0-14													
GM Specialist	0-4													
GM Worker	0-1													
Temp.	0-6													
GM Crew Chief	0-2													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;"><u>Equipment</u></th> <th style="width: 30%;"><u>Quantity</u></th> </tr> <tr> <td>¼ T Flatbed</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>¾ T Pickup</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¼ T Flatbed	0-2	¾ T Pickup	0-2	Hook Truck	0-1		<p><u>Quality - Results</u></p> <p>When work is done, garbage containers will be empty, clean and servicable.</p>				
<u>Equipment</u>	<u>Quantity</u>													
¼ T Flatbed	0-2													
¾ T Pickup	0-2													
Hook Truck	0-1													
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 70%;"><u>Materials</u></th> <th style="width: 30%;"><u>Quantity</u></th> </tr> <tr> <td>Garbage Can Liners</td> <td style="text-align: center;">86</td> </tr> <tr> <td>Paint</td> <td style="text-align: center;">2 gal.</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Garbage Can Liners	86	Paint	2 gal.								
<u>Materials</u>	<u>Quantity</u>													
Garbage Can Liners	86													
Paint	2 gal.													

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 80 Unit: Each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL						
Value: 34 Unit: Each	<table style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	JANITORIAL SERVICE- RESTROOMS	WORK ORDER CODE	863
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DESCRIPTION OF WORK

All work associated with cleaning and stocking restrooms in County parks. Work is done to promote health, safety and serviceability of restrooms for public use.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done daily April through October to all restrooms, some are open year-round. Work is performed by Park Caretakers where applicable and by full time and temporary personnel.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
<p>Personnel Quantity</p> <p>Park Caretaker 0-10</p> <p>GM Specialist 0-3</p> <p>GM Worker 0-1</p> <p>Temp 0-4</p>	<ol style="list-style-type: none"> 1. Prepare vehicle and load supplies. 2. Drive to park. 3. Check restroom storeroom for supplies. 4. Stock supplies as needed. 5. Pick up litter from restroom. 6. Empty sanitary napkin holders. 7. Sweep floors. 8. Clean floors with disinfectant cleaner. 9. Spot clean walls, doors, partitions. 10. Clean sinks, toilets, sanitary napkin holders with disinfectant cleaner. 11. Empty trash cans, install liners. 12. Restock toilet paper and paper towel and soap dispensers. 13. Wipe dry sink, toilet seats and sanitary napkin holders. 14. Dry floors with squeegee. 15. Clean debris from drainage screens and gutters. 16. Put tools and supplies back in storeroom. 17. Proceed to next job site. 18. Document work. 	<p>Wear disposable gloves when performing work.</p> <p>Carry garbage bags away from body to minimize contact with potentially infectious materials.</p>
<p>Equipment Quantity</p> <p>¾ ton pickup 0-2</p> <p>¾ ton flatbed dump 0-2</p> <p>garden hose 1</p> <p>mop/bucket 1</p> <p>broom/dust pan 1</p> <p>spray bottle/proportioner 1</p> <p>sponges/bowl swab 1</p>		
<p>Materials Quantity</p> <p>Toilet paper 1 case</p> <p>Garbage can liner 1 case</p> <p>Sanitary napkin holders 1 case</p> <p>Hand soap 1 case</p> <p>Cleaner/disinfectant 1 gal.</p> <p>Disposable gloves 1 box</p> <p>Vandalism remover 1 can</p>		<p>Quality - Results</p> <p>When work is done, the restroom will be clean, odor free with receptacles lined and dispensers stocked.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 22 Unit: Restrooms	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 8-16 Unit: Restrooms	<table style="width: 100%; height: 40px; border: none;"> <tr> <td style="width: 25%; border: none;"></td> <td style="width: 25%; border: none;"></td> <td style="width: 25%; border: none;"></td> <td style="width: 25%; border: none;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	JANITORIAL SERVICE - RESTROOMS	WORK ORDER CODE	863
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DESCRIPTION OF WORK

All work associated with cleaning and stocking of restrooms in County Parks. Work is done to promote health, safety and serviceability of restroom for public use.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done daily April through October to all restrooms, some are open year-round. Work is performed by Park Caretakers where applicable and by fill time and temporary personnel.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Personnel</u></th> <th style="width: 10%;"><u>Quantity</u></th> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: center;">0-10</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-3</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;"><u>0-4</u> 1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Park Caretaker	0-10	GM Specialist	0-3	GM Worker	0-1	Temp	<u>0-4</u> 1	<ol style="list-style-type: none"> 1. Prepare vehicle and load supplies. 2. Drive to park. 3. Check restroom storeroom for supplies. 4. Stock supplies as needed. 5. Pick up litter from restroom. 6. Empty Sanitary Napkin Holders 7. Sweep floors 8. Clean floors with Disinfectant Cleaner 9. Spot clean walls, doors, partitions. 10. Clean sinks, toilets, sanitary napkin holders with disinfectant cleaner. 11. Empty trash cans, install liners. 12. Restock toilet paper and paper towel dispensers, restock Soap Dispenser. 13. Wipe dry sink, toilet seats and sanitary napkin holders. 14. Dry floors with Squeegee. 15. Clean debris from drainage screens and gutters. 16. Put tools and supplies back in storeroom. 17. Proceed to next job site. 18. Document work. 	<p>Wear disposable or rubber gloves when performing work.</p> <p>Carry garbage bags away from body to minimize contact with potentially infectious materials.</p>										
<u>Personnel</u>	<u>Quantity</u>																					
Park Caretaker	0-10																					
GM Specialist	0-3																					
GM Worker	0-1																					
Temp	<u>0-4</u> 1																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Equipment</u></th> <th style="width: 10%;"><u>Quantity</u></th> </tr> <tr> <td>3/4 Ton PU</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>¾ Ton Flatbed</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Dump</td> <td></td> </tr> <tr> <td>Garden hose</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Mop/bucket</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Broom/dust pan</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Spray</td> <td></td> </tr> <tr> <td>Bottle/proportioner</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Sponges/bowl swab</td> <td style="text-align: center;">1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	3/4 Ton PU	0-2	¾ Ton Flatbed	0-2	Dump		Garden hose	1	Mop/bucket	1	Broom/dust pan	1	Spray		Bottle/proportioner	1	Sponges/bowl swab	1		<p><u>Quality - Results</u> When work is done, the restroom will be clean, odor free with receptacles lined and dispensers stocked.</p>
<u>Equipment</u>	<u>Quantity</u>																					
3/4 Ton PU	0-2																					
¾ Ton Flatbed	0-2																					
Dump																						
Garden hose	1																					
Mop/bucket	1																					
Broom/dust pan	1																					
Spray																						
Bottle/proportioner	1																					
Sponges/bowl swab	1																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;"><u>Materials</u></th> <th style="width: 10%;"><u>Quantity</u></th> </tr> <tr> <td>Toilet paper</td> <td style="text-align: center;">1 case</td> </tr> <tr> <td>Garbage can liner</td> <td style="text-align: center;">1 case</td> </tr> <tr> <td>Sanitary napkin liners</td> <td style="text-align: center;">1 case</td> </tr> <tr> <td>Hand soap</td> <td style="text-align: center;">1 case</td> </tr> <tr> <td>Cleaner / disinfectant</td> <td style="text-align: center;">1 gal.</td> </tr> <tr> <td>Disposable Gloves</td> <td style="text-align: center;">1 box</td> </tr> <tr> <td>Vandalism remover</td> <td style="text-align: center;">1 can</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Toilet paper	1 case	Garbage can liner	1 case	Sanitary napkin liners	1 case	Hand soap	1 case	Cleaner / disinfectant	1 gal.	Disposable Gloves	1 box	Vandalism remover	1 can						
<u>Materials</u>	<u>Quantity</u>																					
Toilet paper	1 case																					
Garbage can liner	1 case																					
Sanitary napkin liners	1 case																					
Hand soap	1 case																					
Cleaner / disinfectant	1 gal.																					
Disposable Gloves	1 box																					
Vandalism remover	1 can																					

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
22 Restrooms	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
8 – 16 Restrooms					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	JANITORIAL PICNIC SHELTERS					WORK ORDER CODE	864					
DESCRIPTION OF WORK												
All work associated with cleaning picnic shelters in County Parks, such as sweeping and blowing floor, pressure washing, litter collection, cleaning sinks and stove, and tables. Work is done to promote health, safety, serviceability and appearance of picnic shelters.												
PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X
Work is performed daily as scheduled. Typically performed first thing in the morning.												
RESOURCE REQUIREMENTS			WORK METHOD					CHECK POINTS				
<u>Personnel</u>		<u>Quantity</u>		<ol style="list-style-type: none"> 1. Prepare vehicle and drive to first site. 2. Pick up large items of trash. 3. Blow shelter area. 4. Check and clean stove. 5. Clean sink and countertops if needed. 6. Clean tables and benches. 7. Load trash bags and equipment into truck. 8. Document work. 9. Move to next site. 					<ul style="list-style-type: none"> - Wear ear and eye protection; wear disposable glove. - Watch for pedestrian traffic; avoid as necessary. 			
GM Worker		0-1										
GM Spec.	0-1											
Temp		<u>0-1</u>	1									
<u>Equipment</u>		<u>Quantity</u>							<u>Quality - Results</u> When completed, picnic areas are cleaned and presentable.			
3/4 Ton PU		0-1										
3/4 Ton Flatbed		0-1										
Blower Water hose												
<u>Materials</u>		<u>Quantity</u>										
FEATURE INVENTORY ITEM			EFFECTIVE					SUPERCEDES				
29 Each			March 29, 2017					August 20, 2001				
AVG. DAILY PRODUCTION						APPROVAL						
12 – 24 Each												

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	CLEANING ROOFS AND GUTTERS	WORK ORDER CODE	865
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DESCRIPTION OF WORK

All work associated with the cleaning roofs and gutters of buildings. Work is done in County Parks. Work is done to promote aesthetics and life and function of roofs and gutters.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Activity is performed in response to service request or as a result of annual periodic inspections for preventative maintenance of all park buildings. Work is done year around but frequencies increase in fall and winter months.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Personnel</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-3</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">0-3</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Worker	0-1	GM Specialist	0-3	Temp	0-3	<ol style="list-style-type: none"> 1. Prepare vehicle and load equipment. 2. Drive to worksite. 3. Unload equipment. 4. Access roof and attach safety rope to body harness and roof anchor point. 5. Clean all debris off roof using a blower, broom, or pressure washer. 6. Clean debris from gutters and downspouts. 7. Clean up debris and load into back of vehicle. 8. Load equipment and drive to next worksite. 9. Document work. 	<p>Follow WISHA fall protection regulations when accessing roofs. Wear personal protective equipment such as eye and ear protection when operating power equipment. Do not clean roof when public is nearby.</p>			
<u>Personnel</u>	<u>Quantity</u>												
GM Worker	0-1												
GM Specialist	0-3												
Temp	0-3												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Equipment</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>¼ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton Flatbed</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Back pack blower</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Pressure washer</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Air Compressor</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¼ Ton PU	0-1	1 Ton Flatbed	0-1	Back pack blower	0-2	Pressure washer	0-2	Air Compressor	0-1	<p><u>Quality - Results</u></p> <p>When work is done, roofs and gutters will be free of debris and properly functioning.</p>
<u>Equipment</u>	<u>Quantity</u>												
¼ Ton PU	0-1												
1 Ton Flatbed	0-1												
Back pack blower	0-2												
Pressure washer	0-2												
Air Compressor	0-1												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Materials</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>											
<u>Materials</u>	<u>Quantity</u>												

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 76,754 Unit: Square Feet	March 29, 2017	10/12/01

AVG. DAILY PRODUCTION	APPROVAL				
Value: 2500 to 7500 Unit: Square Feet	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	VANDALISM CLEANUP	WORK ORDER CODE	866
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DESCRIPTION OF WORK

All work associated with cleanup of vandalized County property and removal of graffiti. Work is done to County parks and campus business sites. Work is done to promote public safety and to maintain an aesthetically pleasing environment. When actual repair or maintenance of vandalized property is performed, it should be charged to the appropriate activity codes.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

As needed when observed by maintenance staff or service request.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Personnel</u></td> <td style="width: 30%;"><u>Quantity</u></td> </tr> <tr> <td>GM Spec.</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temp.</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Veg. Cont. Spec.</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Work Crew (osc)</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Spec.	0-1	Temp.	0-1	Veg. Cont. Spec.	0-1	Park Caretaker	0-1	Work Crew (osc)	0-1	GM Crew Chief	0-1	<ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and supplies. 2. Drive to worksite. 3. Method of cleanup will vary depending on what is found. 4. Make area safe for the public by cleaning up any destruction or debris (barricading of area may be required). 5. Remove graffiti or paint over. 6. Move to next location and repeat steps as necessary. 7. Fill out incident report. 8. Schedule repair or replacement. 9. Document work. 	<p>Wear personal protection equipment when operating power equipment and performing cleanup. Make sure cleanup area is properly ventilated when using chemical cleaners.</p>
<u>Personnel</u>	<u>Quantity</u>															
GM Spec.	0-1															
Temp.	0-1															
Veg. Cont. Spec.	0-1															
Park Caretaker	0-1															
Work Crew (osc)	0-1															
GM Crew Chief	0-1															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Equipment</u></td> <td style="width: 30%;"><u>Quantity</u></td> </tr> <tr> <td>¼ Ton FB Dump</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>¼ Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Pressure washer</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Belt Sander</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Water Tank</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¼ Ton FB Dump	0-1	¼ Ton PU	0-1	Pressure washer	0-1	Belt Sander	0-1	Water Tank	0-1	<p><u>Quality - Results</u></p> <p>When work is done, area is clean and safe for public use.</p>			
<u>Equipment</u>	<u>Quantity</u>															
¼ Ton FB Dump	0-1															
¼ Ton PU	0-1															
Pressure washer	0-1															
Belt Sander	0-1															
Water Tank	0-1															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><u>Materials</u></td> <td style="width: 30%;"><u>Quantity</u></td> </tr> <tr> <td>Vandalism Remover</td> <td style="text-align: center;">2 cans</td> </tr> <tr> <td>Cleanup rags</td> <td style="text-align: center;">12 ea.</td> </tr> <tr> <td>Paint</td> <td style="text-align: center;">1-2 gal.</td> </tr> <tr> <td>Barricades</td> <td style="text-align: center;">1-6</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Vandalism Remover	2 cans	Cleanup rags	12 ea.	Paint	1-2 gal.	Barricades	1-6						
<u>Materials</u>	<u>Quantity</u>															
Vandalism Remover	2 cans															
Cleanup rags	12 ea.															
Paint	1-2 gal.															
Barricades	1-6															

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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Value: 1 Unit: Year	March 29, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL
Value: 2-5 Occurrence Unit: Occurrence	

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	PAVEMENT MAINTENANCE	WORK ORDER CODE	871
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DESCRIPTION OF WORK

All work associated with cleaning and repair of hard surface areas. Work is done to walkways, parking lots and concrete surfaces with back pack and tractor mounted blowers, and mechanical sweepers in County parks and business campus locations. Work also includes pressure washing walks and paths. Work is done to promote public safety and appearance of hard surfaces.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			X	X	X	X	X	X	X	X	X	

Work is done during the months as outlined above, typically walks are cleaned weekly May through September and twice monthly March, April, October and November. Parking lots are cleaned monthly April through November.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Personnel</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Offender Staff (osc)</td> <td style="text-align: center;">1-3</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">1-3</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Specialist	0-2	GM Worker	0-1	GM Crew Chief	0-1	Offender Staff (osc)	1-3	Temp	1-3	<ol style="list-style-type: none"> 1. Prepare and load equipment. 2. Drive to worksite. 3. Unload equipment. 4. Blow ,sweep or pressure wash hard surfaces. 5. Load Equipment. 6. Travel to next worksite. 7. Unload and clean equipment after use. 8. Document work. 	<p>Wear safety equipment such as ear and eye protection.</p> <p>Bring fuel for equipment.</p> <p>Exercise caution when public is present.</p>					
<u>Personnel</u>	<u>Quantity</u>																		
GM Specialist	0-2																		
GM Worker	0-1																		
GM Crew Chief	0-1																		
Offender Staff (osc)	1-3																		
Temp	1-3																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Equipment</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>Mechanical Broom</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Tractor w/blower attachment</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Hook Truck w/flatbed</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton Flatbed</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Trailer</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Backpack blower</td> <td style="text-align: center;">0-6</td> </tr> <tr> <td>Pressure Washer</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Water Tank</td> <td style="text-align: center;">0-2</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Mechanical Broom	0-1	Tractor w/blower attachment	0-1	Hook Truck w/flatbed	0-1	1 Ton Flatbed	0-1	Trailer	0-1	Backpack blower	0-6	Pressure Washer	0-2	Water Tank	0-2	<p><u>Quality - Results</u></p> <p>When work is done hard surfaces will be clean and free of debris.</p>
<u>Equipment</u>	<u>Quantity</u>																		
Mechanical Broom	0-1																		
Tractor w/blower attachment	0-1																		
Hook Truck w/flatbed	0-1																		
1 Ton Flatbed	0-1																		
Trailer	0-1																		
Backpack blower	0-6																		
Pressure Washer	0-2																		
Water Tank	0-2																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Materials</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>																	
<u>Materials</u>	<u>Quantity</u>																		

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 26 Unit: Acres	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 2 Unit: Acres					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Graveled Surface Maintenance	WORK ORDER CODE	872																
DESCRIPTION OF WORK																			
All work associated with the maintenance and repair of graveled surfaces including trails, roads and parking lots. Work is done within County parks and business campus locations.																			
PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC							
				X	X	X	X	X	X	X									
Work is done during the months indicated above. Work involves raking or repair of graveled surfaces manually or with tractor and attachment. Work may also involve resurfacing. Graveled surfaces are raked once monthly. Work may also be done as requested.																			
RESOURCE REQUIREMENTS																			
Personnel		Quantity		WORK METHOD				CHECK POINTS											
GM Spec.		0-2		<ol style="list-style-type: none"> 1. Prepare and load equipment. 2. Load materials into trucks 3. Drive to work site. 4. Unload equipment 5. Assess and coordinate work to be done. 6. Perform maintenance operation of raking, repair, or resurfacing gravel surfaces. 7. Load gravel into trucks, and dump where necessary. 8. Manually or mechanically Rake gravel out evenly over the surface of the work area. 9. Clean up work site 10. Load equipment onto trucks 11. Proceed to the next job site 12. Clean equipment after use 13. Document work 				<ol style="list-style-type: none"> 1. Fill out rock reports when procuring gravel from County stockpile. 											
Offender Crew (osc)		0-1																	
GM Crew		0-2																	
Equipment		Quantity																	
1 Ton Flatbed		0-2																	
tractor w/attachment		0-2																	
Hook Truck		0-2																	
5yd Dump Truck		0-3																	
Loader		0-1																	
Materials		Quantity														Quality - Results When work is complete, graveled areas will be uniformly covered and smooth, free of ruts, ridges and potholes.			
Gravel		0-30 yds.																	
FEATURE INVENTORY ITEM												EFFECTIVE				SUPERCEDES			
Value: 33		Unit: Acre										March 29, 2017				October 12, 2001			
AVG. DAILY PRODUCTION						APPROVAL													
Value: .5		Unit: Acre																	

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County
 LA Consulting, Inc.

WORK ACTIVITY	SNOW & ICE REMOVAL	WORK ORDER CODE	874
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DESCRIPTION OF WORK

The following work activity involves all aspects of snow and ice removal; in particular with the Campus Grounds Maintenance Program. This work activity is predominately related to extreme weather conditions and involves a three step process for conducting snow and ice removal. The three step process in this work activity are as follows; preventative snow & ice chemical application (Step #1), storm snow & ice removal (Step #2), and post storm snow & ice recover (Step #3). Work is conducted to reduce slips, trips, and fall hazards to county employees and all public that accesses Clark County buildings within the Campus Grounds Program.

PLANNING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CRITERIA	X	X	X							X	X	X

Work is conducted in the months that are indicated above. In most cases, Step #1 is the only step conducted in this work activity; occurring one day prior to the expectation of icy and/or snowy conditions. This work activity rarely goes through the entire three step process; it occurs only when there are extreme weather conditions from the presence of a major winter storm. In events where the full three step process is executed; the snow and ice call out list is exercised and the full parks staff and assets are directed to the Campus grounds.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><u>Personnel</u></td> <td style="width: 10%;"><u>Quantity</u></td> </tr> <tr> <td>Step # 1 (Only)</td> <td>(2 Total)</td> </tr> <tr> <td>Veg. Cont. Spec.</td> <td>0-2</td> </tr> <tr> <td>GM Spec.</td> <td>0-2</td> </tr> <tr> <td>GM Worker</td> <td>0-2</td> </tr> <tr> <td>GM Crew Chief</td> <td>0-2</td> </tr> <tr> <td>Step #2 & #3</td> <td>(full staff)</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Step # 1 (Only)	(2 Total)	Veg. Cont. Spec.	0-2	GM Spec.	0-2	GM Worker	0-2	GM Crew Chief	0-2	Step #2 & #3	(full staff)	<p>Snow & Ice Removal: Step #1 – Prevent Snow & Ice C.A.</p> <ol style="list-style-type: none"> 1. Load preloaded BP Sprayers with Chemical onto truck. 2. Movement to Campus Grounds Sites. 3. Application of De-Ice to all entries and sidewalks; 24 hours prior to expected event. 4. Movement Back To M&O, and reload all sprayers for next expected event. 5. (If Needed) In expectation of a major winter storm, preload two (4x4) chained trucks with snow shovels, ice melt and zimmerlite. Be sure that JD Tractor ice remover is operational. <p>Step # 2 – Snow & Ice Removal</p> <ol style="list-style-type: none"> 1. Execute Call Out List, Call Out Personnel conduct final preparation and initial movement to Campus Grounds. 2. At 7:00 am, all parks staff moves to Campus Sites for Snow & Ice Removal until entryways and walkways are sufficiently cleared. OSC Crews will be used provided they are operating on the day of the event. 3. Movement back to M&O, reload trucks in preparation for next major winter storm. 4. There is a prepositioned stock of ice melt and zimmerlite located in the storage box at the CH Campus. <p>Step #3 – Post Storm Snow/Ice Recover</p> <ol style="list-style-type: none"> 1. Clean up and maintenance all personal equipment and prepare all vehicles for next snow & ice event. 2. Conduct a visual of campus buildings and document any cleanup/renovation that needs to occur due to landscape damage. 3. Conduct any damage repairs – As necessary. 	<p>Wear all Personal Protective Equipment when conducting Snow & Ice activities.</p> <p>Wear several layers of loose fitting, light weight warm clothing rather than one heavy layer of clothing.</p> <p>Wear Snow & Ice Boo Chains when conducting Snow and Ice Removal activities.</p> <p>Avoid conducting damage to turf, landscape, curbing and building when conducting snow and ice; chemical application and removal.</p> <p>Be sure to dress appropriately to avoid frost bite and/or hypothermia.</p>		
<u>Personnel</u>	<u>Quantity</u>																	
Step # 1 (Only)	(2 Total)																	
Veg. Cont. Spec.	0-2																	
GM Spec.	0-2																	
GM Worker	0-2																	
GM Crew Chief	0-2																	
Step #2 & #3	(full staff)																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><u>Equipment</u></td> <td style="width: 10%;"><u>Quantity</u></td> </tr> <tr> <td>Step #1 (Only)</td> <td></td> </tr> <tr> <td>¾ Ton PU</td> <td>1</td> </tr> <tr> <td>Step #3 & #3</td> <td></td> </tr> <tr> <td>¾ Ton PU</td> <td></td> </tr> <tr> <td>¾ Ton PU (4x4)</td> <td>2</td> </tr> <tr> <td>1 Ton PU (4x4)</td> <td>1</td> </tr> <tr> <td>JD Lawn Tractor w/SP</td> <td>1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	Step #1 (Only)		¾ Ton PU	1	Step #3 & #3		¾ Ton PU		¾ Ton PU (4x4)	2	1 Ton PU (4x4)	1	JD Lawn Tractor w/SP	1		
<u>Equipment</u>	<u>Quantity</u>																	
Step #1 (Only)																		
¾ Ton PU	1																	
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JD Lawn Tractor w/SP	1																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><u>Materials</u></td> <td style="width: 10%;"><u>Quantity</u></td> </tr> <tr> <td>Step #1 (Only)</td> <td></td> </tr> <tr> <td>De-Ice</td> <td>0-20 gal</td> </tr> <tr> <td>Step #2 & Step #3</td> <td></td> </tr> <tr> <td>Snow & Ice Melt</td> <td>0-200 lbs</td> </tr> <tr> <td>Zimmerlite</td> <td>0-200 lbs</td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>	Step #1 (Only)		De-Ice	0-20 gal	Step #2 & Step #3		Snow & Ice Melt	0-200 lbs	Zimmerlite	0-200 lbs		<p><u>Quality - Results</u></p> <p>Final Outcome: Create an environment where all entryways, walkways and parking lots are safe for county employees and the public to enter/exit from Clark County building to/from their desired mode of transportation.</p>				
<u>Materials</u>	<u>Quantity</u>																	
Step #1 (Only)																		
De-Ice	0-20 gal																	
Step #2 & Step #3																		
Snow & Ice Melt	0-200 lbs																	
Zimmerlite	0-200 lbs																	

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
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130,000 SQ FT Campus Only-not Prkg lots	March 29, 2017	October 12, 2001
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AVG. DAILY PRODUCTION	APPROVAL				
10.000 SQ FT	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Fence, Bollard, & Gate Repairs	WORK ORDER CODE	881
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DESCRIPTION OF WORK

All work associated with the repair and maintenance of wood, barbed wire, and woven wire fences. Work is also associated with the repair and maintenance of wood or steel bollards, and steel frame park gates. All Work is done within County parks. Work is done to maintain pedestrian control, proper function, and structural appearance.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			X	X	X	X	X	X	X	X	X	

Work is typically done during the months outlined above. Work involves cleaning, repair, painting, and routine inspections of park fences, bollards, and gates. Work may also be done on a request basis. Inspection occurs once per month, painted gates and fences are cleaned/painted once per year.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>Gm Specialist 0-3</p> <p>Gm Worker 0-1</p> <p>GM Crew Chief 0-1</p> <p>Work Crew (DNR) 0-1</p> <p>Temp 0-2</p> <hr/> <p><u>Equipment</u> <u>Quantity</u></p> <p>¾ Ton Flatbed Truck 0-2</p> <p>1 Ton Flatbed Truck 0-1</p> <p>1 Ton 4x4 PU 0-1</p> <p>Pressure Washer 0-2</p> <p>700 gal. Water Tank w/trailer 0-1</p> <p>150 gal. Water Tank 0-1</p> <hr/> <p><u>Materials</u> <u>Quantity</u></p> <p>Paint 0-2 gal.</p> <p>Fencing materials n/a.</p> <p>Misc. hardware n/a</p>	<p><u>CLEANING</u></p> <ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and materials. 2. Drive to work site. 3. Unload equipment and materials. 4. Remove litter, debris, and staples. 5. Pressure wash gates. 6. Load equipment into truck. 7. Proceed to next work site. 8. Document work. <p><u>REPAIRS</u></p> <ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and materials. 2. Drive to worksite. 3. Unload and setup tools and materials. 4. Repair or replace damaged or missing fence, gates or bollards. 5. Load equipment into truck and proceed to next work location. 6. Clean tools and equipment after use. 7. Document work. <p><u>PAINTING</u></p> <ol style="list-style-type: none"> 1. Prepare vehicle and load equipment and materials. 2. Drive to work site. 3. Unload and set up equipment and paint supplies. 4. Prepare surfaces and cover surrounding area with drop cloth. 5. Paint surfaces. 6. Clean up work site and post wet paint sign. 7. Proceed to next work site. 8. Clean tools and equipment after use. 9. Document work. 	<p>Wear protective personal clothing when operating power equipment. Follow product label directions when applying paint. Remove wet paint signs after surfaces have dried.</p> <hr/> <p><u>Quality - Results</u></p> <p>When work is done, posts, bollards and gates will be clean, safe to use, and functional.</p>
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FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 12,132 Unit: Each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION,	APPROVAL				
Value: 15 Unit: Each	<table style="width: 100%; height: 20px; border: none;"> <tr> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Fence, bollard and gate installation	WORK ORDER CODE	882
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DESCRIPTION OF WORK

All work is associated with the installation fence, bollards and gates. Work is done within County Parks. Work is done to promote public safety and to protect property and facilities

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months outlined above. Work involves the installation of wood, woven and barb wire fences, bollards, posts, bumper stops. Work also includes the installation of steel-framed gates. Work may also be done on a request basis.

RESOURCE REQUEMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Specialist 0-3</p> <p>Crew Chief 0-2</p> <p>Work Crew (DNR) 0-1</p>	<p>INSTALLATION</p> <p>1.Prepare vehicle and load necessary equipment and materials.</p> <p>2.Drive to site.</p> <p>3.Unload and setup equipment.</p> <p>4.Auger holes for posts or gates.</p> <p>5.Set and level posts or bollards.</p> <p>6. Pour concrete (if required and allow one day to cure).</p> <p>7.set gates on gate posts or attach fence material.</p> <p>8.Load equipment into trucks and proceed to next location.</p> <p>9.Clean tools and equipment after use.</p> <p>10.Document work.</p>	<p>Wear protective personal clothing and exercise caution when operating power wood cutting equipment.</p> <p>Refer to owners/operation manuals for proper procedures and safe operation of power equipment.</p> <p>Barricade work site to eliminate any potential hazards.</p> <p>Avoid turf damage, drive on approved pathways.</p> <p>Call for utility locates 48 hrs. before excavation.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>1 Ton Flatbed Truck 0-1</p> <p>1 Ton 4X4 PU 0-1</p> <p>Hook Truck w/ 10 yd Box 0-1</p> <p>Flatbed 0-1</p> <p>Tandem axle trailer 0-1</p> <p>Skid steer loader w/ auger 0-1</p> <p>Concrete mixer 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Gates</p> <p>Bollards</p> <p>Fencing materials</p> <p>Concrete</p> <p>Misc hardware</p>		<p><u>Quality - Results</u></p> <p>When work is done, fences, bollards, and gates will be properly installed according to design specification, safe to use, functional, and aesthetically pleasing.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: n/a Unit: Each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL								
Value: 12 Unit: EACH	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Sign maintenance and installation	WORK ORDER CODE	883
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DESCRIPTION OF WORK

All work is associated with the installation and maintenance of signs. Work is done within County Parks. Work is done to inform park user of rules, regulations, safety concerns and information.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months outlined above. Work involves the maintenance and installation of signs, sign posts and frames. Work may also be done on a request basis. Signs, frames and posts are cleaned and painted once yearly during summer months of July through September.

RESOURCE REQEMENTS	WORK METHOD	CHECK POINTS
<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Crew Chief 0-2</p> <p>GM Specialist 0-3</p> <p>GM Worker 0-1</p> <p>Temp 0-4</p>	<p>INSTALLATION</p> <ol style="list-style-type: none"> 1. Prepare vehicle and load necessary equipment and materials. 2. Drive to site. 3. Unload and setup equipment. 4. Dig holes for sign posts. 5. Set and level posts. 6. Pour concrete (if required). 7. Attach sign. 8. Load equipment into trucks and proceed to next location. 9. Clean tools and equipment after use. 10. Document work. <p>CLEANING/MAINTENANCE</p> <ol style="list-style-type: none"> 1. Prepare vehicle and load necessary equipment and supplies. 2. Drive to work site. 3. Unload and setup equipment. 4. Remove staples, tacks, nails from sign and posts. 5. Clean, repair or replace signs, posts or frames as necessary. 6. Load equipment into trucks and proceed to next work location. 7. Clean tools and equipment after use. 8. Document work. 	<p>Wear protective personal clothing and exercise caution when operating power wood cutting equipment.</p> <p>Refer to owners/operation manuals for proper procedures and safe operation of power equipment.</p> <p>Barricade work site to eliminate any potential hazards.</p> <p>Avoid turf damage, drive on approved pathways.</p> <p>Call for utility locates 48 hrs. before excavation.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>1 Ton Flatbed Truck 0-1</p> <p>1 Ton 4X4 PU 0-1</p> <p>Pressure washer 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Gates, bollards, posts, Fencing, etc. as needed n/a</p> <p>Concrete (90 lb. bags) 0-27</p> <p>Misc. Hardware n/a</p>		
<u>Quality - Results</u>		<p>When work is done, signs will be installed to design and location specification, clean and legible.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 665 Unit: Each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 12 Unit: EACH	<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Lock Installation & Replacement	WORK ORDER CODE	884
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DESCRIPTION OF WORK

All work is associated with the installation of new locks, lock replacement, and routine lock maintenance. Work is done within county parks and facilities to maintain or improve pedestrian control, park property security, and public safety. Work may also be done on a request basis.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months outlined above. Work involves the installation of locks on new parks structures and facilities. Work also involves the replacement of missing or damaged locks, and the routine inspection, inventory, and lubrication of locks as a routine maintenance practice. Locks are replaced as needed or requested. Inventory and lubrication of locks occurs in December and January.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Personnel</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>GM Supervisor</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Temporary Worker</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: center;">0-13</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Specialist	0-2	GM Worker	0-1	GM Crew Chief	0-1	GM Supervisor	0-1	Temporary Worker	0-1	Park Caretaker	0-13	<ol style="list-style-type: none"> 1. Prepare vehicle and load materials 2. Drive to work site. 3. Install, replace, or provide necessary maintenance. 4. Drive to next work site. 5. Document work 	<p>Report quantity of locks and hardware needed for each project to the immediate supervisor.</p> <p><u>Quality - Results</u> When work is done, Locks will be properly installed and in good working condition.</p>
<u>Personnel</u>	<u>Quantity</u>															
GM Specialist	0-2															
GM Worker	0-1															
GM Crew Chief	0-1															
GM Supervisor	0-1															
Temporary Worker	0-1															
Park Caretaker	0-13															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Equipment</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>¾ Ton Pickup</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton Flat bed Truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 Ton 4x4 Pickup</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ Ton Pickup	0-1	1 Ton Flat bed Truck	0-1	1 Ton 4x4 Pickup	0-1								
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<u>Materials</u>	<u>Quantity</u>															
Locks	N/A															
Misc. Hardware	N/A															
Lubricants	N/A															

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 370 Unit: Each	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: N/A Unit: Each	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Security and Surveillance	WORK ORDER CODE	891
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DESCRIPTION OF WORK

All work associated with opening and closing gates, park patrol and surveillance. Work may also include customer contact while enforcing park regulations and providing customer assistance for reservations, directions, emergencies, etc.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X	X	X	X	X	X	X

Work is done during the months outlined above. Primarily Park Caretakers on seasonally scheduled basis do the work. Work may also be done on request.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Personnel</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: center;">0-13</td> </tr> </table>	<u>Personnel</u>	<u>Quantity</u>	Park Caretaker	0-13	<ol style="list-style-type: none"> 1. Prepare vehicle if required. 2. Park entrance gates are opened at 7:00AM and Closed at Dusk. 3. Check buildings, walks and facilities for security, safety and serviceability as outlined by schedule. 4. Patrol park as scheduled. 	<p>Unscheduled work is authorized when contacted by and requested by park patrons, in cases of emergencies and in cases of urgency as outlined by the Unscheduled Work Policy. Unscheduled work must be recorded on the Unscheduled Work Log.</p>
<u>Personnel</u>	<u>Quantity</u>					
Park Caretaker	0-13					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Equipment</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td>¾ Ton Pickup</td> <td style="text-align: center;">0-1</td> </tr> </table>	<u>Equipment</u>	<u>Quantity</u>	¾ Ton Pickup	0-1	<p>Quality – Results When work is done parks shall be secure, safe and serviceable.</p>	
<u>Equipment</u>	<u>Quantity</u>					
¾ Ton Pickup	0-1					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><u>Materials</u></td> <td style="width: 40%;"><u>Quantity</u></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<u>Materials</u>	<u>Quantity</u>				
<u>Materials</u>	<u>Quantity</u>					

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 1 year Unit: Labor Hrs.	March 29, 2017	January 1, 2003

AVG. DAILY PRODUCTION	APPROVAL				
Value: N/A Unit: 8 hrs.					

ACTIVITY GUIDELINE
MAINTENANCE MANAGEMENT SYSTEM
Clark County

WORK ACTIVITY	Water Fountain Maintenance. & Repair	WORK ORDER CODE	859
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DESCRIPTION OF WORK

All work associated the the routine maintenance and repair of drinking fountains, hose bibs and water stands. Work is done within County parks. Work is done to promote public health, serviceability and appearance water dispensers within park system.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			X	X	X	X	X	X	X	x		

Work is done during the months indicated above. Work involves cleaning fixtures, drains and catch basins and repairs to plumbing, drainage systems and stands. Cleaning and routine maintenance occurs once weekly.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS
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<p><u>Personnel</u> <u>Quantity</u></p> <p>GM Specialist 0-1</p> <p>Temp. 0-1</p> <p>GM Worker 0-1</p> <p>GM Crew Chief 0-1</p>	<ol style="list-style-type: none"> 1. Prepare equipment. 2. Load tools into equipment. 3. Drive to worksite. 4. Clean/repair water dispenser. 5. Drive to next worksite. 6. Document work. 	<p>Check for proper operation before leaving worksite.</p> <p>Report maintenance problems to supervisor.</p> <p>Wear personal protection equipment when operating power equipment.</p>
<p><u>Equipment</u> <u>Quantity</u></p> <p>¾ Ton Pickup 0-1</p> <p>ATV 0-1</p> <p>Pressure Washer 0-1</p>		
<p><u>Materials</u> <u>Quantity</u></p> <p>Misc. Plumbing Supplies n/a</p>		<p><u>Quality - Results</u></p> <p>When work is done, water dispensers will be clean, safe and serviceable.</p>

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 41 Unit: Ea.	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL								
Value: 24 Unit: Ea.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

