

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

**between**

**CITY OF VANCOUVER PUBLIC WORKS SURFACE WATER MANAGEMENT**

**and**

**CLARK COUNTY PUBLIC WORKS CLEAN WATER DIVISION**

**and**

**CLARK COUNTY PUBLIC WORKS PARKS AND LANDS DIVISION**

- 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 Public Works Surface Water Management and Clark County Public Works Clean Water Program and Clark County Public Works Parks and Lands Division 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 ( MOU) 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

## Guiding Principles of Memorandum of Understanding

### Guiding Principles of Agreement

<b>City Responsibilities</b>	The City will, assume full responsibility services as of the effective date of the annexation or January 1, 2018 as defined in this MOU. Exceptions will be approved on a case by case basis.
<b>County Responsibilities</b>	The County may complete processing of active permit applications, inspections, and enforcement activities on behalf of the City with the written permission of both parties. The county may complete only the currently active phase of activity.
<b>Discretionary Actions</b>	County completion of an active phase of an application or inspection shall be administrative and ministerial only. All discretionary actions shall be made by the City unless mutually agreed otherwise.
<b>Code Compliance</b>	City will assume full responsibility for code compliance as of the effective date of the annexation with the exception of all appeals received prior to annexation.
<b>New Permit Applications</b>	All new applications received, inspections requested and enforcement actions initiated on those properties within the annexed area as of the date of the annexation shall be submitted to the City for processing.
<b>Renewals and Extensions</b>	For active applications remaining with the County, City shall be responsible for all requests for permit extensions or renewals, provided that County may accept requests for ancillary permits for mechanical or fire systems for buildings under construction only when such permits are necessary to complete construction under the terms of the agreement. The City will be responsible for accepting permit applications that seek to extend the use or dimensions of the project under construction, or which seek approval for free-standing signs, tenant improvements, or accessory structures.
<b>List of Applications in Process</b>	The County will prepare and send to the city a list of pending projects and actions on July 1, 2017 and August 1, 2017. The list shall show the project identifier information (applicant, address, project type, etc.) and the phase of completion on the report dates.
<b>Vesting</b>	The City recognizes the County's vesting and contingent vesting process. Land use applications or counter complete pre-applications filed with the County prior to the date of annexation and determined to be fully complete

	per County Code, shall continue to be processed under County development regulations. Applications not contingently vested shall be treated as new applications and subject to City development regulations, even if transferred by County. Vested rights shall not extend to any development review fees.
<b>Withdrawal of Project from County</b>	Applicants filing an application with the County may submit an application to the City for the same project under city rules subject to the withdrawal of their application from the County. Applicants who voluntarily withdraw and resubmit their project to the City shall be subject to applicable City regulations and fees.
<b>Final Transfer of Uncompleted Projects</b>	August 1, 2018, any project retained by the county for completion of an active phase of activity, which has not been completed, shall be transferred to the city for review and completion under County regulations.
<b>Fees and Fines</b>	No fees, fee waivers, or fines shall be transferred between jurisdictions.
<b>County Staff as City Contractors</b>	City may request to contract with County staff to help with applications processed under county regulations or with actions necessary to maintain, monitor, inspect, or report wetland mitigation sites.
<b>Existing Agreements</b>	The City will recognize and enforce existing agreements enacted by the County prior to the annexation, including development agreements, code compliance agreements, etc.
<b>Document Transfer</b>	Transfer of active project files will occur at each phase of project completion, in accordance with the principles below. Closed\historical files will be transferred to the city no later than August 1, 2018.

### **Responsibilities in Transitioning Active Development Projects to the City**

1. Transfer of storm water reviews for active projects and code violations will follow the principles defined in the Community Development MOU.

### **Responsibilities for Transferring Stormwater Information Sufficient to Allow Utility Location**

1. No later than July 5, 2017 the city shall identify the GIS layers necessary to allow utility location in the annexation area as of August 1, 2017.
2. No later than July 15, 2017, Clark County GIS shall provide the layers to the city.

### **Responsibilities for Transferring Completed Development Projects to the City**

1. Files available via Clark County GIS will not be transferred. The city will access the files via GIS and make copies at their discretion.
2. Files not available via Clark County GIS will be provided by the county to the city in hard copy form. The county may charge for the cost of production.
3. Construction inspection records will be provided by the county to the city in an electronic format mutually agreed upon by the parties.

### **Responsibilities for Transferring Maintenance Inspection Records**

1. Maintenance inspection records will be provided by the county to the city in an electronic format mutually agreed upon by the parties. Inspection records for the years 2012 to 2017 shall be provided.

### **Responsibilities for Transferring Capital Project Records**

1. Files available via Clark County GIS will not be transferred. The city will access the files via GIS and make copies at their discretion.
2. Files not available via Clark County GIS will be provided by the county to the city in hard copy form.

### **Responsibilities for Transferring Local Source Control Outreach Records**

1. Records shall be provided by the county to the city in a spreadsheet format.

### **Responsibility for Transferring Ownership and Maintenance of Stormwater Facilities**

1. Effective January 1, 2018, the County shall transfer storm water facilities and related maintenance responsibilities to the city. The county is responsible for identifying the correct mechanisms and methods for transfer and for communicating the process and method to the city.

### **Responsibility for Transferring Ownership, Maintenance and Monitoring of Wetland Mitigation Sites Associated with Transportation Projects**

1. Effective August 1, 2017 the County shall transfer wetland mitigation sites associated with transportation projects and related permit requirements, maintenance and monitoring responsibilities to the city. The county is responsible for identifying the correct mechanisms and methods for transfer and for communicating the process and method to the city.
2. City shall complete transfer of authorization forms with US Army Corps of Engineers for each active wetland mitigation site and submit transfer of ownership letter to Washington Department of Ecology for each active wetland mitigation site by December 31, 2017.

**Preliminary List of Files to Transfer June 2017**  
*this list may be edited as more research occurs with file transfer*

COV Engineering #s	Clark County (CC) Project Development Files	Parcel
	North Park Industrial:	
	Ph I - DEV2000-00020/ENG1999-00049	106076000+
	Ph II - FSR2011-00020/ENG2014-00055	106083001+
	Ph III - FSR2002-00012/SPR93-024	106080000+
COV ENG2003-00110	Ph IV - FSR2003-00011/ENG2003-00055	106081000
	Uptown Village Mobile Home Park AND NW Auto Upholstery	106082000+
COV ENG2003-00028	Kruse Plumbing Wrhs - FSR2002-00006	106092000
COV ENG1999-00009	Opus/205 Distribution - FSR2001-00045	106088000
	Central Industrial Park:	
WB1565, WB1480	Ph 1 Prairie Electric - SPR94061/ENG95013	106084000
	Ph 2 Greer Site - PRJ2000-00196/WET00-080	106108000
	Synergy/Rotschy - PRJ2010-00009	106096000+
	Nelson/Simmons - FT950011/C95C0045	105950000+
	Christiansen/Rail Asset Mgmt-AU084257	156215000
	Oberst/All Concrete - SPR94021/ENG94046	156218000
	JAKS Continental - ENG2015-00101	156217000+
	I-205 Commerce/Padden Employment Ctr:	
	I-205 Commerce - PST2008-00012	
	Padden Employ Ph I - ENG2005-00064	Multiple
COV ENG2009-00025	Padden Employ Ph I - ENG2010-00011	Multiple
COV ENG-47441	St Eliz A Seton School - ENG2015-00087	106100000
	Seton Athletic Fac - ENG2016-00172	106104000
COV ENG-56465	Padden Wellness Ctr Ph 1-A- ENG2016-00166	106116000
	Padden Employ Ctr - ENG2015-00110	106116000
	Padden Wellness Ctr - ENG2017-00081	106116000
COV ENG2005-00162	88th St RV-Mini Storage - ENG2005-00144	106104007
	Sunrise Express - C90SR006	106184000
	62 Unit Mini Storage - 93ENG039	106168000
	Java Depot - PSR2014-00028	106168000
	88th St Industrial - PSR2006-00104	106156000
COV ENG2007-00068	Marv's Auto - ENG2007-00036	106164000
COV WB1111	State Pipe & Supply - Padden & NE 62nd	106145000
	Vancouver Storage - PAC2016-00164	106146000
	Shea Project - PRJ2001-00074	106146000
	Bowdish Project - PRJ2010-00014	106146000
	Scott/Thompson Project - AU032315	106136000

COV ENG2003-00159	United Pipe - ENG2003-00105	106128000
	Costco - DEV2001-00469/FSR2003-00009	106132000
	Costco - On-site - ENG2003-00053	
COV ENG2002-00133	Costco - Off-site - ENG2003-00082	
	Costco - NE 88th St Imp - ENG2004-00009	
	Costco - Curtain Creek Realign - FWP2003-00020	
	Costco - Early Grading - GRD2003-00064	
	Costco - Hinton Grading - GRD2003-00074	
	Costco Gasoline - COM2003-00273	
	Costco Gasoline Additive Tank - ENG2010-00052	
	Costco Gasoline Expansion - GRD2015-00005	
COV ENG2005-00053	Padden Crossing - ENG2005-00051/FSR2005-00015	
	Panda Express - ENG2005-00118	156311000
	Burger King - COM2005-00231	156312000
	Columbia River Veterinary Clinic - COM2013-00186	106120000
	Columbia River Veterinary Exp - COM2014-00317	106120000
	Kennedy Comm Towers - DEV2004-00314	156201000
COV WB1741	Centerpointe - SPR96094/ENG96183	156190000+
	Retail Center - PSR2002-00037	156216000
COV WB1865	Home Depot - SPR97053	156190000
COV ENG2003-00152	Riverview Bank - PSR2004-00074	156234000
COV ENG2000-00055	Wendy's at Centerpointe-PSR2000-00005	156213000
COV WB1982	Mustafa Gas - SPR98003	156306000
COV ENG2005-00007	Wienerschnitzel - PSR2004-00007	156305000
COV ENG2003-00127	Krispy Crème - FSR2003-00027/ENG2003-00090	156188000
COV ENG-36022	Black Rock Coffee - PSR2014-00013/ENG2014-00026	156211000
	Centerpointe 2 Medical - PSR2006-00001	
COV ENG2003-00145	Sunbelt Rentals - ENG2003-00086	156221000
COV ENG2008-00143	West Coast Self Storg-FSR08-037/E08-097	156229000
COV ENG2000-00077	Crossroads Church-SPR99021/ENG00-047	105712000+
COV WB583, WB629	National/Storage USA/Extra Space - 8016 NE 78th St	105625000
	Green Meadows Golf Course/Club - 00027478	157288000
COV WB676	Golfside Village/Meadows Apartments	156822000
	Green Meadows Apts -PAC2014-00076	156686000
COV 1404W, WO1871	Brentwood West Subdivision - G622-no other #	106512062
COV ENG2003-00163	Sunny Glen Subdivision - 311214/ENG2003-00111	156863000
COV ENG-51643	Rivendel Subdivision - G619/ENG16-032	105522228
	Manning Estates Subdivision - G266-no other #	105522200
COV ENG-42545	Hidden Glen North Subd - ENG15-008	156810000+
COV WB1096	Sunshine View Estates Subdivision - H795	106511676
	Killian Short Plat - 3-172/95-023-722	156658000
	Kole's Landing PUD	
	Ph 1 - FLD2007-00058	

COV ENG2006-00211	Ph 2 - FLD08-003/P784/ENG2006-00186	986028003
	Ph 3 - 311889/FLD2017-00006	156740000
COV WB1566	Heron Hills/Wakefield Subdivision-310636-no #	105158000
COV ENG2003-00135	Madison Field aka Morgan-ENG03-095/FLD04-008	105160000
	East Meadows Estates Subdivision - G217-no #	105522096
	North Meadow Estates Subdivision - G218-no #	105522132
COV ENG2007-00137	Meadow Estates SD-G139/ENG2007-00096	105522010
COV 2008W	Meadow Estates 2 Subdivision - G752-no #	105522250
	Meadow Estates 3 Subdivision - G826/File 77-03-199	105522360
	Meadow Estates 4 Subdivision - G916/File77-03-1??	105522430
COV 2541W	Meadow Estates 5 Subdivision - G917/File 78-02-251	105522446
COV WB073, WB536	Meadow Estates 6 Subdivision - H104/File 79-04-305	105522476
COV WB1236 E07-137	Meadow Estates 7 Ph I - H928/ENG07-096-ENG08-070	105522610
	Meadows North - G112	105522002
COV ENG2004-00123	Laurel Hills Subdivision - 311276 - ENG2004-00039	105140000
COV WB606 FH only	Fire Station #5 - 2-976 - 63rd St & Andresen	156872000
COV WB983	Matranga Short Plat - 2-575	105190005
COV WB399	Grassland Meadows Ph I - H583 - no other #	105525166
	Huyette Short Plat - 2-855	105220020+
COV ENG2007-00219	Tillman Short Plat - ENG2007-00146	105282000
COV ENG2006-00141	Meadowcharm SD-311527/ENG2006-00135	105260000
COV WB1084	Hunters Glen Subdivision - H780-no #	105525256
COV ENG2005-00107	Generation Place SD-311457/ENG05-108	156690000+
COV ENG-35461	Generation Place II SP - ENG2014-00003	156690044+
COV WB1730	Walnut Grove Terrace Subdivision - J461	105522618
COV ENG2004-00066	Walnut Grove Est Twnhm-311385/E04-052	105000000
COV ENG2004-00183	Walnut Grove SD-311335/ENG2004-00148	107981000
COV WB1625, SB1415	Walnut Grove Elementary - ENG96003/SPR95073	105030000
	Walnut Grove Baptist - 00036639	156707000
COV ENG2004-00184	Walnut Village SD-311334/ENG2004-00155	104990000
COV WB1277, SB1162	Walnut Place Subdivision - H894	106361290
COV ENG2004-00069	Walnut Manor I SD-311313/ENG04-044	104906000
COV ENG2004-00068	Walnut Manor II SD-311314/ENG04-045	104909000
COV ENG2006-00120	Walnut Manor III (Keen)-311505/E06-082	104902000
COV ENG2004-00081	Walnut Grove SR Apts - DEV2003-00092	107990000
	CPU Walnut Grove Substation	108033000
COV ENG2007-00002	Walnut Park - ENG2007-00116	108017005
COV ENG2007-00099	Sunrise Grove SD-311587/ENG2007-00067	104967000
COV ENG2004-00194	Sunny Meadows TH SD-311373/ENG04-162	104950000
COV ENG2006-00040	Jones Corner SD-311437/ENG2006-00033	104930000
COV ENG2006-00165	Birrel Estates Subdivision - ENG2014-00063	156664000
	Klaudt Estates - FSR2016-00004	156665000
	58th St Condos - PSR2006-00075	156718000

	Pacific Dis Conf MB Churches-00026660	156858000
COV WB1201, SB1097	Robin's Glen I Subdivision - H857-no #	108141600
COV WB1258, SB1145	Robin's Glen II Subdivision - H924-no #	106361240
	Dean's Landing Subdivision - J127-no #	106361454
COV WB1064, SB996	Glen Field Estates Subdivision - H763-no #	105525216
COV WB642, SB725	Owl Ridge 1 Subdivision - H412 - no #	105525108
COV WB745, SB790	Owl Ridge 2 Subdivision - H456-no #	105525080
COV SB890	Owl Ridge 3 Subdivision - no #	105525150
COV WB1091, SB1018	Owl Ridge 4 Subdivision - H765	105525236
	Meadowcrest Subdivision - G337-no #	105525002
COV 10447W	Meadowcrest 2 Subdivision - G584-no #	105525056
	Glenwood Hills Subdivision - G160	105529150
	Glenwood Hills 2 Subdivision - G249-no #	105529196
COV WO10921	Glenwood Hills 3 Subdivision - G490	105529294
COV ENG2006-00027	Cascade Woods TH SD-311445/ENG06-022	106776000
COV ENG2005-00070	Orchard Hill SD-311365/ENG2005-00070	160744000+
COV ENG2009-00019	Andresen Hghts/Grove at Mall-ENG13-005	160867000
COV ENG2005-00078	Westfield Park SD-311403/ENG2005-00077	108027000
	Wooly's Landing Subd - DEV2006-00070	108029002
COV ENG2007-00009	Toler Estates SD-311637/ENG2007-00002	108015000
COV WB1105, SB1026	Idylwood Subdivision - H778-no #	108141350
COV WB1322, SB1195	Raymond Place Subdivision - J027-no #	108141742
	Amhurst Commons Condos - 700-14	Multiple
	Van Mall Assisted Living (aka Lodge) - SPR93018	108060000
COV ENG2004-00062	Berdinner Estates (aka Glen)-ENG2004-00080	108050000
COV ENG2005-00213	Garden Terrace at Mall-ENG2006-00103	108034000
	Beckers Subdivision - G132	105528002
	Morning Star Lutheran Church - 1-549	156858000
	<b>ROADWAYS</b>	
	Andresen Road - CRP310822	
	NE 72nd Ave - CRP393122	
	NE 58th St - Bin 342	
	NE 63rd St - CRP330422	
	NE 78th St - Andresen to I-205	
	Padden Parkway - CRP392722	
	88th St - Railroad to I-205 - Bin 49 - CRP321022	
	NE 62nd Ave - CRP36 - Bin 44	
	Wetlands @ Schuller Property - Bin 782	
	<b>PUBLIC STORM FACILITIES</b>	<b>PARCEL</b>
	Padden-Andresen Storm Facilities	ROW
	Heron Hills NW/Wakefield Facility #143	106361788



	Heron Hills NE/Wakefield Facility #1115	106361790
	Heron Hills SW/Wakefield Facility #919	106361786
	Morgan/Madison Field Facility #1116	105160090
	Laurel Hills Facility #1350	105140048
	63rd St & 72nd Ave Wetpond #2506	156689000
	Walnut Grove Facility #1613	105000170
	Westfield Park Facility #1611	108027182
	Glenwood I Facility #99	107970000
	Jones Corner Facility #1619	104930110
	Sunny Meadows Facility #1615	104950122
	Grassland Meadows Facility #355	105525215
	Andresen & 78th St Facility #1768	156194000
	88th St East CRP 321022 Fac 3 Facility #2804	106111000
	Walnut Grove Terrace #795	105522666
	Hidden Glen North #3429	986038430
	<b>PRIVATE STORM FACILITIES</b>	<b>PARCEL</b>
	All Concrete Specialities #2105	156218000
	North Park Facilities #1257-1259 #2940-2944	multiple
	nLight Facilities #3248-3250	106083001
	Opus205 #1575	106088000
	Central Industrial Park #466	106084000
	Padden Emly Ctr #3542	106116000
	Seton Catholic #3537-3541	106100000
	Costco Padden #336	106132000
	Home Depot-CenterPointe #1273	156190000
	West Coast Storage #2835	156229000
	Crossroads Church #1724-1726	105720000
	Green Meadows #51	157288000
	Kohl's Landing Ph 2 #2288	986036637
	Meadowcharm #1678	105260088
	Hunter's Glen #2439	105525258
	Fire Station 5 (HQ) #379	156872010
	Generation Place #1612	156690118
	Walnut Grove Elementary #380	105080000
	Walnut Grove Apartments #1511	
	Grove at the Mall/Andresen Heights #3121	160867000
	Orchard Hill #1605	160743110
	Sunrise Grove #2348	104967053
	<b>KEY:</b>	
	CC = Clark County	
	COV = City of Vancouver	

# Wetland Mitigation Site Parcels

City of Vancouver - Mitigation Site Assessment

Line Item	Parcel Serial Number	Location	Project Name	Permits	Mitigation Year	Construction Cost
1	3283.13280	SW corner of NS 88th St./NS 62nd Ave.	NS 88th Street - Pond 5	CCP - 2010-2020-1000 NCT Order 3446 CC - 201009-00021	8 of 10	4807009
2		SW corner of NS Padden Primary/NS Anderson Rd.	Padden Creek Interchange - Offsets	CCP - 2010-2020-1000 CC - 201009-00021	5 of 10	2779643
3		SW corner of NS Padden Primary/NS Anderson Rd.	Padden Street	Mitigation requirements complete		2779643
4		SW corner of NS Padden Primary/NS Anderson Rd.	NS 11703260 St. Reconstruction - Offsets 2	Mitigation requirements complete		2421582
5		SW corner of NS Padden Primary/NS Anderson Rd.	NS 11703260 St. Reconstruction - Offsets 1	Mitigation requirements complete		2421582
6	136194289	SW corner of NS 70th Street/NS Anderson Rd.	NS 70th St. Ave. Anderson Rd. Phase 1	Mitigation requirements complete		2779643
7	136194290	SW corner of NS 70th Street/NS 72nd Avenue	NS 70th St. Ave. Anderson Rd. Phase 2	Mitigation requirements complete		2779643
8	136194288	SW corner of NS 70th Street/NS Anderson Rd.	NS 70th Street - Offsets	Mitigation requirements complete		2779643

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

between  
CITY OF VANCOUVER PUBLIC WORKS  
and  
CLARK COUNTY PUBLIC WORKS

- 1 **Purpose.** The City of Vancouver will annex an area known as North Van Mall effective August 1, 2017. The purpose of this agreement is to document an understanding between CITY OF VANCOUVER PUBLIC WORKS and CLARK COUNTY PUBLIC WORKS 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.
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- 5 **Amendment:** Amendments to the MOU may be executed by the City of Vancouver and Clark 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

### Fiber Optic Cables

The City of Vancouver will own all of the fiber optic cable within the annexed area except as follows:

1. Clark County will have exclusive use of the green tube fibers 25-36 east, west, and north of the intersection of Andresen Road and Padden Parkway.
2. Clark County will continue to use the existing fiber optic connection south of the Andresen\ Padden Parkway intersection to the intersection of Andresen and Fourth Plain via orange tube fibers 23 and 24.
3. Clark County will retain ownership of the ITS communications cabinet at the intersection of Andresen and Padden Parkway, and shall manage the FDU within the cabinet and maintain as built drawings.

### Traffic Signal, Street Lighting, and Communication Devices

4. Clark County will retain ownership and maintenance of the street lights (two luminaries) at the intersection of 88<sup>th</sup> Street and the Chelatchie Prairie Railroad at grade rail crossing.
5. City of Vancouver will purchase, install and retain ownership of a new RSG2200 switch in the Clark County ITS communications cabinet at the intersection of Padden Parkway/Andresen Road.
6. Clark County will retain ownership of Blue Mac bluetooth data collection systems devices located at the following locations:
  - NE Andresen Rd/NE 63<sup>rd</sup> St
  - NE Andresen Rd/NE 78<sup>th</sup> St
  - NE Andresen Rd/NE 88<sup>th</sup> St
  - I-205 SB Ramps/NE Padden Pkwy

Clark County will maintain these Blue Mac devices and pay the associated vendor maintenance fees for data collection.

7. Clark County will retain ownership and maintenance of the traffic signal at Safeway and 63<sup>rd</sup> St. This signal is outside of the annexation area. This traffic signal will be connected to the City of Vancouver network after August 1, 2017. The City of Vancouver will grant Clark County access to communicate with the traffic signal through the City of Vancouver network. The City of Vancouver will time the signal.

**Columbia Grove, LLC**

101 E. 5<sup>th</sup> Street, Suite 350  
Vancouver, WA 98660

August 11, 2017

Eric Holmes  
City of Vancouver  
PO Box 1995  
Vancouver, WA 98668-1995

Re: Letter of Intent – Development Agreement for Quad Property

Dear Mr. Holmes,

This Letter of Intent (“LOI”) is entered into between the City of Vancouver, a Washington Municipal Corporation (“City”) and Columbia Grove LLC, a Washington LLC (“Developer”) for the purpose of identifying certain infrastructure improvements necessary for development of property commonly known as the Quad Investments Property (“Property”) as well as other properties located within the Lower Grand Employment Area. This LOI also identifies responsibility for financing and construction of those infrastructure improvements and to the extent the Developer is responsible for such construction, the availability of TIF credits for certain infrastructure improvements.

The infrastructure that is identified in this LOI and the responsibility for its financing and construction is preliminary in nature and subject to further discussion and development by the parties. Final and detailed agreements as to the financing and construction of infrastructure for the Property and required offsite improvements necessary for development thereof will be included in a Development Agreement to be approved in the normal course by the Vancouver City Council. It is the party’s intention to obtain final approval of a Development Agreement on or before September 22, 2017.

Based on the foregoing, the following describes the understandings of the parties as of the date hereof:

- I. Stormwater – The City and the Developer are collaborating on methods to address the management of stormwater flow from both offsite and onsite sources. Details regarding this collaboration including specific responsibilities of each party will be established in the Development Agreement.
- II. Transportation – the City will be responsible for addressing the following three areas of noted transportation failures that require transportation improvements to support development on the Property and in the Lower Grand Employment Area:

A. Automobile stacking issue at the intersection of Grand Boulevard and E. Mill Plain Boulevard. The associated work/improvements will be completed by December 31, 2018.

B. Signal coordination issue at the intersection of Columbia Shores Boulevard, Highway 14 and SE Columbia Way. The associated work/improvements will be completed by December 31, 2018.

C. Highway 14/Grove Street westbound off-ramp improvements (subject to a proportional share program to be developed by the City in consultation with the Developer.) The Developer will engage and compensate Kittelson and Associates ("Kittelson") to coordinate with the Developer and the City to determine an area of influence to plan for long-term cooperation improving the transportation system in the Lower Grand Employment Area. The improvements identified for the area of influence will be the subject of a proportionate share payment due upon development of individual properties in the Lower Grand Subarea. To the extent that Developer begins construction of buildings on the Property (subsequent to and not including construction of the building for Project Orange on the Property) prior to implementation of the proportionate share program described herein, any payment will be due upon implementation of this program. Included in the Kittelson scope will be a capacity analysis and a design solution for the Highway 14 westbound off-ramp. The City will determine when improvements to this off-ramp are required and will construct such improvements accordingly. The Developer will be credited against its proportionate share (at the time it is required to be paid) the amount of fees that are paid to Kittelson for its consultation and design work on behalf of the Lower Grand Employment Area transportation work as referenced herein. The proportionate share program will be completed and implemented by December 31, 2018. The Highway 14/Grove Street westbound off-ramp improvements will be completed by the City of Vancouver at such a time as when the City determines adequate funds have been collected.

An alternative street standard will be permitted by the City for the Property. Features of the standard will include:

1. A combination of meandering sidewalk and boardwalk interior to the Property along Columbia House Boulevard which will meet applicable ADA and City lighting requirements. Developer will be responsible for maintaining these improvements and will provide a public easement over the pathway.

2. A minimum of two access points to the Property off Columbia House Boulevard.

3. Prohibition on vehicular access to 5<sup>th</sup> Street from the Property, and no improvements by Developer other than street trees.

4. No requirement for road widening or frontage improvements beyond those referenced herein.

5. Street lighting for Columbia House Boulevard at the (two) access points.

III. Sanitary Sewer – There is a City owned sanitary sewer pump station located within the Property. The Property will be served by this facility but may at its own cost relocate it to another location on the Property as approved by the City.

IV. Development Agreement – in addition to and addressing the transportation, sanitary sewer and stormwater matters set forth above in additional detail, the Development Agreement will include but is not limited to the following:

A. Reservation of transportation capacity to accommodate 360,000 square feet of office/flex space in an amount determined by the Kittelson transportation analysis prepared for the Property and approved by the City.

B. Vest development on the Property under the City's development standards in existence on the date of the Development Agreement except as provided for in the Development Agreement.

C. Provide for phasing of development of the Property as proposed by the Developer and approved by the City.

D. Provide approval of a conceptual master plan submitted by the Developer for the Property to be attached as an exhibit to the Development Agreement

E. Provide for approval of SEPA review of the conceptual master plan so that individual building sites on the property can obtain building level site plan approval without the need for additional SEPA compliance.

F. Provide for expedited review of all site plans submitted for each phase of the development of the Property so long as the Developer meets the requirements for expedited review.

This LOI is entered into between the parties to assist in developing final infrastructure plans for the Lower Grand Employment Area and to address specific infrastructure needs for the orderly development of the Property. It is subject to the drafting and negotiation of a definitive Development Agreement as provided for herein and approval thereof by the City Council.

Sincerely,




Lance Killian  
Killian Pacific

Approved and Agreed to:

City of Vancouver

By:



Eric Holmes  
City Manager




**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 1<sup>st</sup> 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**

<u>ELEMENT</u>	<u>UNIT OF MEASURE</u>
<b><u>MOWING</u></b>	
801 16' ROTARY MOWING	ACRES
802 48"/60" TRIM MOWING	ACRES
803 HAZARD MOWING	ACRES
804 MISC. MOWING	ACRES
<b><u>TURF MAINTENANCE</u></b>	
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)
<b><u>LANDSCAPE MAINTENANCE</u></b>	
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)
<b><u>CHEMICAL APPLICATION</u></b>	
831 PRE-EMERGENT HERBICIDE APPLICATION	ACRE
832 POST-EMERGENT HERBICIDE APPLICATION	ACRE
833 TURF WEED CONTROL	ACRE
834 NOXIOUS WEED CONTROL	ACRE
<b><u>IRRIGATION</u></b>	
841 AUTOMATIC/MANUAL SYSTEM MAINTENANCE	ZONES
842 IRRIGATION INSTALLATION	LINEAL FEET
845 MANUAL WATERING	LABOR HOUR (LAB HR)
846 CONTROLLER CALIBRATION	CONTROLLER
<b><u>RECREATION FACILITY MAINTENANCE</u></b>	
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
<b><u>CUSTODIAL MAINTENANCE</u></b>	
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.

<b>WORK ACTIVITY</b>	16' ROTARY MOWING	<b>WORK ORDER CODE</b>	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											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Personnel</b></td> <td style="width: 50%;"><b>Quantity</b></td> </tr> <tr> <td>GM spec</td> <td></td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	GM spec		<ol style="list-style-type: none"> <li>1. Prepare equipment and load trailer.</li> <li>2. Drive to the park.</li> <li>3. Inspect area for debris (pick up if necessary) and wet areas.</li> <li>4. Unload mower</li> <li>5. Mow turf to appropriate height (1.5 to 3 inches)</li> <li>6. Identify other work to perform.</li> <li>7. Load mower back on trailer.</li> <li>8. Proceed to next job site.</li> <li>9. Clean equipment after use.</li> <li>10. Document work.</li> </ol>	<ul style="list-style-type: none"> <li>- Wear safety gear as needed, such ear and protection.</li> <li>- Check fluid levels</li> </ul>							
<b>Personnel</b>	<b>Quantity</b>												
GM spec													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Equipment</b></td> <td style="width: 50%;"><b>Quantity</b></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>¼ 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>	<b>Equipment</b>	<b>Quantity</b>	16-ft mower	0-1	10-ft mower	0-1	¼ Ton PU	0-1	1 Ton Dump	0-1	Trailer	1	<p><b>Quality - Results</b>                      When the work is done, turf is well manicured and aesthetically pleasing</p>
<b>Equipment</b>	<b>Quantity</b>												
16-ft mower	0-1												
10-ft mower	0-1												
¼ Ton PU	0-1												
1 Ton Dump	0-1												
Trailer	1												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Materials</b></td> <td style="width: 50%;"><b>Quantity</b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b>Materials</b>	<b>Quantity</b>											
<b>Materials</b>	<b>Quantity</b>												

<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>
180 Acres	March 29, 2017	

<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>
25 – 35 Acres	

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

<b>WORK ACTIVITY</b>	48" / 60" TRIM MOWING	<b>WORK ORDER CODE</b>	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.

<b>PLANNING CRITERIA</b>	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.

<b>RESOURCE REQUIREMENTS</b>	<b>WORK METHOD</b>	<b>CHECK POINTS</b>																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Personnel</b></td> <td style="width: 15%;"><u>Quantity</u></td> <td></td> </tr> <tr> <td>Grd MW</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>Grd M Specialist</td> <td style="text-align: center;">0-1 1</td> <td></td> </tr> <tr> <td><b>Equipment</b></td> <td><u>Quantity</u></td> <td></td> </tr> <tr> <td>48 in mower</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>52 in mower</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>60 in mower</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>¼ Ton PU</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>1 Ton Dump Trailer</td> <td style="text-align: center;">0-1 1</td> <td></td> </tr> <tr> <td><b>Materials</b></td> <td><u>Quantity</u></td> <td></td> </tr> </table>	<b>Personnel</b>	<u>Quantity</u>		Grd MW	0-1		Grd M Specialist	0-1 1		<b>Equipment</b>	<u>Quantity</u>		48 in mower	0-1		52 in mower	0-1		60 in mower	0-1		¼ Ton PU	0-1		1 Ton Dump Trailer	0-1 1		<b>Materials</b>	<u>Quantity</u>		<ol style="list-style-type: none"> <li>1. Prepare equipment and load trailer.</li> <li>2. Drive to the park.</li> <li>3. Inspect area for debris (pick up if necessary) and wet areas.</li> <li>4. Unload mower</li> <li>5. Mow turf to appropriate height (1.5 to 3 inches)</li> <li>6. Identify other work to perform.</li> <li>7. Load mower back on trailer.</li> <li>8. Proceed to next job site.</li> <li>9. Clean equipment after use.</li> <li>10. Document work.</li> </ol>	<ul style="list-style-type: none"> <li>- Wear safety gear as needed, such ear and protection.</li> <li>- Check fluid levels</li> </ul>
<b>Personnel</b>	<u>Quantity</u>																															
Grd MW	0-1																															
Grd M Specialist	0-1 1																															
<b>Equipment</b>	<u>Quantity</u>																															
48 in mower	0-1																															
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1 Ton Dump Trailer	0-1 1																															
<b>Materials</b>	<u>Quantity</u>																															
		<p><b>Quality - Results</b>                      When the work is done, turf is well manicured and aesthetically pleasing</p>																														
<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>																														
15 Acres	March 29, 2017	August 30, 2001																														

<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>				
8 – 14 Acres	<table style="width: 100%; height: 40px;"> <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.

<b>WORK ACTIVITY</b>	<b>HAZARD MOWING</b>	<b>WORK ORDER CODE</b>	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
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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>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"> <li>1. Prepare equipment and load trailer.</li> <li>2. Drive to the park.</li> <li>3. Inspect area for debris (pick up if necessary) and wet areas.</li> <li>4. Unload tractor.</li> <li>5. Mow undeveloped areas.</li> <li>6. Load tractor back on trailer or flatbed.</li> <li>7. Proceed to next job site.</li> <li>8. Clean equipment after use.</li> <li>9. Document work.</li> </ol>	<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> <th style="width: 20%;"><u>Equipment</u></th> <th style="width: 10%;"><u>Quantity</u></th> </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>Quality - Results</p> <p>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> <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
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256 Acres	March 29, 2017	October 13, 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.

<b>WORK ACTIVITY</b>	<b>MISC MOWING</b>	<b>WORK ORDER CODE</b>	804												
<b>DESCRIPTION OF WORK</b>															
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.															
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>			
		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.															
<b>RESOURCE REQUIREMENTS</b>			<b>WORK METHOD</b>					<b>CHECK POINTS</b>							
<b>Personnel</b>			<b>Quantity</b>			<ol style="list-style-type: none"> <li>1. Prepare equipment and load truck.</li> <li>2. Drive to job site.</li> <li>3. Inspect area for debris (pick up if necessary) and wet areas.</li> <li>4. Unload equipment.</li> <li>5. Mow turf to appropriate height (1.5 to 3 inches)</li> <li>6. Load equipment back on truck.</li> <li>8. Proceed to next job site.</li> <li>9. Clean equipment after use.</li> <li>10. Document work.</li> </ol>					<ul style="list-style-type: none"> <li>- Wear safety gear as needed, such eye and ear protection</li> <li>- Be careful not to damage bark when trimming around trees and shrubs</li> </ul>				
Offender Staff			0-1												
Temp			0-2												
GM Worker			0-2												
GM Spec.			0-2												
<b>Equipment</b>			<b>Quantity</b>												
¼ Ton PU			0-1												
Walk Behind Mower			0-6												
Weedeater															
Trailer			1												
<b>Materials</b>			<b>Quantity</b>			<p style="text-align: center;"><b>Quality - Results</b></p> When work is done, turf is well manicured and aesthetically pleasing.									
<b>FEATURE INVENTORY ITEM</b>			<b>EFFECTIVE</b>					<b>SUPERCEDES</b>							
9 Acres			March 29, 2017					September 21, 2001							
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>									
1-1.5 Acres															



**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	POWER EDGING	<b>WORK ORDER CODE</b>	811										
<b>DESCRIPTION OF WORK</b>													
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.													
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
		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.													
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>				<b>CHECK POINTS</b>							
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare and load equipment.</li> <li>2. Drive to worksite.</li> <li>3. Inspect work areas for debris.</li> <li>4. Edge designated areas.</li> <li>5. Clean up edgings.</li> <li>6. Load debris onto truck or box.</li> <li>7. Blow off hardscape areas.</li> <li>8. Load equipment and move to next worksite.</li> <li>9. Clean equipment after use.</li> <li>10. Document work.</li> </ol>				Wear eye and ear protection when operating power equipment. Bring extra edging blades, fuel and tools. Watch for irrigation heads. Don't operate edger or blower if public is nearby.					
GM Worker		0-1											
GM Specialist		0-2											
Temp		0-2											
Work Crew (osc)		0-2											
<b>Equipment</b>		<b>Quantity</b>											
¼ ton FB dump		0-2											
1 ton FB dump		0-2											
Hook Truck		0-2											
Hook Truck Box		0-2											
Edger		1-6											
Backpack Blower		1-2											
<b>Materials</b>		<b>Quantity</b>		<b>Quality - Results</b>  When work is done, turf edges should be sharply defined, straight and free of debris.									
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>					
Value: 73.5		Unit: K LF		March 13, 2017									
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>							
Value: 2.5 to 3		Unit: K LF											

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

<b>WORK ACTIVITY</b>	<b>AERATING - TURF</b>	<b>WORK ORDER CODE</b>	812									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
					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.												
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>				
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare equipment and load flatbed.</li> <li>2. Drive to park.</li> <li>3. Inspect area for debris (pick up if necessary) and wet areas.</li> <li>4. Flag valve boxes and irrigation heads.</li> <li>5. Aerate Turf.</li> <li>6. Pick up flags.</li> <li>7. Load tractor back up on flatbed.</li> <li>8. Proceed to next job site.</li> <li>9. Clean equipment after use.</li> <li>10. Document work.</li> </ol>				Perform safety inspection on hook truck before operating.  Check fluid levels on equipment.  Lube aerator/check times for rocks in tines before operating.  Avoid sharp turns when aerating.				
Gm Specialist		0-1										
GM Worker		0-1										
Veg. Control Spec		0-1										
Crew chief		0-2 1										
<b>Equipment</b>		<b>Quantity</b>										
Tractor		0-1										
Core tine aerator attachment		0-1										
shatter time aerator attachment		0-1										
Hook Truck		0-1										
Walk Behind Aerator		0-1										
<b>Materials</b>		<b>Quantity</b>		<b>Quality - Results</b> When work is done, turf aeration will be uniform, with no skips, with clean holes and no tears in the turf.								
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>				
90 Acres				March 29, 2017				October 1, 2001				
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>						
8 Acres												

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

<b>WORK ACTIVITY</b>	<b>FERTILIZING - TURF</b>	<b>WORK ORDER CODE</b>	<b>813</b>														
<b>DESCRIPTION OF WORK</b>																	
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.																	
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>					
					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.																	
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>									
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare equipment and load fertilizer.</li> <li>2. Drive to the job site.</li> <li>3. Unload equipment and fertilizer.</li> <li>4. Calibrate fertilizer spreader.</li> <li>5. Apply fertilizer.</li> <li>6. Blow fertilizer off walks, pads, tables, etc.</li> <li>7. Load equipment and fertilizer.</li> <li>8. Proceed to next job site.</li> <li>9. Clean equipment after use.</li> <li>10. Complete Fertilizer Application Record.</li> <li>11. Document work.</li> </ol>									Follow county policies and guidelines when applying fertilizers.  Wear safety gear as needed, such as gloves and eye protection.  Apply at rates as directed by the Vegetation Control Specialist in charge of application area.				
Veg. Control Spec		1															
GM Spec.		0-2															
GM Worker		0-2															
GM Crew chief		0-2															
<b>Equipment</b>		<b>Quantity</b>															
¼ Ton PU		0-1															
1 Ton Flatbed Dump		0-1															
Fertilizer Spreader		0-2															
Backpack Blower		1															
<b>Materials</b>		<b>Quantity</b>		<b>Quality - Results</b> When work is done, turf will be uniformly fertilized with no skips.													
Turf Fertilizer		0-3,000 lbs															
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>									
90 Acres				March 29, 2017				October 12, 2001									
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>											
30 Acres																	

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

<b>WORK ACTIVITY</b>	TOP DRESSING/OVER-SEEDING	<b>WORK ORDER CODE</b>	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.

<b>PLANNING CRITERIA</b>	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.

<b>RESOURCE REQUIREMENTS</b>	<b>WORK METHOD</b>	<b>CHECK POINTS</b>																																													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b><u>Personnel</u></b></td> <td style="width: 15%;"><b><u>Quantity</u></b></td> <td></td> </tr> <tr> <td>Veg. Control Spec</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-2</td> <td></td> </tr> <tr> <td>Crew chief</td> <td style="text-align: center;">0-2</td> <td></td> </tr> <tr> <td><b><u>Equipment</u></b></td> <td><b><u>Quantity</u></b></td> <td></td> </tr> <tr> <td>Tractor</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>Overseeder attach't</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>Topdresser</td> <td></td> <td></td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>Flatbed Hook Truck</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>Attachment</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td>¼ ton PU</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td><b><u>Materials</u></b></td> <td><b><u>Quantity</u></b></td> <td></td> </tr> <tr> <td>Mason Sand</td> <td style="text-align: center;">0-80 cu yds.</td> <td></td> </tr> <tr> <td>Grass Seed</td> <td style="text-align: center;">0-520 lbs.</td> <td></td> </tr> </table>	<b><u>Personnel</u></b>	<b><u>Quantity</u></b>		Veg. Control Spec	1		GM Specialist	0-2		Crew chief	0-2		<b><u>Equipment</u></b>	<b><u>Quantity</u></b>		Tractor	1		Overseeder attach't	0-1		Topdresser			Hook Truck	0-1		Flatbed Hook Truck	1		Attachment	1		¼ ton PU	0-1		<b><u>Materials</u></b>	<b><u>Quantity</u></b>		Mason Sand	0-80 cu yds.		Grass Seed	0-520 lbs.		<ol style="list-style-type: none"> <li>1. Prepare equipment and load on to hook truck.</li> <li>2. Drive to work site.</li> <li>3. Flag irrigation heads and valve boxes.</li> <li>4. Unload equipment.</li> <li>5. Load sand or seed.</li> <li>6. Calibrate equipment.</li> <li>7. Overseed or Topdress turf.</li> <li>8. Load equipment</li> <li>9. Proceed to next job site.</li> <li>10. Clean equipment after use.</li> <li>11. Document work.</li> </ol>	<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> <p><b><u>Quality - Results</u></b>                      When work is done, turf topdressing/overseeding will be uniform, with no skips or overlaps and no tears in turf.</p>
<b><u>Personnel</u></b>	<b><u>Quantity</u></b>																																														
Veg. Control Spec	1																																														
GM Specialist	0-2																																														
Crew chief	0-2																																														
<b><u>Equipment</u></b>	<b><u>Quantity</u></b>																																														
Tractor	1																																														
Overseeder attach't	0-1																																														
Topdresser																																															
Hook Truck	0-1																																														
Flatbed Hook Truck	1																																														
Attachment	1																																														
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<b><u>Materials</u></b>	<b><u>Quantity</u></b>																																														
Mason Sand	0-80 cu yds.																																														
Grass Seed	0-520 lbs.																																														
<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>																																													
74 Acres	March 29, 2017	October 13, 2001																																													
<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>																																														
8 Acres																																															

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

<b>WORK ACTIVITY</b>	<b>DEBRIS REMOVAL</b>	<b>WORK ORDER CODE</b>	815											
<b>DESCRIPTION OF WORK</b>														
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.														
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>		
	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.														
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>				<b>CHECK POINTS</b>								
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Inspect, prepare and load equipment.</li> <li>2. Drive to job site.</li> <li>3. Unload equipment/drop boxes.</li> <li>4. Remove debris/load into boxes.</li> <li>5. Haul debris to dump site as needed.</li> <li>6. Load equipment back onto trucks.</li> <li>7. Proceed to next job site.</li> <li>8. Clean equipment after use.</li> <li>9. Document work.</li> </ol>				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														
<b>Equipment</b>		<b>Quantity</b>												
Tractor		1												
Blower Attachment		0-1												
Turf Sweeper		0-2												
Hook Truck		1-3												
Drop Box (10-12yd)		1-8												
Leaf Vac		0-1												
¼ Ton Dump		0-1												
1 Ton Dump		0-1												
<b>Materials</b>		<b>Quantity</b>		<b>Quality - Results</b> When work is done, turf and grounds will be free of debris, well manicured and aesthetically pleasing.										
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>				<b>SUPERCEDES</b>								
290 Acres		March 29, 2017				September 24, 2001								
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>								
12 Acres														

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

<b>WORK ACTIVITY</b>	<b>TURF INSTALLATION / REPAIR</b>	<b>WORK ORDER CODE</b>	816									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
			X	X	X	X	X	X	X	X		
Work is performed as needed.												
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>				<b>CHECK POINTS</b>						
<b>Personnel</b>	<b>Quantity</b>	Varies				<b>Quality - Results</b> Newly renovated areas will give turf a uniform look and attain general health.						
Veg. Control Spec	1											
GM Specialist	0-2											
GM Worker	0-2											
	2											
<b>Equipment</b>	<b>Quantity</b>											
Tractor	0-1											
Overseeder attach't	0-1											
Topdresser												
Hook Truck	0-1											
Flatbed Hook Truck	1											
Attachment	1											
¼ ton PU	0-1											
<b>Materials</b>	<b>Quantity</b>											
Seed	10 lb/1 KSF											
Top Dress	yds.											
Fertilizer	1 lbs/1KSF											
Soil Amendments												
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>				<b>SUPERCEDES</b>						
185 Acres		March 29, 2017				October 14, 2001						
<b>AVG. DAILY PRODUCTION</b>				<b>APPROVAL</b>								
500 – 1500 SF												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	TREE PLANTING AND REPLACEMENT	<b>WORK ORDER CODE</b>	821
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**DESCRIPTION OF WORK**

All work related to planting and replacing trees. 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 trees.

PLANNING CRITERIA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	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																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Personnel</b></td> <td style="width: 30%;"><b>Quantity</b></td> </tr> <tr> <td>Ground Maint. Crew Chief</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Vegetation Control Specialist</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Grounds Maint. Spec.</td> <td style="text-align: center;">0-4</td> </tr> <tr> <td>Work Crew (OSC/DNR)</td> <td style="text-align: center;">0-2</td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	Ground Maint. Crew Chief	0-2	Vegetation Control Specialist	0-2	Grounds Maint. Spec.	0-4	Work Crew (OSC/DNR)	0-2	<ol style="list-style-type: none"> <li>1. Prepare Vehicles.</li> <li>2. Load equipment and materials.</li> <li>3. Drive to worksite.</li> <li>4. Unload trees, equipment and materials.</li> <li>5. Prepare hole at least twice the width and deep as rootball.</li> <li>6. Prepare rootball-remove from container and score sides to prevent girdling.</li> <li>7. Place rootball in hole-if B&amp;B untie and remove or loosen burlap.</li> <li>8. Center rootball in hole and rotate tree for best position.</li> <li>9. Place enough soil around rootball to stabilize tree.</li> <li>10. Install plant tabs and water.</li> <li>11. Fill in remainder of hole and firm soil around tree.</li> <li>12. Build water dam around tree with soil as required and water.</li> <li>13. Stake and tie tree.</li> <li>14. Clean up worksite.</li> <li>15. Clean tools and equipment after use.</li> <li>16. Document work.</li> </ol>	<p>When doing a new installation, mark and call for utility locates before digging.</p> <p>Don't plant too deep; root crown should be placed slightly above grade.</p> <p>Trees should be staked or tied loose enough to allow for movement.</p> <p>Tree ties should be removed approximately one year from time of planting.</p>						
<b>Personnel</b>	<b>Quantity</b>																	
Ground Maint. Crew Chief	0-2																	
Vegetation Control Specialist	0-2																	
Grounds Maint. Spec.	0-4																	
Work Crew (OSC/DNR)	0-2																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Equipment</b></td> <td style="width: 30%;"><b>Quantity</b></td> </tr> <tr> <td>¼ ton pickup</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>1 ton dump</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Hook Truck Box</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Skid Steer Loader</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Auger Attachment</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>Water Tank</td> <td style="text-align: center;">0-2</td> </tr> </table>	<b>Equipment</b>	<b>Quantity</b>	¼ ton pickup	0-2	1 ton dump	0-2	Hook Truck	0-2	Hook Truck Box	0-2	Skid Steer Loader	0-1	Auger Attachment	0-1	Trailer	0-1	Water Tank	0-2
<b>Equipment</b>	<b>Quantity</b>																	
¼ ton pickup	0-2																	
1 ton dump	0-2																	
Hook Truck	0-2																	
Hook Truck Box	0-2																	
Skid Steer Loader	0-1																	
Auger Attachment	0-1																	
Trailer	0-1																	
Water Tank	0-2																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Materials</b></td> <td style="width: 30%;"><b>Quantity</b></td> </tr> <tr> <td>Trees</td> <td style="text-align: center;">1-20</td> </tr> <tr> <td>Tree Stakes</td> <td style="text-align: center;">2-40</td> </tr> <tr> <td>Tree Tie</td> <td style="text-align: center;">2-40</td> </tr> <tr> <td>Fertilizer Tablets</td> <td style="text-align: center;">3-60</td> </tr> <tr> <td>Soil Amendment</td> <td style="text-align: center;">1 CY</td> </tr> </table>	<b>Materials</b>	<b>Quantity</b>	Trees	1-20	Tree Stakes	2-40	Tree Tie	2-40	Fertilizer Tablets	3-60	Soil Amendment	1 CY						
<b>Materials</b>	<b>Quantity</b>																	
Trees	1-20																	
Tree Stakes	2-40																	
Tree Tie	2-40																	
Fertilizer Tablets	3-60																	
Soil Amendment	1 CY																	

<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>
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Value: n/a	Unit: Trees	March 13, 2017		October 12, 2001
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<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>
Value: 8-12	Unit: Trees

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	PLANT REPLACEMENT AND INSTALLATION	<b>WORK ORDER CODE</b>	822									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
	X	X	X	X	X					X	X	X
Work is performed during the months outlined above. Work may also be done as requested.												
<b>RESOURCE REQUIREMENTS</b>			<b>WORK METHOD</b>				<b>CHECK POINTS</b>					
<b>Personnel</b> <b>Quantity</b> Ground Maint. Crew Chief                      0-2 Vegetation Control Specialist                      0-2 Grounds Maint. Spec.                      0-4 Work Crew (OSC/DNR)                      0-2 Temp                      0-2			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.				Don't plant too deeply; root crown should be placed slightly higher than grade.					
<b>Equipment</b> <b>Quantity</b> ¼ ton pickup                      0-2 1 ton dump                      0-2 Hook Truck                      0-2 Hook Truck Box                      0-2 Water Tank                      0-2												
<b>Materials</b> <b>Quantity</b> Plants                      1-100 plants Fertilizer Tablets                      1-100 ea . Soil Amendment                      1 CY Slug Bait                      1 box.							<b>Quality - Results</b> When work is done the plants shall be evenly spaced and planted according to department specifications.					
<b>FEATURE INVENTORY ITEM</b>			<b>EFFECTIVE</b>				<b>SUPERCEDES</b>					
Value: n/a                      Unit: Square foot			March 13, 2017				October 12, 2001					
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>						
Value: 1,500-30,000                      Unit: Square Feet												



**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	PRUNING TREES	<b>WORK ORDER CODE</b>	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																																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b><u>Personnel</u></b></td> <td style="width: 30%;"><b><u>Quantity</u></b></td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-6</td> </tr> <tr> <td>Vegetation Control Spec.</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>Work Crew(OSC/DNR)</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td><b><u>Equipment</u></b></td> <td><b><u>Quantity</u></b></td> </tr> <tr> <td>¼ ton truck</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 4x4 FB</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1 ton Dump</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Hook Truck Boxes</td> <td style="text-align: center;">0-6</td> </tr> <tr> <td>Tractor</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Chipper</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>30' Manlift Truck</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Chain saw</td> <td style="text-align: center;">1-6</td> </tr> <tr> <td>Power Pole Pruner</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Back Pack Blower</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Ladders</td> <td></td> </tr> <tr> <td>Hand tools</td> <td></td> </tr> <tr> <td><b><u>Materials</u></b></td> <td><b><u>Quantity</u></b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b><u>Personnel</u></b>	<b><u>Quantity</u></b>	GM Crew Chief	0-2	GM Specialist	0-6	Vegetation Control Spec.	0-2	GM Worker	0-1	Work Crew(OSC/DNR)	0-2	<b><u>Equipment</u></b>	<b><u>Quantity</u></b>	¼ ton truck	0-2	1 ton 4x4 PU	0-1	1 ton 4x4 FB	0-1	1 ton Dump	0-2	Hook Truck	0-2	Hook Truck Boxes	0-6	Tractor	0-1	Chipper	0-2	30' Manlift Truck	0-1	Chain saw	1-6	Power Pole Pruner	0-2	Back Pack Blower	0-2	Ladders		Hand tools		<b><u>Materials</u></b>	<b><u>Quantity</u></b>			<ol style="list-style-type: none"> <li>1. Prepare vehicles and load equipment.</li> <li>2. Drive to work site.</li> <li>3. Unload equipment and tools</li> <li>4. Perform corrective pruning to tree.</li> <li>5. Remove dead or hazardous tree.</li> <li>6. Limb up branches to standard height.</li> <li>7. Chip branches and/or load debris.</li> <li>8. Haul debris and dump as needed.</li> <li>9. Clean up worksite.</li> <li>10. Drive to next worksite.</li> <li>11. Clean equipment after use.</li> <li>12. Document work.</li> </ol>	<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>Trees shall be pruned according to ISA standards.</p> <p><b><u>Quality - Results</u></b>            When work is done, trees shall be safe, attractive and pruned uniformly with clean cuts outside the limbs collar.</p>
<b><u>Personnel</u></b>	<b><u>Quantity</u></b>																																															
GM Crew Chief	0-2																																															
GM Specialist	0-6																																															
Vegetation Control Spec.	0-2																																															
GM Worker	0-1																																															
Work Crew(OSC/DNR)	0-2																																															
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Tractor	0-1																																															
Chipper	0-2																																															
30' Manlift Truck	0-1																																															
Chain saw	1-6																																															
Power Pole Pruner	0-2																																															
Back Pack Blower	0-2																																															
Ladders																																																
Hand tools																																																
<b><u>Materials</u></b>	<b><u>Quantity</u></b>																																															

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 2944                      Unit: Tree	March 13, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 10-20                      Unit: Tree	<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**

<b>WORK ACTIVITY</b>	PRUNING SHRUBS AND GROUND COVERS	<b>WORK ORDER CODE</b>	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><b>Personnel</b>                      <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"> <li>1. Prepare equipment and load into trucks.</li> <li>2. Drive to worksite.</li> <li>3. Unload equipment.</li> <li>4. Prune as directed by Crew Chief or Vegetation Control Specialist.</li> <li>5. Remove debris.</li> <li>6. Load debris into truck or drop box.</li> <li>7. Blow debris from walks, paths and roadways.</li> <li>8. Drive to next worksite.</li> <li>9. Clean equipment after use.</li> <li>10. Document work.</li> </ol>	<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><b>Equipment</b>                      <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><b>Materials</b>                      <u>Quantity</u></p> <p>Trash bags                      10</p> <p>5 gal. Buckets                      0-6</p>		<p><b>Quality - Results</b></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	

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**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	FERTILIZING TREES AND SHRUBS	<b>WORK ORDER CODE</b>	825
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**DESCRIPTION OF WORK**

All work associated with the application of fertilizer to trees and shrub beds. Work is done in County parks and business campus locations. Work is done to maintain health and appearance of trees and shrubs.

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

Fertilizers are applied once per year, late winter for evergreen trees and shrubs and spring for flowering trees and shrubs. Fertilizer application is applied prior to vegetative growth. Work may also be done as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Personnel</b></td> <td style="width: 40%; text-align: center;"><b>Quantity</b></td> </tr> <tr> <td>Crew Chief</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Vegetation</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: center;">0-4</td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">0-4</td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	Crew Chief	0-2	Vegetation	0-2	GM Specialist	0-4	Temp	0-4	<ol style="list-style-type: none"> <li>1. Obtain fertilizer from storage site.</li> <li>2. Calibrate manual spreader for correct application.</li> <li>3. Load fertilizer and spreader(s) into truck.</li> <li>4. Drive to worksite.</li> <li>5. Load fertilizer into spreader(s).</li> <li>6. Apply fertilizer.</li> <li>7. If minor fertilizing is done, spread fertilizer within drip line of plant.</li> <li>8. Blow off and clean excess fertilizer from walks, paths and paved areas.</li> <li>9. Water as necessary.</li> <li>10. Clean equipment after use.</li> <li>11. Fill out Fertilizer Application Record.</li> <li>12. Document Work.</li> </ol>	<p>Follow County policies and guidelines when applying fertilizers.  Wear gloves and eye protection when applying fertilizer.  Apply at rates as directed by the Vegetation Control Specialist in charge of application area.</p>
<b>Personnel</b>	<b>Quantity</b>											
Crew Chief	0-2											
Vegetation	0-2											
GM Specialist	0-4											
Temp	0-4											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Equipment</b></td> <td style="width: 40%; text-align: center;"><b>Quantity</b></td> </tr> <tr> <td>¼ ton pickup</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>1 ton dump truck</td> <td style="text-align: center;">0-2</td> </tr> <tr> <td>Manual Fert. Spreader</td> <td style="text-align: center;">0-2</td> </tr> </table>	<b>Equipment</b>	<b>Quantity</b>	¼ ton pickup	0-2	1 ton dump truck	0-2	Manual Fert. Spreader	0-2	<p style="text-align: center;"><b>Quality - Results</b></p> <p>When work is done, fertilizer shall be evenly applied at calibrated rates. Paved areas nearby shall be free of fertilizer pellets.</p>			
<b>Equipment</b>	<b>Quantity</b>											
¼ ton pickup	0-2											
1 ton dump truck	0-2											
Manual Fert. Spreader	0-2											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Materials</b></td> <td style="width: 40%; text-align: center;"><b>Quantity</b></td> </tr> <tr> <td>Fertilizer</td> <td style="text-align: center;">200 lbs.</td> </tr> </table>	<b>Materials</b>	<b>Quantity</b>	Fertilizer	200 lbs.								
<b>Materials</b>	<b>Quantity</b>											
Fertilizer	200 lbs.											

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value:29.5                      Unit: Acres	10/11/01	

AVG. DAILY PRODUCTION	APPROVAL				
Value: 2                      Unit: Acres	<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**

<b>WORK ACTIVITY</b>	RAKING AND WEEDING SHRUB BEDS	<b>WORK ORDER CODE</b>	826
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**DESCRIPTION OF WORK**

All work associated with the raking and weeding of shrub beds using many manual methods. Work is performed in County parks to enhance the health of the plant materials and the aesthetics of the areas.

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 monthly at each shrub bed area and as requested.

RESOURCE REQUIREMENTS	WORK METHOD	CHECK POINTS														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Personnel</b></td> <td style="width: 20%; text-align: center;"><u>Quantity</u></td> <td></td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>Temp</td> <td style="text-align: center;">0-4</td> <td></td> </tr> <tr> <td>Work Crew (OSC)</td> <td style="text-align: center;">0-2</td> <td></td> </tr> </table>	<b>Personnel</b>	<u>Quantity</u>		GM Worker	0-1		Temp	0-4		Work Crew (OSC)	0-2		<ol style="list-style-type: none"> <li>1. Inspect, prepare and load tools.</li> <li>2. Drive to worksite.</li> <li>3. Unload tools/drop box.</li> <li>4. Remove weeds/debris from shrub beds.</li> <li>5. Load into truck or drop box.</li> <li>6. Load tools back into truck.</li> <li>7. Proceed to next job site.</li> <li>8. Clean equipment after use.</li> <li>9. Document work.</li> </ol>	Perform safety inspection on equipment before use. Wear ear/eye protection when operating power equipment.		
<b>Personnel</b>	<u>Quantity</u>															
GM Worker	0-1															
Temp	0-4															
Work Crew (OSC)	0-2															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Equipment</b></td> <td style="width: 20%; text-align: center;"><u>Quantity</u></td> <td></td> </tr> <tr> <td>¼ Ton Dump Truck</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>1 Ton Dump Truck</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: center;">0-1</td> <td></td> </tr> <tr> <td>Various Hand Tools</td> <td></td> <td></td> </tr> </table>	<b>Equipment</b>	<u>Quantity</u>		¼ Ton Dump Truck	0-1		1 Ton Dump Truck	0-1		Hook Truck	0-1		Various Hand Tools			
<b>Equipment</b>	<u>Quantity</u>															
¼ Ton Dump Truck	0-1															
1 Ton Dump Truck	0-1															
Hook Truck	0-1															
Various Hand Tools																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Materials</b></td> <td style="width: 20%; text-align: center;"><u>Quantity</u></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	<b>Materials</b>	<u>Quantity</u>														
<b>Materials</b>	<u>Quantity</u>															

<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>
Value: 29.5      Unit: Acres	March 29, 2017	October 12, 2001

<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>				
Value: 1-5      Unit: 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.

<b>WORK ACTIVITY</b>	<b>MULCH SHRUB BEDS</b>					<b>WORK ORDER CODE</b>	827					
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
		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.												
<b>RESOURCE REQUIREMENTS</b>			<b>WORK METHOD</b>					<b>CHECK POINTS</b>				
<b>Personnel</b>		<b>Quantity</b>	<ol style="list-style-type: none"> <li>1. Prepare equipment and load trailer.</li> <li>2. Drive to Park.</li> <li>3. Unload and unhook trailer.</li> <li>4. Load barkdust into trucks.</li> <li>5. Spot dump barkdust onto shrub beds.</li> <li>6. Spread barkdust.</li> <li>7. Rake barkdust to uniform depth.</li> <li>8. Sweep/blow barkdust from paths and turf areas.</li> <li>9. Hook up trailer and load loader.</li> <li>10. Proceed to next job side.</li> <li>11. Clean equipment after use.</li> <li>12. Document work.</li> </ol>					<p>Wear eye protection when loading barkdust.</p> <p>Cover nearby drains and catch basin covers.</p> <p>Locate and flag valve boxes, quick coupler valves in shrub beds prior to barkdusting.</p> <p>Apply pre-emergent herbicides prior to mulching.</p>				
Vegetation Control Spec.		1										
GM Spec.		2										
OSC Crew		0-2										
Crew Chief		0-2										
<b>Equipment</b>		<b>Quantity</b>										
Drop Box Truck		0-1										
1 Ton FB w/Dump		2										
Skid Steer Loader		0-1										
Tractor Loader		0-1										
Equipment Trailer		1										
<b>Materials</b>		<b>Quantity</b>										
Mulch/barkdust		5 CY										
			<b>Quality - Results</b>				When work is done, mulch will be evenly spread and uniform. Surrounding areas will be clean and free of mulch.					
<b>FEATURE INVENTORY ITEM</b>			<b>EFFECTIVE</b>					<b>SUPERCEDES</b>				
850,000 1,100 SF			March 29, 2017					October 12, 2001				
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>						
75 CY												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	PEST CONTROL	<b>WORK ORDER CODE</b>	828										
<b>DESCRIPTION OF WORK</b>													
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.													
<b>PLANNING CRITERIA</b>	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.													
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>					
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare equipment and load truck</li> <li>2. Drive to job site.</li> <li>3. Check and/or set up traps, apply pesticides or install barriers to target pest.</li> <li>4. Load equipment back onto truck.</li> <li>5. Proceed to next job site.</li> <li>6. Clean equipment after use.</li> <li>7. Fill out Pesticide Application Report if applicable.</li> <li>8. Document work.</li> </ol>				<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>					
GM Specialist		0-2											
Vegetation Control Spec.		0-1											
Temporary Staff		0-4											
<b>Equipment</b>		<b>Quantity</b>											
3/4ton PU		0-1											
1 Ton Flatbed		0-1											
1 Ton Van		0-1											
<b>Materials</b>		<b>Quantity</b>		<b>Quality - Results</b>									
Yellow Jacket Traps		1 case											
Yellow Jacket Spray		0-2 cans											
Mole Traps		0-12 traps											
Live traps		0-6 traps											
Rodenticide		0-4 packets											
Slug Bait		0-12 lbs.											
Fence material		0-1 roll											
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>					
Value: n/a		Unit: Labor hours		March 29, 2017				October 12, 2001					
<b>AVG. DAILY PRODUCTION</b>							<b>APPROVAL</b>						
Value: 2		Unit: labor hours											

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

<b>WORK ACTIVITY</b>	CHEMICAL APPLICATION PRE-EMERGENT HERBICIDES	<b>WORK ORDER CODE</b>	831																
<b>DESCRIPTION OF WORK</b>																			
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.																			
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>							
		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.																			
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>				<b>CHECK POINTS</b>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><b>Personnel</b></td> <td style="text-align: left;"><b>Quantity</b></td> </tr> <tr> <td>Vegetation Control Spec.</td> <td>0-3</td> </tr> <tr> <td>Grds Maint. Spec.</td> <td>0-6</td> </tr> <tr> <td></td> <td>1-2</td> </tr> </table>		<b>Personnel</b>	<b>Quantity</b>	Vegetation Control Spec.	0-3	Grds Maint. Spec.	0-6		1-2	<ol style="list-style-type: none"> <li>1. Prepare and calibrate application equipment.</li> <li>2. Load chemicals into truck.</li> <li>3. Drive to chemical application site.</li> <li>4. Unload and/or set up application equipment.</li> <li>5. Apply chemicals according to label directions.</li> <li>6. Clean equipment after use.</li> <li>7. Complete Pesticide Application Record.</li> <li>8. Document Work.</li> </ol>				<ul style="list-style-type: none"> <li>- Follow label directions when applying herbicide.</li> <li>- Follow County Policies and BMP's when applying pesticides.</li> <li>- Wear personal protection equip. as directed by label.</li> <li>- Treated areas shall be posted for 24 hrs. after application</li> </ul>					
<b>Personnel</b>	<b>Quantity</b>																		
Vegetation Control Spec.	0-3																		
Grds Maint. Spec.	0-6																		
	1-2																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><b>Equipment</b></td> <td style="text-align: left;"><b>Quantity</b></td> </tr> <tr> <td>¼ ton PU</td> <td>0-2</td> </tr> <tr> <td>1 Ton Flatbed</td> <td>0-2</td> </tr> <tr> <td>Broadcast spreader</td> <td>0-6</td> </tr> </table>		<b>Equipment</b>	<b>Quantity</b>	¼ ton PU	0-2	1 Ton Flatbed	0-2	Broadcast spreader	0-6										
<b>Equipment</b>	<b>Quantity</b>																		
¼ ton PU	0-2																		
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Broadcast spreader	0-6																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;"><b>Materials</b></td> <td style="text-align: left;"><b>Quantity</b></td> </tr> <tr> <td>Treflan</td> <td>160lbs.</td> </tr> <tr> <td>Snapshot 2.5TG</td> <td>300lbs.</td> </tr> <tr> <td>Regal 00</td> <td>240lbs.</td> </tr> <tr> <td>Casoron</td> <td>300lbs.</td> </tr> </table>		<b>Materials</b>	<b>Quantity</b>	Treflan	160lbs.	Snapshot 2.5TG	300lbs.	Regal 00	240lbs.	Casoron	300lbs.	<p style="text-align: center;"><b>Quality - Results</b></p> <p>When work is done, shrub beds shall be weed free for the amount of time indicated on label.</p>							
<b>Materials</b>	<b>Quantity</b>																		
Treflan	160lbs.																		
Snapshot 2.5TG	300lbs.																		
Regal 00	240lbs.																		
Casoron	300lbs.																		
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>				<b>SUPERCEDES</b>													
22 Acres		March 29, 2017				October 12, 2001													
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>													
2 Acres																			

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Post Emergent Herbicide Application	<b>WORK ORDER CODE</b>	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
<p><b>Personnel</b>                      <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"> <li>1. Prepare and calibrate application equipment.</li> <li>2. Load chemicals into truck</li> <li>3. Drive to job site.</li> <li>4. Unload and set up application equipment.</li> <li>5. Apply chemicals according to label directions.</li> <li>6. Clean equipment after use.</li> <li>7. Complete Pesticide Application Record</li> <li>8. Document work.</li> </ol>	<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><b>Equipment</b>                      <u>Quantity</u></p> <p>1 Ton 4x4 Flatbed w/sprayer                      0-1</p> <p>ATV w/sprayer                      0-1</p> <p>¼ Ton Pickup trailer                      0-1</p> <p>Backpack Sprayer                      0-4</p>		
<p><b>Materials</b>                      <u>Quantity</u></p> <p>Roundup</p> <p>Surflan</p> <p>Goal</p>		

**Quality - Results**

When work is done, treated areas shall be weed free with no skips, oversprays or washouts.

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

AVG. DAILY PRODUCTION	APPROVAL								
Value: 4                      Unit: Acres	<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**

<b>WORK ACTIVITY</b>	Turf Weed Control	<b>WORK ORDER CODE</b>	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
<p><b>Personnel</b>                      <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"> <li>1. Prepare and calibrate application equipment.</li> <li>2. Load chemicals into truck</li> <li>3. Drive to job site.</li> <li>4. Unload and set up application equipment.</li> <li>5. Apply chemicals according to label directions.</li> <li>6. Clean equipment after use.</li> <li>7. Complete Pesticide Application Record</li> <li>8. Document Work.</li> </ol>	<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><b>Equipment</b>                      <u>Quantity</u></p> <p>1 Ton 4x4 Flatbed w/sprayer                      0-1</p> <p>ATV w/sprayer                      0-1</p> <p>¼ Ton Pickup trailer                      0-2</p> <p>Backpack Sprayer                      0-4</p>		
<p><b>Materials</b>                      <u>Quantity</u></p> <p>Turf weed herbicide                      4-6 gal.</p> <p>Spray adjuvants                      1-3 qts.</p>		
		<p><b>Quality - Results</b></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	

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	NOXIOUS WEED CONTROL	<b>WORK ORDER CODE</b>	834												
<b>DESCRIPTION OF WORK</b>															
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.															
<b>PLANNING CRITERIA</b>	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.															
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>			<b>CHECK POINTS</b>										
<b>Personnel</b>		<b>Quantity</b>			<ol style="list-style-type: none"> <li>1. Prepare equipment / fill spray applicator</li> <li>2. Load necessary materials/ equipment into truck</li> <li>3. Drive to site</li> <li>4. Unload and setup application or power cutting equipment</li> <li>5. calibrate/ adjust equipment as necessary</li> <li>6. Apply chemicals according to product label directions/ cut targeted weeds</li> <li>7. load equipment and travel to the next work site.</li> <li>8. Clean equipment after use</li> <li>9. Complete Pesticide Application Report as required.</li> <li>10. Document work.</li> </ol>			<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><b>Quality - Results</b>            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>							
GM Specialist		0-4													
Vegetation Control Spec.		0-2													
GM Crew Chief		0-2													
Temporary Staff		0-2													
Work Crew (OSC)		0-2													
Work Crew (DNR)		0-2													
<b>Equipment</b>		<b>Quantity</b>													
1 Ton Flat Bed Truck		0-1													
200 Gal. Spray Tank		0-1													
¼ Ton PU		0-1													
Trailer		0-1													
ATV w/spray tank		0-1													
Hook Truck w/ Flatbed		0-1													
Tractor w/ Brush Hog		0-4													
Walk behind Brush Cutter		0-2													
Weed Eaters		0-8													
<b>Materials</b>		<b>Quantity</b>													
Herbicide.		8-12 gal.													
Spray Adjuvant		1-3 qts.													
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>			<b>SUPERCEDES</b>										
Value: 443		Unit: Acres			March 29, 2017			9/25/01							
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>									
Value: 5						Unit: Acres									

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Irrigation Activation & Winterization	<b>WORK ORDER CODE</b>	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																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Personnel</b></td> <td style="width: 50%;"><b>Quantity</b></td> </tr> <tr> <td><i>Activation</i></td> <td><i>(1 personnel)</i></td> </tr> <tr> <td>Veg. Cont. Spec</td> <td style="text-align: center;">1</td> </tr> <tr> <td><i>Deactivation</i></td> <td><i>(2 personnel)</i></td> </tr> <tr> <td>Veg. Cont. 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> <tr> <td><b>Equipment</b></td> <td><b>Quantity</b></td> </tr> <tr> <td><i>Activation</i></td> <td><i>1</i></td> </tr> <tr> <td>Irrigation Van</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><i>Deactivation</i></td> <td><i>1</i></td> </tr> <tr> <td>Irrigation Van</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>Air Compressor (Trailer)</td> <td style="text-align: center;">1</td> </tr> <tr> <td><b>Materials</b></td> <td><b>Quantity</b></td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	<i>Activation</i>	<i>(1 personnel)</i>	Veg. Cont. Spec	1	<i>Deactivation</i>	<i>(2 personnel)</i>	Veg. Cont. Spec	1-2	GM Specialist	0-1	GM Worker	0-1	<b>Equipment</b>	<b>Quantity</b>	<i>Activation</i>	<i>1</i>	Irrigation Van	0-1	¼ Ton PU	0-1	<i>Deactivation</i>	<i>1</i>	Irrigation Van	0-1	¼ Ton PU	0-1	Air Compressor (Trailer)	1	<b>Materials</b>	<b>Quantity</b>	<p><b>Activation:</b></p> <ol style="list-style-type: none"> <li>1. Drive to designated site.</li> <li>2. Shut off backflow device or isolation valve prior to backflow device.</li> <li>3. Turn on irrigation water supply.</li> <li>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)</li> <li>5. Run water until system is fully charged; shut off the one valve that was isolated.</li> <li>6. System is charged</li> <li>7. Confirm irrigation program &amp; check system water budget</li> <li>8. Drive to next designated site</li> </ol> <p><b>Deactivation:</b></p> <ol style="list-style-type: none"> <li>1. Drive to designated site</li> <li>2. Turn off irrigation water supply</li> <li>3. Attach air compressor line to main line quick coupler. Run air through each individual station.</li> <li>4. Disconnect air compressor line and insulate any backflow devices as necessary.</li> <li>5. Turn off irrigation clock</li> <li>6. Drive to next designated site</li> </ol>	<p>Wear all proper personal protective equipment as required.</p> <p>Be sure that Air Compressor is properly functioning and operational.</p> <p><b>Quality – Results</b></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>
<b>Personnel</b>	<b>Quantity</b>																																	
<i>Activation</i>	<i>(1 personnel)</i>																																	
Veg. Cont. Spec	1																																	
<i>Deactivation</i>	<i>(2 personnel)</i>																																	
Veg. Cont. Spec	1-2																																	
GM Specialist	0-1																																	
GM Worker	0-1																																	
<b>Equipment</b>	<b>Quantity</b>																																	
<i>Activation</i>	<i>1</i>																																	
Irrigation Van	0-1																																	
¼ Ton PU	0-1																																	
<i>Deactivation</i>	<i>1</i>																																	
Irrigation Van	0-1																																	
¼ Ton PU	0-1																																	
Air Compressor (Trailer)	1																																	
<b>Materials</b>	<b>Quantity</b>																																	

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 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**

<b>WORK ACTIVITY</b>	Automatic & Manual Irrigation System Maintenance	<b>WORK ORDER CODE</b>	841										
<b>DESCRIPTION OF WORK</b>													
<p>All types of work associated with automatic &amp; 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.</p>													
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
				X	X	X	X	X	X	X	X		
<p>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.</p>													
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>					
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Drive to designated site</li> <li>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.</li> <li>3. Conduct all necessary repairs</li> <li>4. Drive to next designated site.</li> </ol>				<p>Use Personal Protective Equipment as each tasking requires.</p> <p>Conduct repairs by best irrigation maintenance practices</p>					
<b>Equipment</b>		<b>Quantity</b>											
Irrigation Van		0-1											
¼ Ton PU		0-1											
<b>Materials</b>		<b>Quantity</b>						<p><b>Quality – Results</b></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>					
Automated Irrigation Parts and Accessories		Varies											
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>					
Value: 385 Unit: Irrigation Zones				March 13, 2017				October 12, 2001					
<b>AVG. DAILY PRODUCTION</b>							<b>APPROVAL</b>						
Value: 10 Unit: Irrigation Zones													

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

<b>WORK ACTIVITY</b>	IRRIGATION INSTALLATION	<b>WORK ORDER CODE</b>	842									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
					X	X	X	X	X			
As needed or requested by park staff and visual inspection.												
<b>RESOURCE REQUIREMENTS</b>			<b>WORK METHOD</b>				<b>CHECK POINTS</b>					
<b>Personnel</b>		<b>Quantity</b>		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		<b>Quality - Results</b>								
		1-2										
<b>Equipment</b>		<b>Quantity</b>										
Utility trk		0-1										
¼ ton PU		0-1										
Var hand tools												
Test Bench												
<b>Materials</b>		<b>Quantity</b>										
Valves		1-2										
Piping		var										
Sprinkler heads		4-5										
Wiring		var										
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>				
80,000 LF				March 29, 2017				October 14, 2001				
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>						
10 - 100 LF												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	BACK FLOW ASSEMBLIES TEST AND REPAIR	<b>WORK ORDER CODE</b>	843									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
					X	X	X	X	X			
Work is done as identified with annual inspection of all backflow assemblies, and random spot checking.												
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>			<b>CHECK POINTS</b>							
<b>Personnel</b>	<b>Quantity</b>	<ol style="list-style-type: none"> <li>1. Drive to designated site.</li> <li>2. Attach test equip. hoses to backflow assembly.</li> <li>3. Test backflow assembly.</li> <li>4. Record test results.</li> <li>5. Disassemble and repair as needed.</li> <li>6. Retest as needed.</li> <li>7. Record test results as needed.</li> <li>8. Load equipment into vehicle.</li> <li>9. Drive to next worksite</li> <li>10. Document work.</li> </ol>			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											
<b>Equipment</b>	<b>Quantity</b>											
1 ton Van	0-1											
¼ ton PU	0-1											
Backflow Testing Equip	1											
Confined Space Safety Equip.	1											
<b>Materials</b>	<b>Quantity</b>											
Misc. repair parts												
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>			<b>SUPERCEDES</b>							
Value: 44	Unit: Assemblies	March 29, 2017			10/12/01							
<b>AVG. DAILY PRODUCTION</b>					<b>APPROVAL</b>							
Value: 6-10	Unit: Assemblies											

**ACTIVITY GUIDELINE  
MAINTENANCE MANAGEMENT SYSTEM**

**Clark County**  
LA Consulting, Inc.

<b>WORK ACTIVITY</b>	<b>IRRIGATION ACTIVATION / WINTERIZATION</b>	<b>WORK ORDER CODE</b>	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.

<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
				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.

<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>	<b>CHECK POINTS</b>
<b>Personnel</b>	<b>Quantity</b>	<u>Activation</u> 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. <u>Deactivation</u> 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.	Wear all proper personal protective equipment as required.  Be sure that air compressor is properly functioning and operational.  <b>Quality - Results</b> 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.
<u>Activation</u>			
Parks & Veg Spec	1		
<u>Deactivation</u>			
Parks & Veg Spec	1-2		
GM Specialist	0-1		
GM Worker	0-1		
<b>Equipment</b>	<b>Quantity</b>		
<u>Activation</u>			
Irrigation Van	0-1		
¼ Ton PU	0-1		
<u>Deactivation</u>			
Irrigation Van	0-1		
¼ ton PU	0-1		
Air compressor (Trailer)	1		
<b>Materials</b>	<b>Quantity</b>		
<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>	
385 Irrigation Zone	March 29, 2017	October 11, 2001	

<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>		
40 Irrigation Zone			

## ACTIVITY GUIDELINE

### MAINTENANCE MANAGEMENT SYSTEM

#### Clark County

<b>WORK ACTIVITY</b>	MANUAL WATERING	<b>WORK ORDER CODE</b>	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																														
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Personnel</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> </thead> <tbody> <tr> <td>GM Specialist</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>Temporary Staff</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: right;">0-2</td> </tr> </tbody> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Equipment</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> </thead> <tbody> <tr> <td>Flush Truck</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>1 Ton Flat Bed Truck</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>700 Gal. Water Tank w Trailer</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>¼ Ton PU</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>150 Gal. Water Tank</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>Quick Coupler Valve</td> <td style="text-align: right;">0-8</td> </tr> <tr> <td>Hose</td> <td style="text-align: right;">0-8</td> </tr> <tr> <td>Impact Sprinklers</td> <td style="text-align: right;">0-8</td> </tr> </tbody> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Materials</u></th> <th style="text-align: left;"><u>Quantity</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	<u>Personnel</u>	<u>Quantity</u>	GM Specialist	0-2	Temporary Staff	0-2	Park Caretaker	0-2	<u>Equipment</u>	<u>Quantity</u>	Flush Truck	0-1	1 Ton Flat Bed Truck	0-1	700 Gal. Water Tank w Trailer	0-1	¼ Ton PU	0-1	150 Gal. Water Tank	0-2	Quick Coupler Valve	0-8	Hose	0-8	Impact Sprinklers	0-8	<u>Materials</u>	<u>Quantity</u>			<ol style="list-style-type: none"> <li>1. Prepare equipment / load or attach to truck.</li> <li>2. Load water into tanks.</li> <li>3. Drive to site.</li> <li>3. Unload /setup watering equipment.</li> <li>4. Water plant materials.</li> <li>5. load equipment and travel to the next work site.</li> <li>6. Clean equipment after use</li> <li>7. Document work</li> </ol>	<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> <p><b>Quality - Results</b> When is done plants materials will be watered uniformly to a soil saturation depth of at least six inches.</p>
<u>Personnel</u>	<u>Quantity</u>																															
GM Specialist	0-2																															
Temporary Staff	0-2																															
Park Caretaker	0-2																															
<u>Equipment</u>	<u>Quantity</u>																															
Flush Truck	0-1																															
1 Ton Flat Bed Truck	0-1																															
700 Gal. Water Tank w Trailer	0-1																															
¼ Ton PU	0-1																															
150 Gal. Water Tank	0-2																															
Quick Coupler Valve	0-8																															
Hose	0-8																															
Impact Sprinklers	0-8																															
<u>Materials</u>	<u>Quantity</u>																															

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**

<b>WORK ACTIVITY</b>	CONTROLLER CALIBRATION	<b>WORK ORDER CODE</b>	846										
<b>DESCRIPTION OF WORK</b>													
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.													
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
					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.													
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>					
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare vehicle and load equipment.</li> <li>2. Drive to worksite.</li> <li>3. Inspect/test and calibrate/repair controller as necessary.</li> <li>4. Replace controller if necessary.</li> <li>5. Document calibration adjustments.</li> <li>6. Load equipment</li> <li>7. Drive to next worksite.</li> <li>8. Document work.</li> </ol>				Check to make sure controller is left in on automatic mode before leaving worksite. Turn off power when working around high voltage. Check for public before activating irrigation systems.					
Vegetation Control Spec.		1-2											
Grounds Maint. Specialist		0-2											
<b>Equipment</b>		<b>Quantity</b>		<b>Quality - Results</b> When work is done, irrigation controllers will be maintained in proper working order and adjusted to deliver enough water to meet current evapotranspiration requirements.									
1 Ton Van		0-1											
¾ Ton PU		0-2											
<b>Materials</b>		<b>Quantity</b>											
Misc. Controller Parts.													
Spare Controller		1											
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>					
Value: 40      Unit: Controller				March 29, 2017				October 12, 2001					
<b>AVG. DAILY PRODUCTION</b>							<b>APPROVAL</b>						
Value: 6-10      Unit: Controller													

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Firewood Distribution	<b>WORK ORDER CODE</b>	851									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
	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.												
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>			<b>CHECK POINTS</b>							
<b>Personnel</b>	<b>Quantity</b>	<b>Firewood Distribution:</b> 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. <b>Firewood Procurement/Storage</b> 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.			Wear personal protection equipment (hard hat, eye protection, ear protection, chain saw chaps, gloves, leather boots) when operating chain saws. Do not operate chain saws until properly trained in it's safe use and operation. Practice proper lifting techniques to reduce the risk of back injury.							
GM Worker	0-1											
Temp	0-3											
GM Specialist	0-2											
CM Crew Chief	0-1											
Work Crew (OSC)	0-1											
Work Crew (DNR)	0-1											
<b>Equipment</b>	<b>Quantity</b>											
¼ Ton Flatbed Dump	0-1											
1 Ton Flatbed Dump	0-1											
Tractor	0-1											
Hook Truck	0-1											
Chain saws	0-1											
<b>Materials</b>	<b>Quantity</b>				<b>Quality - Results</b>  When work is done, firewood bins will be well stocked and free of debris.							
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>			<b>SUPERCEDES</b>							
Value: 9.5      Unit:cords		March 29, 2017			October 12, 2001							
<b>AVG. DAILY PRODUCTION</b>				<b>APPROVAL</b>								
Value: 2      Unit: cords												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Barbecue and Stove Maintenance	<b>WORK ORDER CODE</b>	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
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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>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><b>BARBECUES INSTALLATION:</b></p> <ol style="list-style-type: none"> <li>1. load barbecues onto truck.</li> <li>2. Drive to park.</li> <li>3. Unload barbecues and place on stands.</li> <li>4. Secure barbecues to stand w/appropriate hardware.</li> <li>5. Proceed to next park.</li> <li>6. Document work.</li> </ol> <p><b>REMOVAL:</b></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle.</li> <li>2. Drive to park.</li> <li>3. Remove barbecues/hardware from stand.</li> <li>4. Load barbecues in truck</li> <li>5. Proceed to next park.</li> <li>6. Unload barbecues at storage area.</li> <li>7. Document work.</li> </ol> <p><b>CLEANING CHARCOAL RECEPTACLES</b></p> <ol style="list-style-type: none"> <li>1. Prepare equipment.</li> <li>2. Drive to Park.</li> <li>3. Remove grate from receptacle.</li> <li>4. Vacuum charcoal ashes from receptacle using Vactron.</li> <li>5. Replace and secure grate.</li> <li>6. Proceed to next park.</li> <li>7. Empty and clean vactron at decant center.</li> <li>8. Document Work.</li> </ol> <p><b>CLEANING BBQs, STOVES, FIREPLACES</b></p> <ol style="list-style-type: none"> <li>1. Prepare equipment.</li> <li>2. Drive to park.</li> <li>3. Remove litter/ashes from appliance.</li> <li>4. Clean cooking surface.</li> <li>5. Proceed to next park.</li> <li>6. Document work.</li> </ol>	<p>Wear eye and ear protection when operating equipment.          Avoid turf damage, drive on approved paths.</p> <hr/> <p><b>Quality - Results</b></p> <p>When work is done, appliances will be clean, safe and functional.</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> <th style="width: 50%;"><u>Equipment</u></th> <th style="width: 50%;"><u>Quantity</u></th> </tr> <tr> <td>¼ 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>¼ 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>	¼ ton PU	0-2	1 Ton 4x4 PU	0-1	¼ Ton Flatbed Dump	0-2	Trailer Mounted Vactron	0-1	Pressure Washer	0-1		
<u>Equipment</u>	<u>Quantity</u>													
¼ ton PU	0-2													
1 Ton 4x4 PU	0-1													
¼ Ton Flatbed Dump	0-2													
Trailer Mounted Vactron	0-1													
Pressure Washer	0-1													
<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>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%; 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.

<b>WORK ACTIVITY</b>	PLAY CENTERS / BIKE RACK MTCE AND INSPECTION	<b>WORK ORDER CODE</b>	853												
<b>DESCRIPTION OF WORK</b>															
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.															
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>			
	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.															
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>			<b>CHECK POINTS</b>										
<b>Personnel</b> GM Spec		<b>Quantity</b> 2			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.			<b>Quality - Results</b>							
<b>Equipment</b> 1 Ton PU Step ladder Various hand tools		<b>Quantity</b> 1													
<b>Materials</b>		<b>Quantity</b>													
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>			<b>SUPERCEDES</b>										
22 Playgrounds		March 29, 2017			August 30, 2001										
<b>AVG. DAILY PRODUCTION</b>					<b>APPROVAL</b>										
11 each															

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Picnic Table and Bench Maintenance	<b>WORK ORDER CODE</b>	855										
<b>DESCRIPTION OF WORK</b>													
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.													
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
				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.													
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>					
<b>Personnel</b>		<b>Quantity</b>		<b>CLEANING</b>				Wear protective personal clothing when operating power equipment. Follow product label directions when applying paint. Remove wet paint signs after table/bench surfaces have dried.					
GM Crew Chief		0-1		1. Prepare vehicle and load equipment and materials.									
Gm Specialist		0-3		2. Drive to work site.									
Gm Worker		0-1		3. Unload equipment and materials.									
Work Crew (osc)		0-1		4. Remove litter, debris, and staples.									
Temp		0-4		5. Pressure wash table/bench tops, frame and concrete pad.									
<b>Equipment</b>		<b>Quantity</b>		6. Load equipment into truck.				<b>Quality - Results</b> When work is done, picnic tables and park benches will be clean, safe to use, and functional.					
¼ Ton Flatbed Truck		0-2		7. Proceed to next work site.									
1 Ton Flatbed Truck		0-1		8. Document work.									
1 Ton 4x4 PU		0-1		<b>REPAIRS</b>									
Hook Truck w/10 yd. Box		0-1		1. Prepare vehicle and load equipment and materials.									
Pressure Washer		0-2		2. Drive to worksite.									
700 gal. Water Tank w/trailer		0-1		3. Unload and setup tools and materials.									
150 gal. Water Tank		0-1		4. Repair or replace damaged or missing table/bench boards/hardware and paint.									
ATV		0-1		5. Load equipment into truck and proceed to next work location.									
<b>Materials</b>		<b>Quantity</b>		6. Clean tools and equipment after use.				<b>PAINTING</b> 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.					
Paint		0-2 gal.		7. Document work.									
Table/bench boards		0-12 ea.											
Misc. hardware		n/a											
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>					
Value: 330 Unit: Each				March 29, 2017				October 12, 2001					
<b>AVG. DAILY PRODUCTION</b>							<b>APPROVAL</b>						
Value: 8 Unit: Each													

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Picnic Table and Bench Installation	<b>WORK ORDER CODE</b>	856									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
	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.												
<b>RESOURCE REQUEMENTS</b>		<b>WORK METHOD</b>				<b>CHECK POINTS</b>						
<p><b>Personnel</b>                      <b>Quantity</b></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><b>FABRICATION</b></p> <p>1. Prepare vehicle and load necessary equipment and materials.</p> <p>2. Drive to work site.</p> <p>3. Unload and setup equipment.</p> <p>4. Cut lumber to required dimensions.</p> <p>5. Plane, router, sand and paint boards.</p> <p>6. Assemble portable tables</p> <p>7. Cleanup tools and work site.</p> <p>8. Document work.</p> <p><b>INSTALLATION</b></p> <p>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 table/bench frames.</p> <p>5. Set and level frames.</p> <p>6. Pour concrete (allow 1 day to cure).</p> <p>7. Install table/bench boards.</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><b>Equipment</b>                      <b>Quantity</b></p> <p>¼ 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><b>Quality - Results</b></p> <p>When work is done, picnic tables and park benches will be properly installed according to design specification, safe to use, functional, and aesthetically pleasing.</p>						
<p><b>Materials</b>                      <b>Quantity</b></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>												
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>				<b>SUPERCEDES</b>						
Value: Year                      Unit: Each		March 29, 2017				October 12, 2001						
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>						
Value: 6                      Unit: EACH												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Beach Sand Maintenance	<b>WORK ORDER CODE</b>	857												
<b>DESCRIPTION OF WORK</b>															
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.															
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>			
					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.															
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>				<b>CHECK POINTS</b>									
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare and Load Equipment.</li> <li>2. Load materials in trucks.</li> <li>3. Drive to park.</li> <li>4. Unload and set up equipment.</li> <li>5. Clean, rake and level sand.</li> <li>6. Dump debris into drop box.</li> <li>7. Blow off concrete surfaces.</li> <li>8. Load equipment.</li> <li>9. Drive to next park.</li> <li>10. Clean equipment after use.</li> <li>11. Document work.</li> </ol>						<p>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.</p>					
GM Specialist		0-4													
Crew Chief		0-1													
<b>Equipment</b>		<b>Quantity</b>													
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													
<b>Materials</b>		<b>Quantity</b>		<p><b>Quality - Results</b>  When work is done, beach will be free of debris, level, smooth and restored to desired grade.</p>											
Sand		90 yds.													
Grass Seed		200 lbs.													
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>				<b>SUPERCEDES</b>									
Value: 5                      Unit: Acre		March 13, 2017				October 12, 2001									
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>									
Value: .5                      Unit: Acre															

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Recreation Facility Maint.	<b>WORK ORDER CODE</b>	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: 60%;"><b>Personnel</b></td> <td style="width: 40%;"><b>Quantity</b></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>	<b>Personnel</b>	<b>Quantity</b>	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"> <li>1. Prepare equipment and load trucks.</li> <li>2. Drive to worksite.</li> <li>3. Unload materials and tools.</li> <li>4. Performed assigned maintenance tasks.</li> <li>5. Drive to next worksite.</li> <li>6. Document work.</li> </ol>	<p>Wear personal protection equipment when operating power equipment.</p>
<b>Personnel</b>	<b>Quantity</b>													
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: 60%;"><b>Equipment</b></td> <td style="width: 40%;"><b>Quantity</b></td> </tr> <tr> <td>¼ 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>	<b>Equipment</b>	<b>Quantity</b>	¼ ton Flatbed dump	0-2	1 ton 4x4 PU	0-1	1 ton Flatbed dump	0-1	<p><b>Quality - Results</b></p> <p>When work is done, recreational facilities will clean, safe and functional.</p>					
<b>Equipment</b>	<b>Quantity</b>													
¼ 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: 60%;"><b>Materials</b></td> <td style="width: 40%;"><b>Quantity</b></td> </tr> <tr> <td>Sand</td> <td style="text-align: center;">3 cu. Yd.</td> </tr> </table>	<b>Materials</b>	<b>Quantity</b>	Sand	3 cu. Yd.										
<b>Materials</b>	<b>Quantity</b>													
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%; height: 30px; 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.

<b>WORK ACTIVITY</b>	<b>LITTER COLLECTION</b>	<b>WORK ORDER CODE</b>	861
<b>DESCRIPTION OF WORK</b>			
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.			
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
	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.			
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>	<b>CHECK POINTS</b>
<b>Personnel</b>	<b>Quantity</b>	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	0-6 1-3		
<b>Equipment</b>	<b>Quantity</b>		
3/4 Ton PU	0-1		
3/4 Ton Flatbed	0-2		
<b>Materials</b>	<b>Quantity</b>		
Litter Bags	20 bags		
Garbage Can Liners	20 bags		
Disposable Gloves	1 box		
			<b>Quality - Results</b>
			When work is done, turf and grounds will be litter free, safe and aesthetically pleasing.
<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>	
227 Acres	March 29, 2017	August 20, 2001	
<b>AVG. DAILY PRODUCTION</b>		<b>APPROVAL</b>	
40 - 100 Acres			

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Garbage Cans and Dumpsters	<b>WORK ORDER CODE</b>	862									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
	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.												
<b>RESOURCE REQUIREMENTS</b>			<b>WORK METHOD</b>					<b>CHECK POINTS</b>				
<b>Personnel</b> Park Caretaker                      0-14 GM Specialist                         0-4 GM Worker                             0-1 Temp.                                     0-6 GM Crew Chief                        0-2			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.					Wear disposable or rubber gloves when performing work. Carry garbage bags away from body to minimize contact with potentially infectious materials. Removal of heavy garbage liners require two employees to reduce risk of back injury and contact with body. Clean area surrounding cans or dumpsters of litter and debris. Keep dumpster storage area free of litter and debris. Report damaged cans or dumpsters to supervisor.				
<b>Equipment</b> ¼ T Flatbed                            0-2 ¼ T Pickup                              0-2 Hook Truck                              0-1												
<b>Materials</b> Garbage Can Liners                 86 Paint                                     2 gal.												
<b>FEATURE INVENTORY ITEM</b>			<b>EFFECTIVE</b>					<b>SUPERCEDES</b>				
Value: 80                      Unit: Each			March 29, 2017					October 12, 2001				
<b>AVG. DAILY PRODUCTION</b>						<b>APPROVAL</b>						
Value: 34                      Unit: Each												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	JANITORIAL SERVICE- RESTROOMS	<b>WORK ORDER CODE</b>	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><b>Personnel</b>                      <u>Quantity</u></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"> <li>1. Prepare vehicle and load supplies.</li> <li>2. Drive to park.</li> <li>3. Check restroom storeroom for supplies.</li> <li>4. Stock supplies as needed.</li> <li>5. Pick up litter from restroom.</li> <li>6. Empty sanitary napkin holders.</li> <li>7. Sweep floors.</li> <li>8. Clean floors with disinfectant cleaner.</li> <li>9. Spot clean walls, doors, partitions.</li> <li>10. Clean sinks, toilets, sanitary napkin holders with disinfectant cleaner.</li> <li>11. Empty trash cans, install liners.</li> <li>12. Restock toilet paper and paper towel and soap dispensers.</li> <li>13. Wipe dry sink, toilet seats and sanitary napkin holders.</li> <li>14. Dry floors with squeegee.</li> <li>15. Clean debris from drainage screens and gutters.</li> <li>16. Put tools and supplies back in storeroom.</li> <li>17. Proceed to next job site.</li> <li>18. Document work.</li> </ol>	<p>Wear disposable gloves when performing work.</p> <p>Carry garbage bags away from body to minimize contact with potentially infectious materials.</p>
<p><b>Equipment</b>                      <u>Quantity</u></p> <p>¼ ton pickup                      0-2</p> <p>¼ 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><b>Materials</b>                      <u>Quantity</u></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><b>Quality - Results</b></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 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> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								

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

<b>WORK ACTIVITY</b>	<b>JANITORIAL SERVICE - RESTROOMS</b>	<b>WORK ORDER CODE</b>	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																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Personnel</b></td> <td style="width: 20%; text-align: center;"><b>Quantity</b></td> <td></td> </tr> <tr> <td>Park Caretaker</td> <td style="text-align: center;">0-10</td> <td rowspan="4" style="vertical-align: top;">Wear disposable or rubber gloves when performing work.</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;">0-4 1</td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>		Park Caretaker	0-10	Wear disposable or rubber gloves when performing work.	GM Specialist	0-3	GM Worker	0-1	Temp	0-4 1	<ol style="list-style-type: none"> <li>1. Prepare vehicle and load supplies.</li> <li>2. Drive to park.</li> <li>3. Check restroom storeroom for supplies.</li> <li>4. Stock supplies as needed.</li> <li>5. Pick up litter from restroom.</li> <li>6. Empty Sanitary Napkin Holders</li> <li>7. Sweep floors</li> <li>8. Clean floors with Disinfectant Cleaner</li> <li>9. Spot clean walls, doors, partitions.</li> <li>10. Clean sinks, toilets, sanitary napkin holders with disinfectant cleaner.</li> <li>11. Empty trash cans, install liners.</li> <li>12. Restock toilet paper and paper towel dispensers, restock Soap Dispenser.</li> <li>13. Wipe dry sink, toilet seats and sanitary napkin holders.</li> <li>14. Dry floors with Squeegee.</li> <li>15. Clean debris from drainage screens and gutters.</li> <li>16. Put tools and supplies back in storeroom.</li> <li>17. Proceed to next job site.</li> <li>18. Document work.</li> </ol>	<p>Carry garbage bags away from body to minimize contact with potentially infectious materials.</p>											
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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	<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.

<b>WORK ACTIVITY</b>	<b>JANITORIAL PICNIC SHELTERS</b>	<b>WORK ORDER CODE</b>	864
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**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										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b><u>Personnel</u></b></td> <td style="width: 40%; text-align: center;"><b><u>Quantity</u></b></td> </tr> <tr> <td>GM Worker</td> <td style="text-align: center;">0-1</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;">1</td> </tr> </table>	<b><u>Personnel</u></b>	<b><u>Quantity</u></b>	GM Worker	0-1	GM Spec.	0-1	Temp	1	<ol style="list-style-type: none"> <li>1. Prepare vehicle and drive to first site.</li> <li>2. Pick up large items of trash.</li> <li>3. Blow shelter area.</li> <li>4. Check and clean stove.</li> <li>5. Clean sink and countertops if needed.</li> <li>6. Clean tables and benches.</li> <li>7. Load trash bags and equipment into truck.</li> <li>8. Document work.</li> <li>9. Move to next site.</li> </ol>	<ul style="list-style-type: none"> <li>- Wear ear and eye protection; wear disposable glove.</li> <li>- Watch for pedestrian traffic; avoid as necessary.</li> </ul>		
<b><u>Personnel</u></b>	<b><u>Quantity</u></b>											
GM Worker	0-1											
GM Spec.	0-1											
Temp	1											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b><u>Equipment</u></b></td> <td style="width: 40%; text-align: center;"><b><u>Quantity</u></b></td> </tr> <tr> <td>3/4 Ton PU</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>1/4 Ton Flatbed</td> <td style="text-align: center;">0-1</td> </tr> <tr> <td>Blower</td> <td></td> </tr> <tr> <td>Water hose</td> <td></td> </tr> </table>	<b><u>Equipment</u></b>	<b><u>Quantity</u></b>	3/4 Ton PU	0-1	1/4 Ton Flatbed	0-1	Blower		Water hose			<p><b><u>Quality - Results</u></b>                      When completed, picnic areas are cleaned and presentable.</p>
<b><u>Equipment</u></b>	<b><u>Quantity</u></b>											
3/4 Ton PU	0-1											
1/4 Ton Flatbed	0-1											
Blower												
Water hose												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b><u>Materials</u></b></td> <td style="width: 40%; text-align: center;"><b><u>Quantity</u></b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b><u>Materials</u></b>	<b><u>Quantity</u></b>										
<b><u>Materials</u></b>	<b><u>Quantity</u></b>											

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
29 Each	March 29, 2017	August 20, 2001

AVG. DAILY PRODUCTION	APPROVAL				
12 - 24 Each	<table style="width: 100%; height: 30px; 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**

<b>WORK ACTIVITY</b>	CLEANING ROOFS AND GUTTERS	<b>WORK ORDER CODE</b>	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
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<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"><u>Personnel</u></th> <th style="width: 20%;"><u>Quantity</u></th> </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"> <li>1. Prepare vehicle and load equipment.</li> <li>2. Drive to worksite.</li> <li>3. Unload equipment.</li> <li>4. Access roof and attach safety rope to body harness and roof anchor point.</li> <li>5. Clean all debris off roof using a blower, broom, or pressure washer.</li> <li>6. Clean debris from gutters and downspouts.</li> <li>7. Clean up debris and load into back of vehicle.</li> <li>8. Load equipment and drive to next worksite.</li> <li>9. Document work.</li> </ol>	<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> <th style="width: 60%;"><u>Equipment</u></th> <th style="width: 20%;"><u>Quantity</u></th> </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><b><u>Quality - Results</u></b></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> <th style="width: 60%;"><u>Materials</u></th> <th style="width: 20%;"><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
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%; 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**

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

FEATURE INVENTORY ITEM	EFFECTIVE	SUPERCEDES
Value: 1                      Unit: Year	March 29, 2017	October 12, 2001

AVG. DAILY PRODUCTION	APPROVAL				
Value: 2-5 Occurrence                      Unit: Occurrence	<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**

<b>WORK ACTIVITY</b>	PAVEMENT MAINTENANCE	<b>WORK ORDER CODE</b>	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.

<b>PLANNING CRITERIA</b>	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.

<b>RESOURCE REQUIREMENTS</b>	<b>WORK METHOD</b>	<b>CHECK POINTS</b>																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Personnel</b></td> <td style="width: 40%;"><b>Quantity</b></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>	<b>Personnel</b>	<b>Quantity</b>	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"> <li>1. Prepare and load equipment.</li> <li>2. Drive to worksite.</li> <li>3. Unload equipment.</li> <li>4. Blow ,sweep or pressure wash hard surfaces.</li> <li>5. Load Equipment.</li> <li>6. Travel to next worksite.</li> <li>7. Unload and clean equipment after use.</li> <li>8. Document work.</li> </ol>	<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>					
<b>Personnel</b>	<b>Quantity</b>																		
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%;"><b>Equipment</b></td> <td style="width: 40%;"><b>Quantity</b></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>	<b>Equipment</b>	<b>Quantity</b>	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><b>Quality - Results</b></p> <p>When work is done hard surfaces will be clean and free of debris.</p>
<b>Equipment</b>	<b>Quantity</b>																		
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%;"><b>Materials</b></td> <td style="width: 40%;"><b>Quantity</b></td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	<b>Materials</b>	<b>Quantity</b>																	
<b>Materials</b>	<b>Quantity</b>																		

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

<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>
Value: 2                      Unit: Acres	



**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Graveled Surface Maintenance	<b>WORK ORDER CODE</b>	872
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**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	WORK METHOD	CHECK POINTS									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Personnel</b></td> <td style="width: 40%; text-align: right;"><b>Quantity</b></td> </tr> <tr> <td>GM Spec.</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>Offender Crew (osc)</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>GM Crew</td> <td style="text-align: right;">0-2</td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	GM Spec.	0-2	Offender Crew (osc)	0-1	GM Crew	0-2	<ol style="list-style-type: none"> <li>1. Prepare and load equipment.</li> <li>2. Load materials into trucks</li> <li>3. Drive to work site.</li> <li>4. Unload equipment</li> <li>5. Assess and coordinate work to be done.</li> <li>6. Perform maintenance operation of raking, repair, or resurfacing gravel surfaces.</li> <li>7. Load gravel into trucks, and dump where necessary.</li> <li>8. Manually or mechanically Rake gravel out evenly over the surface of the work area.</li> <li>9. Clean up work site</li> <li>10. Load equipment onto trucks</li> <li>11. Proceed to the next job site</li> <li>12. Clean equipment after use</li> <li>13. Document work</li> </ol>	<ol style="list-style-type: none"> <li>1. Fill out rock reports when procuring gravel from County stockpile.</li> </ol>	
<b>Personnel</b>	<b>Quantity</b>										
GM Spec.	0-2										
Offender Crew (osc)	0-1										
GM Crew	0-2										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Equipment</b></td> <td style="width: 40%; text-align: right;"><b>Quantity</b></td> </tr> <tr> <td>1 Ton Flatbed tractor w/attachment</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>Hook Truck</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>5yd Dump Truck</td> <td style="text-align: right;">0-3</td> </tr> <tr> <td>Loader</td> <td style="text-align: right;">0-1</td> </tr> </table>	<b>Equipment</b>	<b>Quantity</b>	1 Ton Flatbed tractor w/attachment	0-2	Hook Truck	0-2	5yd Dump Truck	0-3	Loader	0-1	<p><b>Quality - Results</b>            When work is complete, graveled areas will be uniformly covered and smooth, free of ruts, ridges and potholes.</p>
<b>Equipment</b>	<b>Quantity</b>										
1 Ton Flatbed tractor w/attachment	0-2										
Hook Truck	0-2										
5yd Dump Truck	0-3										
Loader	0-1										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Materials</b></td> <td style="width: 40%; text-align: right;"><b>Quantity</b></td> </tr> <tr> <td>Gravel</td> <td style="text-align: right;">0-30 yds.</td> </tr> </table>	<b>Materials</b>	<b>Quantity</b>	Gravel	0-30 yds.							
<b>Materials</b>	<b>Quantity</b>										
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.

<b>WORK ACTIVITY</b>	<b>SNOW &amp; ICE REMOVAL</b>	<b>WORK ORDER CODE</b>	874									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	JAN X	FEB X	MAR X	APR	MAY	JUN	JUL	AUG	SEP	OCT X	NOV X	DEC 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: 50%;"><b>Personnel</b></td> <td style="width: 50%; text-align: center;"><b>Quantity</b></td> </tr> <tr> <td>Step # 1 (Only)</td> <td style="text-align: center;">(2 Total)</td> </tr> <tr> <td>Veg. Cont. Spec.</td> <td style="text-align: center;">0-2</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> <tr> <td>Step #2 &amp; #3</td> <td style="text-align: center;">(full staff)</td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	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)	Snow & Ice Removal: <b>Step #1 – Prevent Snow &amp; Ice C.A.</b> 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. <b>Step # 2 – Snow &amp; Ice Removal</b> 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. <b>Step #3 – Post Storm Snow/Ice Recover</b> 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.	Wear all Personal Protective Equipment when conducting Snow & Ice activities.  Wear several layers of loose fitting, light weight warm clothing rather than one heavy layer of clothing.  Wear Snow & Ice Boo Chains when conducting Snow and Ice Removal activities.  Avoid conducting damage to turf, landscape, curbing and building when conducting snow and ice; chemical application and removal.  Be sure to dress appropriately to avoid frost bite and/or hypothermia.	
<b>Personnel</b>	<b>Quantity</b>																
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: 50%;"><b>Equipment</b></td> <td style="width: 50%; text-align: center;"><b>Quantity</b></td> </tr> <tr> <td>Step #1 (Only)</td> <td></td> </tr> <tr> <td>¼ Ton PU</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Step #3 &amp; #3</td> <td></td> </tr> <tr> <td>¼ Ton PU</td> <td></td> </tr> <tr> <td>¼ Ton PU (4x4)</td> <td style="text-align: center;">2</td> </tr> <tr> <td>1 Ton PU (4x4)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>JD Lawn Tractor w/SP</td> <td style="text-align: center;">1</td> </tr> </table>	<b>Equipment</b>	<b>Quantity</b>	Step #1 (Only)		¼ Ton PU	1	Step #3 & #3		¼ Ton PU		¼ Ton PU (4x4)	2	1 Ton PU (4x4)	1	JD Lawn Tractor w/SP	1	<b>Quality - Results</b> 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.
<b>Equipment</b>	<b>Quantity</b>																
Step #1 (Only)																	
¼ Ton PU	1																
Step #3 & #3																	
¼ Ton PU																	
¼ Ton PU (4x4)	2																
1 Ton PU (4x4)	1																
JD Lawn Tractor w/SP	1																
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<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>															
130,000 SQ FT Campus Only-not Prkg lots	March 29, 2017	October 12, 2001															
<b>AVG. DAILY PRODUCTION</b>	<b>APPROVAL</b>																
10.000 SQ FT																	

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Fence, Bollard, & Gate Repairs	<b>WORK ORDER CODE</b>	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.

<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
			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.

<b>RESOURCE REQUIREMENTS</b>	<b>WORK METHOD</b>	<b>CHECK POINTS</b>																																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Personnel</b></td> <td style="width: 40%;"><b>Quantity</b></td> </tr> <tr> <td>Gm Specialist</td> <td style="text-align: right;">0-3</td> </tr> <tr> <td>Gm Worker</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>Work Crew (DNR)</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>Temp</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td colspan="2"><b>Equipment</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Quantity</b></td> </tr> <tr> <td>¼ Ton Flatbed Truck</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>1 Ton Flatbed Truck</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>1 Ton 4x4 PU</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>Pressure Washer</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>700 gal. Water Tank w/trailer</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>150 gal. Water Tank</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td colspan="2"><b>Materials</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Quantity</b></td> </tr> <tr> <td>Paint</td> <td style="text-align: right;">0-2 gal.</td> </tr> <tr> <td>Fencing materials</td> <td style="text-align: right;">n/a.</td> </tr> <tr> <td>Misc. hardware</td> <td style="text-align: right;">n/a</td> </tr> </table>	<b>Personnel</b>	<b>Quantity</b>	Gm Specialist	0-3	Gm Worker	0-1	GM Crew Chief	0-1	Work Crew (DNR)	0-1	Temp	0-2	<b>Equipment</b>			<b>Quantity</b>	¼ Ton Flatbed Truck	0-2	1 Ton Flatbed Truck	0-1	1 Ton 4x4 PU	0-1	Pressure Washer	0-2	700 gal. Water Tank w/trailer	0-1	150 gal. Water Tank	0-1	<b>Materials</b>			<b>Quantity</b>	Paint	0-2 gal.	Fencing materials	n/a.	Misc. hardware	n/a	<p><b>CLEANING</b></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle and load equipment and materials.</li> <li>2. Drive to work site.</li> <li>3. Unload equipment and materials.</li> <li>4. Remove litter, debris, and staples.</li> <li>5. Pressure wash gates.</li> <li>6. Load equipment into truck.</li> <li>7. Proceed to next work site.</li> <li>8. Document work.</li> </ol> <p><b>REPAIRS</b></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle and load equipment and materials.</li> <li>2. Drive to worksite.</li> <li>3. Unload and setup tools and materials.</li> <li>4. Repair or replace damaged or missing fence, gates or bollards.</li> <li>5. Load equipment into truck and proceed to next work location.</li> <li>6. Clean tools and equipment after use.</li> <li>7. Document work.</li> </ol> <p><b>PAINTING</b></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle and load equipment and materials.</li> <li>2. Drive to work site.</li> <li>3. Unload and set up equipment and paint supplies.</li> <li>4. Prepare surfaces and cover surrounding area with drop cloth.</li> <li>5. Paint surfaces.</li> <li>6. Clean up work site and post wet paint sign.</li> <li>7. Proceed to next work site.</li> <li>8. Clean tools and equipment after use.</li> <li>9. Document work.</li> </ol>	<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><b>Quality - Results</b>            When work is done, posts, bollards and gates will be clean, safe to use, and functional.</p>
<b>Personnel</b>	<b>Quantity</b>																																							
Gm Specialist	0-3																																							
Gm Worker	0-1																																							
GM Crew Chief	0-1																																							
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150 gal. Water Tank	0-1																																							
<b>Materials</b>																																								
	<b>Quantity</b>																																							
Paint	0-2 gal.																																							
Fencing materials	n/a.																																							
Misc. hardware	n/a																																							

<b>FEATURE INVENTORY ITEM</b>	<b>EFFECTIVE</b>	<b>SUPERCEDES</b>
Value: 12,132      Unit: Each	March 29, 2017	October 12, 2001

<b>AVG. DAILY PRODUCTION,</b>	<b>APPROVAL</b>				
Value: 15      Unit: Each	<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**

<b>WORK ACTIVITY</b>	Fence, bollard and gate installation	<b>WORK ORDER CODE</b>	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 REQEMENTS	WORK METHOD	CHECK POINTS
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<u>Personnel</u>	<u>Quantity</u>																																					
GM Specialist	0-3																																					
Crew Chief	0-2																																					
Work Crew (DNR)	0-1																																					
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Gates																																						
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Misc hardware																																						

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 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**

<b>WORK ACTIVITY</b>	Sign maintenance and installation	<b>WORK ORDER CODE</b>	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><b>Personnel</b>                      <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><b>INSTALLATION</b></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle and load necessary equipment and materials.</li> <li>2. Drive to site.</li> <li>3. Unload and setup equipment.</li> <li>4. Dig holes for sign posts.</li> <li>5. Set and level posts.</li> <li>6. Pour concrete (if required).</li> <li>7. Attach sign.</li> <li>8. Load equipment into trucks and proceed to next location.</li> <li>9. Clean tools and equipment after use.</li> <li>10. Document work.</li> </ol> <p><b>CLEANING/MAINTENANCE</b></p> <ol style="list-style-type: none"> <li>1. Prepare vehicle and load necessary equipment and supplies.</li> <li>2. Drive to work site.</li> <li>3. Unload and setup equipment.</li> <li>4. Remove staples, tacks, nails from sign and posts.</li> <li>5. Clean, repair or replace signs, posts or frames as necessary.</li> <li>6. Load equipment into trucks and proceed to next work location.</li> <li>7. Clean tools and equipment after use.</li> <li>8. Document work.</li> </ol>	<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><b>Equipment</b>                      <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><b>Quality - Results</b></p> <p>When work is done, signs will be installed to design and location specification, clean and legible.</p>
<p><b>Materials</b>                      <u>Quantity</u></p> <p>Gates, bollards, posts,                      n/a</p> <p>Fencing, etc. as needed</p> <p>Concrete ( 90 lb. bags)                      0-27</p> <p>Misc. Hardware                      n/a</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**

<b>WORK ACTIVITY</b>	Lock Installation & Replacement	<b>WORK ORDER CODE</b>	884									
<b>DESCRIPTION OF WORK</b>												
<p>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.</p>												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
	X	X	X	X	X	X	X	X	X	X	X	X
<p>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.</p>												
<b>RESOURCE REQUIREMENTS</b>				<b>WORK METHOD</b>				<b>CHECK POINTS</b>				
<b>Personnel</b>		<b>Quantity</b>		<ol style="list-style-type: none"> <li>1. Prepare vehicle and load materials</li> <li>2. Drive to work site.</li> <li>3. Install, replace, or provide necessary maintenance.</li> <li>4. Drive to next work site.</li> <li>5. Document work</li> </ol>				<p>Report quantity of locks and hardware needed for each project to the immediate supervisor.</p>				
GM Specialist		0-2										
GM Worker		0-1										
GM Crew Chief		0-1										
GM Supervisor		0-1										
Temporary Worker		0-1		<p><b>Quality - Results</b> When work is done, Locks will be properly installed and in good working condition.</p>								
Park Caretaker		0-13										
<b>Equipment</b>		<b>Quantity</b>										
¼ Ton Pickup		0-1										
1 Ton Flat bed Truck		0-1										
1 Ton 4x4 Pickup		0-1		<p><b>Quality - Results</b> When work is done, Locks will be properly installed and in good working condition.</p>								
<b>Materials</b>		<b>Quantity</b>										
Locks		N/A										
Misc. Hardware		N/A										
Lubricants		N/A										
<b>FEATURE INVENTORY ITEM</b>				<b>EFFECTIVE</b>				<b>SUPERCEDES</b>				
Value: 370      Unit: Each				March 29, 2017				October 12, 2001				
<b>AVG. DAILY PRODUCTION</b>							<b>APPROVAL</b>					
Value: N/A      Unit: Each												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Security and Surveillance	<b>WORK ORDER CODE</b>	891									
<b>DESCRIPTION OF WORK</b>												
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.												
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
	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.												
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>		<b>CHECK POINTS</b>								
<b>Personnel</b>	<b>Quantity</b>	<ol style="list-style-type: none"> <li>1. Prepare vehicle if required.</li> <li>2. Park entrance gates are opened at 7:00AM and Closed at Dusk.</li> <li>3. Check buildings, walks and facilities for security, safety and serviceability as outlined by schedule.</li> <li>4. Patrol park as scheduled.</li> </ol>		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.								
Park Caretaker	0-13											
<b>Equipment</b>	<b>Quantity</b>											
¼ Ton Pickup	0-1			<b>Quality – Results</b> When work is done parks shall be secure, safe and serviceable.								
<b>Materials</b>	<b>Quantity</b>											
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>		<b>SUPERCEDES</b>								
Value: 1 year      Unit: Labor Hrs.		March 29, 2017		January 1, 2003								
<b>AVG. DAILY PRODUCTION</b>				<b>APPROVAL</b>								
Value: N/A      Unit: 8 hrs.												

**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Water Fountain Maintenance. & Repair	<b>WORK ORDER CODE</b>	859												
<b>DESCRIPTION OF WORK</b>															
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.															
<b>PLANNING CRITERIA</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>			
			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.															
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>			<b>CHECK POINTS</b>										
<b>Personnel</b>		<b>Quantity</b>			<ol style="list-style-type: none"> <li>1. Prepare equipment.</li> <li>2. Load tools into equipment.</li> <li>3. Drive to worksite.</li> <li>4. Clean/repair water dispenser.</li> <li>5. Drive to next worksite.</li> <li>6. Document work.</li> </ol>			<p>Check for proper operation before leaving worksite.            Report maintenance problems to supervisor.            Wear personal protection equipment when operating power equipment.</p>							
GM Specialist		0-1													
Temp.		0-1													
GM Worker		0-1													
GM Crew Chief		0-1													
<b>Equipment</b>		<b>Quantity</b>													
¼ Ton Pickup		0-1			<p style="text-align: center;"><b>Quality - Results</b></p> <p>When work is done, water dispensers will be clean, safe and serviceable.</p>										
ATV		0-1													
Pressure Washer		0-1													
<b>Materials</b>		<b>Quantity</b>													
Misc. Plumbing Supplies		n/a													
<b>FEATURE INVENTORY ITEM</b>		<b>EFFECTIVE</b>			<b>SUPERCEDES</b>										
Value: 41                      Unit: Ea.		March 29, 2017			October 12, 2001										
<b>AVG. DAILY PRODUCTION</b>					<b>APPROVAL</b>										
Value: 24                      Unit: Ea.															



**ACTIVITY GUIDELINE**  
**MAINTENANCE MANAGEMENT SYSTEM**  
**Clark County**

<b>WORK ACTIVITY</b>	Drainage Maintenance	<b>WORK ORDER CODE</b>	873																			
<b>DESCRIPTION OF WORK</b>																						
All work associated with maintenance and repair to drainage systems within trails, roadways, parking lots and turf areas. Work is done within County parks and business campus sites. Work is done to promote public safety, usability, ease of maintenance, appearance.																						
<b>PLANNING CRITERIA</b>	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 clearing culverts, ditches, catch basins of debris, maintaining water bars on trail systems and cleaning dry wells and repair and replacement of drainage systems. Work is done once per month. Work may also be done as requested.																						
<b>RESOURCE REQUIREMENTS</b>		<b>WORK METHOD</b>			<b>CHECK POINTS</b>																	
<p><b><u>Personnel</u></b></p> <table style="width: 100%;"> <tr> <td style="text-align: left;"><b>Quantity</b></td> <td></td> </tr> <tr> <td>GM Crew Chief</td> <td style="text-align: right;">0-1</td> </tr> <tr> <td>GM Specialist</td> <td style="text-align: right;">0-4</td> </tr> <tr> <td>Vegetation Control Spec.</td> <td style="text-align: right;">0-2</td> </tr> <tr> <td>Temp</td> <td style="text-align: right;">0-3</td> </tr> <tr> <td>Offender crew (osc/dnr)</td> <td style="text-align: right;">0-2</td> </tr> </table>		<b>Quantity</b>		GM Crew Chief	0-1	GM Specialist	0-4	Vegetation Control Spec.	0-2	Temp	0-3	Offender crew (osc/dnr)	0-2	<ol style="list-style-type: none"> <li>1. prepare and load equipment.</li> <li>2. Load supplies into trucks.</li> <li>3. Drive to work site.</li> <li>4. Unload equipment and materials</li> <li>5. Perform assigned task.</li> <li>6. Load equipment and materials.</li> <li>7. Drive to next work site.</li> <li>8. Clean equipment after use.</li> <li>9. Document work.</li> </ol>			<p>Wear personal protection equipment when operating power equipment.</p> <p>Install erosion control when required.</p> <p>All open trenches, holes must be covered or signed and barricaded before leaving worksite.</p> <hr/> <p><b>Quality - Results</b> When work is done, drainage systems, will be clean and functioning properly.</p>					
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Value: Year          Unit: Labor Hours		March 29, 2017			October 12, 2001																	
<b>AVG. DAILY PRODUCTION</b>				<b>APPROVAL</b>																		
Value: 4-6          Unit: Labor Hours.																						

**MEMO OF UNDERSTANDING FOR VAN MALL NORTH ANNEXATION, AUGUST 1, 2017**  
**between**  
**CITY OF VANCOUVER COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**AND FIRE MARSHAL'S OFFICE**  
**and**  
**CLARK COUNTY COMMUNITY DEVELOPMENT, COMMUNITY PLANNING, AND PUBLIC**  
**WORKS DEPARTMENTS**

- 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 the City of Vancouver Community Development Department and the Clark County Community Development, Community Planning and Public Works Departments for the operational transfer of active projects files, historical files and other items as a result of the annexation. This MOU focuses on projects under development, comprehensive plan and building review. It includes building, fire, stormwater, land use, Growth Management and code enforcement.
- 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  
Vancouver City Manager

By:  Date: 8-29-17  
Clark County Manager

## ATTACHMENT A

### Guiding Principles of Agreement

<b>City Responsibilities</b>	The City will, assume full responsibility for planning, engineering, fire and building permits, inspections, and enforcement actions and all long range planning and growth management services as of the effective date of the annexation. Exceptions will be approved on a case by case basis.
<b>County Responsibilities</b>	The County may complete processing of active permit applications, inspections, enforcement activities, and long range planning services on behalf of the City with the written permission of both parties. The county may complete only the currently active phase of activity .
<b>Discretionary Actions</b>	County completion of an active phase of an application shall be administrative and ministerial only. All discretionary actions shall be made by the City unless mutually agreed otherwise
<b>Code Compliance</b>	City will assume full responsibility for code enforcement as of the effective date of the annexation with the exception of all appeals received prior to annexation.
<b>New Permit Applications</b>	All new applications received, inspections requested and enforcement actions initiated on those properties within the annexed area as of the date of the annexation shall be submitted to the City for processing
<b>Renewals and Extensions</b>	For active applications remaining with the County, City shall be responsible for all requests for permit extensions or renewals, provided that County may accept requests for ancillary permits for mechanical or fire systems for buildings under construction only when such permits are necessary to complete construction under the terms of the agreement. The City will be responsible for accepting permit applications that seek to extend the use or dimensions of the project under construction, or which seek approval for free-standing signs, tenant improvements, or accessory structures.
<b>List of Applications in Process</b>	The County will prepare and send to the city a list of pending projects and actions on July 1 2017 and August 1 2017. The list shall show the project identifier information (applicant, address, project type, etc.) and the phase of completion on the report dates.
<b>Vesting</b>	The City recognizes the County's vesting and contingent vesting process. Land use applications or counter complete pre-applications filed with the County prior to the date of annexation and determined to be fully complete per County Code, shall continue to be processed under County development regulations. Applications not contingently vested shall be treated as new applications and subject to City development regulations, even if transferred by County. Vested rights shall not extend to any development review fees.
<b>Withdrawal of Project from County</b>	Applicants filing an application with the County may submit an application to the City for the same project under city rules subject to the withdrawal of their application from the County. Applicants who voluntarily withdraw and resubmit their project to the City shall be subject to applicable City regulations and fees.
<b>Final Transfer of Uncompleted Projects</b>	August 1, 2018, any project retained by the county for completion of an active phase of activity, which has not been completed, shall be transferred to the city for review and completion under County regulations.
<b>Fees and Fines</b>	No fees, fee waivers, or fines shall be transferred between jurisdictions.

<b>County Staff as City Contractors</b>	City may contract with County staff to help with applications processed under county regulations
<b>Existing Agreements</b>	The City will recognize and enforce existing agreements enacted by the County prior to the annexation, including development agreements, code compliance agreements, etc.
<b>Document Transfer</b>	Transfer of active building and development files will occur at each phase of project completion, in accordance with the principles below. Closed\historical files will be transferred to the city no later than August 1, 2018.

## Responsibilities in Transitioning Development Applications to City

COLOR KEY:

Transfers to City	<del>Stays with County</del>
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LAND USE PERMITS/ APPLICATIONS	STAGE OF PROCESS AT TIME OF ANNEXATION EFFECTIVE DATE	WHO REVIEWS?	CITY OR COUNTY STANDARDS?
<b>Pre-Application Conference Request</b>	Pre-application conference request submitted but meeting has not been held	County transfers file to City	City standards since County pre-app report has not been issued
	Pre-application conference meeting has been held but staff summary required by CCC Title 40.510.020, A.8 has not been issued	County completes and distributes staff summary and then transfers file to City	County standards (CCC 40)
<b>New Land Use Applications</b>	Applicant tries to submit to County after date of annexation	County directs Applicant to submit to City	County standards if contingently vested; City if not contingently vested (new pre-app required)

Land Use Applications Already in Process	Submitted to County prior to annexation but not yet fully complete	County keeps project until determined complete (even if several cycles required), then file is transferred to City for processing  (Possible deadline given to app.)	County standards (CCC 40) if contingently vested
	Project is fully complete	County processes prelim approval (including any hearing); transfers file to City once approved	County standards (CCC 40)
	Project is at County in review for final approval	County finalizes approval; transfers file to City	County standards (CCC 40)
Land Use Appeals	Appeal of County decision received <u>prior</u> to Annexation; no County decision may be appealed after effective date of annexation	County processes appeal; transfers decision/file to City	County standards (CCC 40)
<b>CIVIL ENGINEERING REVIEW/INSPECTION</b>	<b>STAGE OF PROCESS AT TIME OF ANNEXATION EFFECTIVE DATE</b>	<b>WHO REVIEWS?</b>	<b>CITY OR COUNTY STANDARDS?</b>
Civil Engineering Plan Review	Applicant tries to submit new civil plans	County directs Applicant to submit to the City	City standards
	Submitted to County prior to annexation but processing and plan review has not started	County completes civil plan review and transfers approved civil plans to City	County standards
	Civil plans have been reviewed one or more times and still require corrections	County completes civil plan review and transfers approved civil plans to City	County standards
	Mylars submitted to County prior to annexation but not signed	County reviews and signs mylars	County standards

	County has approved civil plans, mylars not submitted yet	Applicant submits mylars to County for signature then County transfers file to City; applicant submits plan set copies to City	County standards
Construction of Public Improvements	Mylars approved but construction has not commenced on streets or utilities	County transfers plans and file to City, which will be responsible for inspection of public improvements	County standards
	Utilities and/or streets under construction	County finalizes inspections and accepts public improvements once completed	County standards
	County has given construction acceptance but has not completed paperwork (e.g. dedications, cost & quantity, as-built approvals)	County completes acceptance process and finalizes paperwork. Transfers to city at end of process.	County standards
<b>BUILDING AND FIRE PERMITS – REVIEW/INSPECTION</b>	<b>STAGE OF PROCESS AT TIME OF ANNEXATION EFFECTIVE DATE</b>	<b>WHO REVIEWS?</b>	<b>CITY OR COUNTY STANDARDS?</b>
Building and Fire Plan Review and Inspection	Applicant wants to submit building plans/permit application for first time	Applicant submits to City for review	City Building Code, County Land Use standards if vested
	Building plans submitted to County, but first review has not been completed	County transfers plans and file to City	County standards
	Building plans have been reviewed by County and comments returned to applicant one or more times; not ready for approval	County reviews plans until permit can be issued; but does not issue permit. County transfers files before issuing a permit.	County standards
	Building permit has been issued	County retains project through inspection and certificate of occupancy.	County standards

<b>Building/Fire Codes Enforcement</b>	Enforcement action pending at County prior to annexation	County responsible for completing any enforcement actions that are pending; County to provide a list to City of all pending actions	County standards
<b>CODE COMPLIANCE</b>	<b>STAGE OF PROCESS AT TIME OF ANNEXATION EFFECTIVE DATE</b>	<b>WHO REVIEWS?</b>	<b>CITY OR COUNTY STANDARDS?</b>
<b>New complaint</b>	County receives a new complaint	County transfers complainant to City Code Compliance Hotline	City
<b>Pending case</b>	County has opened a code compliance case	County transfers file to City; City determines whether County violation is also a violation of City ordinance; if so, case is processed under city standards but if not, case is closed	City
<b>Code Appeals</b>	Appeal of County code enforcement action received <u>prior</u> to annexation; no appeal of county decision may be submitted after the effective date of the annexation	County processes appeal; transfers decision and file to City when issued; City becomes responsible for enforcing any conditions; fines payable to County.	County
<b>GROWTH MANAGEMENT</b>	<b>STAGE OF PROCESS AT TIME OF ANNEXATION EFFECTIVE DATE</b>	<b>WHO REVIEWS?</b>	<b>CITY OR COUNTY STANDARDS?</b>
<b>New GMA related request</b>			
<b>Rezone Request</b>	County code prohibits acceptance of rezone applications within a UGA if the property is in the process of being annexed. The applicant is referred to the city.	City	City

**FIRE MARSHAL ACTIVITIES**

<b>FIRE MARSHAL'S OFFICE</b>	<b>STAGE OF PROCESS AT TIME OF ANNEXATION EFFECTIVE DATE</b>	<b>WHO REVIEWS?</b>	<b>CITY OR COUNTY STANDARDS?</b>
Fire Origin and Cause Investigations	Existing fire investigation is on-going	Clark County Fire Marshal processes to completion.	County standards
	Fire investigation initiated prior to 8/1/2017, 12:00 AM the date of the annexation.	Clark County Fire Marshal processes to completion.	County standards
	Fire investigation initiated at or after 8/1/2017, 12:00 AM the date of the annexation.	City Fire Marshal processes to completion.	City standards
	New investigations initiated at or after 8/1/2017 that directly relate to on-going investigations in Clark County (I.E. Serial Arsonist).	The City Fire Marshal will process the investigation and then work in with the Clark County Fire Marshal as an Investigation Task Force.	City standards
Existing Occupancy Fire Inspections & Fire Code Enforcement Actions	First inspection has taken place prior to the date of the annexation. (8/1/2017)	City Fire Marshal will be responsible for completing any subsequent enforcement actions that are pending; County to provide a list to City of all pending fire inspections and fire operational permits. Dates, times and status reports of pending code cases will be provided to City Fire Marshal.	County standards
	A regular "annual" fire code inspection has been scheduled (after 8/1/2017) but not yet completed.	County Fire Marshal will notify the business that the scheduled inspection will be postponed. Future inspections will be conducted City Fire Marshal.	City standards
	Complaint received but no inspection has taken place (Before 12:00 AM is Clark County after 12:00 AM is City Fire Marshal)	County transfers the complaint to the City Fire Marshal who will process the complaint.	City standards



	Fire code operational permits issued prior to annexation.	Will remain valid in the City until the next regular fire and life safety inspection.	County standards
	Administrative decisions or rulings issued by the Clark County Fire Marshal prior to annexation, to include alternate materials and methods of construction, prior to annexation.	County transfers documentation of the decision or ruling to the City. The applicant remains vested to that decision unless revoked for cause and/or serious fire and life safety threat.	County standards
<b>Documentation Transfer - Fire Inspection Files, Approved Plans and ITM's.</b>	The County Fire Marshal shall transfer all documentation (fire sprinkler, fire alarm, fixed fire protection, hood suppression final approved plans (as built) for all annexed building inventory. Also to include, general fire inspection records and inspection testing and maintenance records of fire protection systems.	Paper / Electronic.	County Standards
<b>Fire Department Public Education</b>	County Fire Marshal has agreed to provide a public education service scheduled for a date after the annexation date.	County Fire Marshal will provide a list of educational services to the City Fire Marshal.	City standards
	Requests for public education services as of the annexation date.	County Fire Marshal will forward or refer the request to the City Fire Marshal.	City standards
<b>Fireworks – Retail Sales</b>	Pre-order 2018 Retail Fireworks	County Fire Marshal shall inform retail firework permit holders (annexation area); the COV does not permit sales/use within City limits.	City standards