

**OFFICE OF PASSENGER TRANSPORTATION
COMPLIANCE REVIEW CHECKLIST FOR
SECTION 5310 AND 5311 AGENCIES**

FACILITY AND EQUIPMENT COMPLIANCE REVIEW CHECKLIST

TRANSIT AGENCY	DATE OF COMPLIANCE REVIEW
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REQUIREMENT

Agencies must maintain satisfactory and continuing control over federally funded facilities and equipment and ensure they are used properly in transit service. Real property is defined as the land and effects permanently attached to the land such as trees, buildings, and stationary mobile homes. Anything that is not real property is termed personal property.

Property no longer needed should be used for other purposes or removed from service. The agency is required to notify MDOT when property is removed from the service that was originally intended in the grant award and put to additional or substitute use.

REFERENCES

49 CFR 18.25(g)
49 CFR 18.31
FTA C 5010.1E
FTA C 9040.1G
FTA C 9070.1G
Davis-Bacon Act

REVIEW QUESTIONS

1. Is/are the facility(ies) properly identified in PTMS?* YES NO N/A

Indicate any needed improvements:

* If facility is not federally funded, note general condition below and proceed to Equipment section.

FACILITY

2. Since the last review, has the agency constructed a new facility? YES NO

If yes, is the facility accessible? YES NO

If not, did they obtain from FTA a finding of equivalent facilitation? YES NO

3. Since the last review, identify any improvements and funding sources, verify that they were compliant with ADA accessibility guidelines, and ensure they have been properly entered in PTMS.

4. If there was any new construction or improvements over \$2,000, review one week of certified payroll records for each project to verify compliance with Davis-Bacon requirements.

5. Since the last review, have any of the accessible features (e.g. elevators, signage, and systems to facilitate communications) been found non-operative? YES NO

If yes, were they repaired promptly? YES NO

6. General condition of the facility and real property (maintenance, administration, vehicle storage):

7. Identify any incomplete features:

8. Is there any unused space? YES NO

If yes, is there an excess property utilization plan? YES NO

9. Are there any agreements for usage by other agencies? YES NO

If yes, is there an approved MDOT cost allocation plan? YES NO

10. Does the agency have an approved facility maintenance plan? YES NO

If yes, indicate MDOT approval date: _____

Minimum Facility/Equipment Maintenance Plan Requirement

The facility/equipment maintenance plan should identify specific items, i.e., buildings, elevators, escalators, parking lots, electric distribution and control equipment, plumbing systems, overhead doors, vehicle maintenance lifts, vehicle washers and wash water recycling systems, heating and/or air conditioning units, power substations, etc. The facility/equipment maintenance plan should describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals. Maintenance intervals might be measured in terms of days or monthly, annually, or in terms of usage, i.e., hours of use. See Appendix A.

11. Confirm compliance with approved facility maintenance plan. YES NO

Indicate any needed improvements:

12. Confirm that any equipment purchased since last review has been added to the maintenance plan: YES NO

Indicate any needed improvements:

EQUIPMENT

From PTMS, randomly select three federally funded equipment items (e.g. computers, office equipment, security equipment, maintenance equipment, etc.):

Item: _____	Serial Number: _____	At agency? YES <input type="checkbox"/> NO <input type="checkbox"/>
Item: _____	Serial Number: _____	At agency? YES <input type="checkbox"/> NO <input type="checkbox"/>
Item: _____	Serial Number: _____	At agency? YES <input type="checkbox"/> NO <input type="checkbox"/>

At agency, randomly select three equipment items:

Item: _____	Serial Number: _____	In PTMS? YES <input type="checkbox"/> NO <input type="checkbox"/>
Item: _____	Serial Number: _____	In PTMS? YES <input type="checkbox"/> NO <input type="checkbox"/>
Item: _____	Serial Number: _____	In PTMS? YES <input type="checkbox"/> NO <input type="checkbox"/>

13. Has the agency conducted a physical inventory in the last two years? YES NO

If yes, what method was used?

YES NO

14. Does the agency have a control system in place to prevent loss, damage, or theft of property?

YES NO

If yes, describe the system:

DISPOSED EQUIPMENT

15. Since the last review, has the agency disposed of any equipment?

If yes, had it met useful life? YES NO

Obtained MDOT permission for disposal? YES NO

Method of disposal: _____

Removed from PTMS? YES NO

Indicate any needed improvements: _____

INCIDENTAL USE

16. Does the agency have any real property or equipment that is used for non-transit purposes?

YES NO

If yes, identify the item: _____

17. Does the agency receive revenue for incidental use of the above equipment/property?

YES NO

If yes, is the revenue used for provision of public transportation:

YES NO

18. Does the agency still need and use the equipment/property for an FTA program or project?

YES NO

19. Does the incidental use interfere with public transportation operations? YES NO

20. Does the agency have incidental use of a fueling facility? YES NO

If yes, do they collect all applicable excise taxes on the fuel? YES NO

COMPLIANCE ANALYST	DATE
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APPENDIX A

SAMPLE FACILITY AND EQUIPMENT MAINTENANCE PLAN FACILITY MAINTENANCE PROGRAM

POLICY STATEMENT: <ABC Transit Agency> desires to maintain its facility and equipment for providing public transit to the highest standards financially feasible. Service of the highest quality to our passengers cannot be maintained without the most efficient operating and support program we can provide.

OBJECTIVES: The facilities and equipment used in support of public transit will be maintained at a minimum to the specifications in the operation and maintenance manual provided with the facility. A physical inventory of the equipment will be prepared annually. In addition, the Facility Manager will ensure the following routine maintenance and care functions are provided:

- 1) **Overhead Doors** - Each overhead door will be inspected quarterly and lubricated semi-annually. In addition, the Facility Manager will generate a quarterly visual inspection report for any needed repairs.
- 2) **Plumbing** - The Facility Manager will inspect all plumbing fixtures weekly to insure proper operation and make sure there are no leaks. Any corrosion or poor operation will be noted and scheduled for repair/replacement.
- 2) **Irrigation** - The irrigation system will be serviced semi-annually by the installation company. This service will include spring start-up and fall winterizing, so that the system irrigates our landscaping five (5) minutes bi- weekly. The fountain in the front of the building shall be tested and inspected weekly for proper water levels, operation, etc.
- 4) **HVAC** - These systems will be serviced semi-annually, once at the beginning of the heating season and once at the beginning of the cooling season. All units will be programmed to operate at peak efficiency. In addition, each system will be inspected monthly by the Facility Manager and have filters cleaned and replaced as appropriate. The waste oil heaters will also be serviced according to the above criteria.
- 5) **Generator** - The back-up power system will be tested monthly for 10 minutes to ensure proper operation, and serviced as per the manufacturer's specification, but no less than semi-annually.
- 6) **Painting & Exterior Care** - The maintenance-free exterior of the building will be inspected monthly by the Facility Manager, and needed repairs noted and requested. This inspection shall include, but not be limited to: gutters, doors, sidewalks, windows, flashings, roof, caulking, signage and general appearance issues. All yellow-painted markings will be refreshed annually.
- 7) **Landscaping** - The Facility Manager shall assure that all landscaped areas are maintained to include trimming, grass cutting, mulching and live growth replacement when needed. Fences shall be sealed and stained as appropriate, but at a minimum bi-annually.
- 8) **Parking Lots** - The parking lots will be re-stripped and sealed once every three to four years, based upon recommendation from the Facility Manager. This maintenance will be performed as needed to ensure the safety and durability of the parking surfaces.
- 9) **Roof** - The Facility Manager will walk the roof bi-annually, spring and fall, to ensure that roof components (flashings, gutters, tar, etc.) are in good repair.

- 10) **Lifts** - The Facility Manager will inspect, operate and lubricate, as needed the lifts quarterly.
- 11) **Wheel Balancer & Tire Changer** - The Facility Manager will arrange for factory calibration and service on this equipment semi-annually.
- 12) **Bobcat** - The Fleet Manager will incorporate the service requirements of this equipment into the regular maintenance program for all vehicles, ensuring that the Bobcat is maintained pursuant to factory and warranty specifications.
- 13) **Bus Washing Equipment** - The Facility Manager will arrange for semi-annual factory service of the bus washing equipment. He will also inspect said equipment quarterly for signs of wear and recommend service as appropriate.

Each month the Facility Manager shall walk the facility, noting any and all repairs to both major and minor equipment items, and provide the General Manager with a written report of all items needing service or repair.