

EXHIBIT H

MAINTENANCE PLAN

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EXHIBIT H

MAINTENANCE PLAN

1) INTRODUCTION

This Maintenance Plan between insert concessioner name (hereinafter referred to as the "Concessioner") and the National Park Service (hereinafter referred to as the "Service") sets forth the maintenance responsibilities of the Concessioner and the Service with regard to those lands and facilities within insert park name (hereinafter referred to as the "Area") that are assigned to the Concessioner for the purposes authorized by the Contract. In the event of any apparent conflict between the terms of the Contract and this Maintenance Plan, the terms of the Contract, including any amendments thereto, will prevail. Full compliance with the requirements of this Maintenance Plan is required in order to satisfy the Concessioner's Maintenance obligations under the terms of the Contract.

This plan will remain in effect until superseded or amended. It will be reviewed annually by the Service in consultation with the Concessioner and revised as determined necessary by the Superintendent of the Area. Revisions may not be inconsistent with the terms and conditions of the main body of the Contract. Any revisions must be reasonable and in furtherance of the purposes of this Contract.

2) PART A – GENERAL STANDARDS

A) General Concession Facilities Standards

Pursuant to the Contract, the Concessioner is solely responsible for the Maintenance of all Concession Facilities to the satisfaction of the Service. In fulfilling its responsibility, the Concessioner must comply with the terms of this Maintenance Plan.

The Concessioner must conduct all maintenance activities in compliance with Applicable Laws, as that term is defined in the Contract. Applicable Laws include, but are not limited to Service standards, DOI and NPS Asset Management Plans, NPS Management Policies, and manufacturer recommendations and specifications.

B) Definitions

In addition to the defined terms contained or referenced in the Contract, the following definitions apply to this Maintenance Plan.

Asset – Real Property that the National Park Service desires to track and manage as a distinct identifiable entity. An Asset may be a physical structure or grouping of structures, land features, or other tangible property that has a specific service or function such as an office building, lodge, motel, cabin, residence, campground, marina, etc.

Capital Improvement – The term "Capital Improvement" shall have the meaning set forth in Exhibit A to the Contract.

Component – A portion of an Asset.

Component Renewal (CR) – The planned Replacement of a Component at the end of its Useful Life. Component Renewal examples include the replacement of foundations, building frames, window frames, windows, doors, sheathing, subfloors, drainage and roofs; the replacement of building systems such as electrical distribution systems, built-in heating and cooling systems, and plumbing systems; and the rehabilitation of Components of historic Concession Facilities. Component Renewal includes the deconstruction of the existing Component and the Replacement of that Component with a new Component of equal or superior capability and performance. These actions recur on a periodic cycle of greater than seven (7) years.

Component Renewal Reserve (CRR) – A Concessioner reserve account that is established in the main body of this Contract. Component Renewal Reserve funds may only be used to carry out Component Renewal on a

project basis that is authorized in writing by the Service and that is non-recurring within a seven (7) year time frame. Component Renewal Reserve funds may not be expended to construct or install Capital Improvements.

Concession Facilities – The term “Concession Facilities” shall have the meaning set forth in the main body of the Contract.

Deferred Maintenance (DM) – Maintenance that was not timely or properly conducted. Continued Deferred Maintenance will result in Deficiencies.

Deficiencies – Defects in an Asset or Component that result when Maintenance is not performed in a timely and/or effective manner. Deficiencies may not have immediately observable physical consequences, but when allowed to accumulate uncorrected, lead to deterioration of Asset performance, loss of Asset value, or both.

Facility Operations – Operational actions performed by the Concessioner on a recurring basis that meet the daily operational needs of Concession Facilities. Typical Facility Operations work includes janitorial and custodial services, snow removal, the operation of utilities, and grounds keeping. Certain Facility Operations requirements may be included in Exhibit B (Operating Plan) to the Contract.

Maintenance – The maintenance of Concession Facilities as described in this Maintenance Plan. Maintenance includes, but is not limited to, actions taken under the following maintenance categories: Component Renewal; Recurring Maintenance; Facility Operations; Preventive Maintenance; and Repair.

Personal Property – For purposes of this Maintenance Plan, the term Personal Property refers to manufactured items of independent form and utility, including equipment and objects, which are solely for use by the Concessioner to conduct business. Personal Property includes, without limitation, removable equipment, furniture and goods, necessary for Concessioner operations under the Contract. Personal Property may be manufactured items of independent form and utility, including equipment and objects that are owned by the Government but assigned temporarily to the Concessioner so that the Concessioner may use them in its operations under the Contract.

Preventive Maintenance (PM) – Planned, scheduled periodic Maintenance activities that are performed weekly, monthly, quarterly, semi-annually, or annually on selected Assets or Components, typically including, but not limited to, inspection, lubrication, and adjustment.

Recurring Maintenance (RM) – Planned work activities to sustain the Useful Life of an Asset or Component that reoccur on a periodic cycle of greater than one year. Typical Recurring Maintenance projects include, but are not limited to painting, pump and motor replacement, cleaning, repair and replacement of lighting, engine overhaul, replacement of carpeting, and refinishing hardwood floors.

Repair – Work undertaken to restore damaged or worn out Assets or Components to a fully functional operating condition.

Replacement – Exchange or substitution of one Asset or Component for another that has the capacity to perform the same function at a level of utility and service equivalent or superior to the level of utility and service of the original Asset or Component.

Useful Life – The serviceable life of an Asset or Component.

C) Concessioner Responsibilities

(1) In General

- (a) All personnel conducting Maintenance must have the appropriate skills, experience, licenses and certifications to conduct such work.

- (b) The Concessioner, where applicable, must submit project plans to the Service that are stamped by a Professional Engineer or Registered Architect licensed in the appropriate State.
 - (c) The Concessioner, where applicable, must obtain the appropriate permits required by federal, State or local law and must provide copies of the permits to the Service.
 - (d) The Concessioner must follow, at minimum, those LEED (Leadership in Energy and Environmental Design) standards set for achieving a silver rating for applicable maintenance. However, the Concessioner is not required to apply for and receive third-party verification or certification of LEED compliance.
 - (e) The Concessioner must not construct or install Real Property Improvements as that term is defined in Exhibit A to the Contract as part of Maintenance or otherwise, except in compliance with all terms and conditions of the Contract including, without limitation, the provisions of Exhibits A and F1.
 - (f) The Concessioner must comply with the Component Renewal Reserve procedures and requirements set forth in Exhibit F2 to the Contract prior to, during, and after expending Component Renewal Reserve funds.
- (2) Environmental, Historic, and Cultural Compliance
- (a) Certain Maintenance actions that are subject to these compliance procedures under the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and other Applicable Laws.
 - (b) Any proposed Maintenance actions that are subject to these compliance procedures must be submitted to the Service by the Concessioner in the format required.
 - (c) The Concessioner may be required to prepare, at its expense, environmental assessments, environmental impact statements, or related documents for certain Maintenance actions. The Service will provide guidance to the Concessioner concerning proper process and procedure.
- (3) Maintenance Tracking
- (a) The Concessioner must schedule and track completion of all of its Maintenance actions and associated expenditures in an electronic format. Such electronic format must be acceptable to the Service and must effectively provide the Service the Maintenance information that the Concessioner is required to provide under this Maintenance Plan.
 - (b) The Concessioner must, on a frequency determined by the Service and in an electronic format acceptable to the Service, provide the Service with Maintenance information that the Service requests. This information may include, but is not limited to: (1) outstanding Component Renewal and Deferred, Recurring, Preventive, scheduled, and unscheduled Maintenance listed by Asset; and (2) budgeted and actual expenditures listed by Asset for Component Renewal and Deferred, Recurring, Preventive, scheduled, and unscheduled Maintenance. The Service, in consultation with the Concessioner, will define the specific requirements for providing requested information, including data export formats, required fields, and data structure.
 - (c) The Concessioner must fully develop, implement, and administer a Computerized Maintenance Management System (CMMS) within the first year of the Contract and must use it to track the condition of and work performed on Concession Facilities in accordance with this Maintenance Plan and direction from the Service. The Concessioner must use the CMMS to record all Maintenance and/or construction performed on Concession Facilities and must ensure that the Service has proper access to and use of all data recorded in the CMMS during the Contract term and for a period of five (5) years thereafter.
- (4) Concessioner Inspections
- The Concessioner must conduct inspections of Concession Facilities (no less than annually) to track its compliance with this Maintenance Plan and to compile information that will aide in the development of future Maintenance requirements.

D) National Park Service Responsibilities

Nothing in this Maintenance Plan may be construed as requiring the Service to conduct Maintenance of Concession Facilities of any kind except as otherwise expressly stated by the terms of this Maintenance Plan. Part B of this Maintenance Plan may describe certain National Park Service responsibilities for particular

elements of Maintenance of Concession Facilities. Any approval or consent given by the Service, whether of any plan, permit, report, inspection, or otherwise, under this Maintenance Plan does not relieve the Concessioner or the Concessioner's contractors of any responsibility for any errors or omissions or from the responsibility to comply with the requirements of this Maintenance Plan or the Contract.

(1) Inspections

The Service will from time to time (as determined necessary by the Service but no less than annually) inspect the condition of Concession Facilities and the progress and quality of Maintenance activities. The Concessioner must provide qualified personnel to accompany the Service when a Concession Facilities inspection is performed.

(2) Evaluation of Concessioner Maintenance

The Service will provide the Concessioner with an annual evaluation of Concession Facilities. The evaluation will be provided to the Concessioner as a record of Concession Facilities condition, and will document the Concessioner's compliance with its obligation to perform all necessary Maintenance. The findings and results of the evaluation will be documented on the Asset Management Program Evaluation Report (form 10-AMP) and will be incorporated into the Concessioner's Annual Overall Rating (AOR).

3) PART B – AREA SPECIFIC RESPONSIBILITIES

A) Assigned Areas

- (1) Land assigned under the Contract is identified on the land assignment maps included in Exhibit D. Any modification of assigned areas or buildings will be reflected by corresponding changes on the land assignment maps.
- (2) Concessioner will maintain, repair and keep clean all assigned areas as identified in Exhibit D of the Contract. The Concessioner will provide its own cleaning supplies, services, and devices. All assigned areas and spaces will be kept in an orderly condition and conform to all state and local fire and safety regulations and other applicable codes. The area will be kept free of clutter and debris at all times.

B) Building Maintenance

- (1) The Concessioner is responsible for the facility maintenance, preventive maintenance, repair, and cleaning of the interior and exterior of all buildings within the assigned area including: flooring, walls, doors, ceilings, locks and other security systems, windows, HVAC systems, plumbing system and fixtures, electrical systems, interior and exterior lighting fixtures, gutters, roofs, downspouts and roof drains, and exterior walls, windows and doors.
- (2) **Restrooms.** All public restrooms will be well maintained and cleaned as needed. A minimum of two complete cleanings will be conducted daily. Hourly inspections of restrooms, during operating hours, are to be scheduled, conducted and documented; immediate corrective action will be taken to correct noted deficiencies. Fixtures and equipment will be fixed immediately upon notification of problem.
- (3) **Floor areas.** Floor areas will be clean and free of clutter. The Concessioner will carry out a routine cleaning program at a minimum of once per day, either before daily opening or at the end of the day.
- (4) **Storage.** The Concessioner will keep storage areas neat and clean and, to the extent possible, out of visitors' view.
- (5) **Winter Closures.** The Concessioner will ensure that buildings are adequately winterized and secured while unoccupied. Shutters, where appropriate, and bracing will be installed to protect unoccupied buildings. All water and sewer lines will be drained and all necessary steps will be taken to prevent freezing. When allowed by road conditions, Concessioner will keep roofs free of heavy snow loads.

C) Life Safety Protection

- (1) The Concessioner will correct any safety deficiencies within a mutually agreed upon period. Life threatening situations will be mitigated immediately. Within the Concession Facilities, the Concessioner will provide smoke alarms, fire extinguishers, and other safety equipment as required by the National Safety Code, state, and local regulations.
- (2) The Concessioner will inspect, test, and certify at least annually all fire suppression and detection systems in accordance with Applicable Laws including, but not limited to, National Fire Protection Association ("NFPA"), federal, state and local requirements. Upon request, the Concessioner will provide a copy of all inspection reports to the Service.
- (3) **Smoke Detectors.** The Concessioner is responsible for monthly inspection, testing, and maintenance of smoke detector units located throughout the Concession Facilities including guest rooms.
- (4) **Emergency Lighting and Illuminated Exit Signs.** Periodic inspection, testing, and maintenance will be performed in accordance with the minimum requirements of NFPA 101 (Life Safety Code). Inspection, testing and maintenance shall be performed by appropriately trained Concessions staff, as approved by the Service.
- (5) **Fire extinguishers.** (Monthly Visual Inspection, Annual Servicing): Periodic inspection, testing, and maintenance will be performed in accordance with the minimum requirements of NFPA 10 (standard for Portable Fire Extinguishers). Annually, the Concessioner will have a licensed fire extinguisher service contractor perform the required inspection, testing, and maintenance of each extinguisher. A monthly visual inspection is required and will be performed on all fire extinguishers. Monthly visual inspections can be performed by Concessions staff that has been properly trained, as approved by the Service. The monthly visual inspections will include the following:
 - (a) Extinguisher is mounted in a proper place and at an appropriate height
 - (b) Access and visibility not obstructed

- (c) Operating instructions facing outward
- (d) Seals or other tamper indicators intact
- (e) Pressure gauge in normal range
- (f) No physical damage

D) Grounds and Landscaping

- (1) The Concessioner will be responsible for grounds care (watering, mowing, weeding, fertilizing, pruning, etc.) of the assigned areas, as defined on the maps in Exhibit D.
- (2) Parking Lots. The Concessioner will be responsible for daily upkeep of parking lots within the assigned area including sweeping, shoveling, striping.
- (3) The Concessioner will keep all Concession Facilities free of litter, debris, and abandoned equipment, vehicles, furniture, and fixtures. The Concessioner will be responsible for keeping the assigned areas free and clear at all times of safety hazards (broken glass, sharp objects, etc.).
- (4) The Concessioner will be responsible for the placing and daily cleaning of cigarette receptacles in the assigned areas.
- (5) The Concessioner will conduct its business and daily activities in such a manner as to minimize impacts on the natural scene. This will involve protecting native vegetation and controlling erosion.
- (6) Hazard Tree Removal. The Concessioner is not authorized to remove hazard trees from its assigned areas without the prior written approval of the Superintendent or his designated representative. Approval will be granted in accordance with the established Park policy for hazard tree removal. The Concessioner will be responsible for removing tree limbs from its assigned area when necessary, after obtaining the approval of the Superintendent or his designated representative.

E) Signs

- (1) The Concessioner will ensure that all of its signs are compatible with Service sign standards. Sign size, style, color, and location will be submitted for, and receive, written Service approval prior to installation. No handwritten signs will be permitted. Temporary signs may be used for no more than two weeks.
- (2) General. Public signs for which the Concessioner is responsible will be appropriately located, accurate, and well maintained. The Concessioner will install, maintain, and replace all interior and exterior signs relating to its operations and services within its Concession Facilities. Examples of sign content or messages include the Concessioner's operating services and hours, rules or policies, and identifying the location of amenities.
- (3) Standards. Signs of a permanent nature will be prepared in a professional manner, appropriate for the purpose they serve, and consistent with NPS standards, as stated in draft Director's Orders 52C, Park Signage, which can be found at <http://home.nps.gov/applications/npspolicy/DOrders.cfm>.

F) Utilities

The Concessioner is responsible for contracting with independent suppliers to provide year-round internet, telephone service, electrical service, and propane. The Concessioner is responsible for direct payment to these suppliers. The NPS provides water and sewage utilities.

- (1) Electrical
 - (a) The Concessioner will maintain all secondary electrical lines and equipment (conduit, fuses, panels, switches, transformers, lines, etc.) within the assigned areas, including all fixtures (lamps, cord and equipment) affixed to secondary electrical lines.
 - (b) The Concessioner will repair or replace any electrical system damage within the assigned areas and/or damage occurring beyond the Concessioner assigned areas that results from negligence of the Concessioner's employees or contractors.
 - (c) The Concessioner will ensure that all electrical circuits under its control meet or exceed the standards of the National Electric Code.

(2) Telephone

- (a) The Concessioner will repair, maintain, and replace its telephone system within or associated with the Concession Facilities up to the point where the telephone company has responsibility.

(3) Water

- (a) The Concessioner will maintain and repair the water system beginning at the meters and include all assigned buildings. This maintenance and repair will include, but not be limited to water pipes, water heaters, faucets, and spigots. The Concessioner will activate, deactivate, and winterize system components as necessary, as part of normal maintenance.
- (b) The Concessioner will repair or replace any water system damage within its assigned areas and/or damage occurring beyond the Concessioner's assigned areas which results from negligence of the Concessioner, the Concessioner's agents, and/or its employees while working or operating equipment.
- (c) The Concessioner is responsible for the following procedures prior to opening any facility that has been closed:
 - The Concessioner will provide the Service with facility occupancy dates for activation and deactivation of systems when opening and closing dates are submitted for approval. The Concessioner will confirm the date for water system activation at least 30 days before water is to be activated.
 - The Concessioner is responsible for having approved back flow devices on all outside spigots.
 - The Concessioner is responsible for testing for leaks within its assigned area and repairing leaks.

G) National Park Service Responsibilities

The Service will assist the Concessioner in its maintenance program by assuming and executing the following responsibilities:

(1) Grounds Maintenance. The Service will undertake the following grounds maintenance activities:

- (a) Excavate, fill, or mitigate external hazards created by flooding.
- (b) *Signs.* The Service will provide all necessary signs leading to the Area and located at the Area entrance indicating that Concession-provided facilities and services are available within the Area. The Service will also provide such signs as may be required for Service operations (e.g., operating hours for visitor centers).

(2) Utility Responsibilities

- (a) The Service provides water and sewer to all Concession Facilities and the Concessioner will be responsible for all costs associated with this service. The Service will review its operating costs for utility systems and services annually and will notify the Concessioner in writing 90 days in advance of implementation of the rates for the upcoming year. Rates will be established in accordance with current Service Policy.

4) PART C – CONCESSIONER ENVIRONMENTAL RESPONSIBILITIES

The Concessioner must comply with the following Maintenance-related environmental responsibilities. Area-required Concessioner responsibilities described in Part B may provide more specific and/or additional environmental requirements. When in conflict, Concessioner responsibilities described in Part B supersede those identified in this part.

A) General

While performing maintenance under this contract, the Concessioner must minimize environmental impacts and utilize principles of Preventive Maintenance, waste prevention and waste reduction, sustainable design and sustainable practices/principles and incorporate best management practices. The term “Feasible” means technically possible, economically reasonable, appropriate for the location and the use identified, and consistent with industry best management practices.

B) Air Quality

- (1) The Concessioner must, in performing Maintenance under this Contract, minimize impacts to air quality by using appropriate control equipment and practices to the extent Feasible.
- (2) The Concessioner must use diesel fuel/heating oil containing no more than 15 parts per million (ppm) sulfur (i.e., ultra-low sulfur fuel) in accordance with USEPA regulations.
- (3) The Concessioner must obtain Service approval prior to using halon fire suppression systems.

C) Hazardous Substances

- (1) In performing Maintenance, the Concessioner must minimize the use of hazardous substances under this Contract where Feasible.
- (2) The Concessioner must provide secondary containment for hazardous substances storage in situations in which there is a reasonable potential for discharge to the environment. At a minimum, the Concessioner must provide secondary containment for hazardous substances located in outside storage areas, in interior storage areas in the proximity of exterior doorways or floor drains, on docks and on vessels.
- (3) The Concessioner must store all flammable hazardous substances materials in UL approved flammable storage cabinets, rooms, or buildings as defined by the National Fire Prevention Association.

D) Hazardous, Universal and Other Miscellaneous Maintenance Wastes

- (1) The Concessioner must minimize the generation of hazardous waste, universal waste and miscellaneous maintenance waste to the extent feasible.
- (2) The Concessioner must, to the extent feasible, recycle hazardous waste, universal waste, and miscellaneous maintenance waste including, but not limited to, used oil, used oil contaminated with refrigerant, used solvents, used antifreeze, paints, used batteries, and used fluorescent lamps (including CFLs).
- (3) The Concessioner must obtain approval from the Service for hazardous waste, universal waste, and miscellaneous maintenance waste storage area siting and designs.
- (4) The Concessioner must follow conditionally exempt small quantity generator (CESQG) requirements, as defined in defined in federal regulations, related to container labeling, storage, accumulation times, use of designated disposal facilities, contingency planning, training, and recordkeeping.
- (5) The Concessioner must, irrespective of its hazardous waste generator status, manage universal waste (i.e., it must store, label, train employees, and dispose of universal waste) in accordance with federal universal waste regulations.

E) Pest Management

- (1) The Concessioner must conduct pest management activities including prevention/exclusion, abatement, reporting and monitoring in accordance with NPS Integrated Pest Management (IPM) procedures contained in NPS 77, Reference Manual 83 and the Park IPM Plan.
- (2) The Concessioner must eradicate any pest infestation in personal or other property and in all Concession Facilities, including but not limited to, infestation that requires fumigation/tenting for termites, bedbugs, or other pests.

- (3) The Concessioner must obtain Service approval prior to controlling pests utilizing chemicals or by other means.
- (4) The Concessioner must obtain Service approval for pesticide storage area siting and design.
- (5) The Concessioner must obtain Service approval prior to contracting with any third party to apply pesticides.

F) Solid Waste Reduction, Storage and Collection and Disposal

- (1) The Concessioner must implement a source reduction program designed to minimize its use of disposable products in its operations. The Concessioner is encouraged to purchase and reuse materials to the extent Feasible as the first choice in source reduction.
- (2) The Concessioner must develop, promote and implement a litter abatement program.
- (3) The Concessioner must provide an effective management system for the collection, storage and disposal of solid waste generated by its facilities and services as well as the solid waste generated by the visiting public at its facilities.
- (4) The Concessioner must develop, promote and implement as part of its solid waste management system, a recycling program for all Area-specified materials that fully supports the National Park Service's recycling efforts. Area-specified materials include, but may not be limited to, paper, newsprint, cardboard, bimetals, plastics, aluminum and glass. The Concessioner's recycling program must address large items such as computers and other electronics, white goods and other bulky items.
- (5) The Concessioner must collect and dispose of solid waste on a frequency (approved by the Service) as necessary to prevent the accumulation of waste.
- (6) The Concessioner must transport and dispose of solid waste that is not recycled at an authorized sanitary landfill or transfer station. The Concessioner must transport recyclables to an authorized recycling center.
- (7) The Concessioner must obtain Service approval prior to contracting with any third party for solid waste services.

G) Water and Energy Efficiency

- (1) The Concessioner must consider water and energy efficiency in all facility management practices, and must integrate water-conserving and energy conserving measures into its facility management practices whenever Feasible.
- (2) In addition to meeting standards established in accordance with Applicable Laws, Concession Facilities equipment and practices must, to the extent feasible, be consistent with water and energy efficiency standards established for federal facilities and operations. All new equipment must meet Energy Star standards where feasible.

H) Wastewater

- (1) The Concessioner must minimize impacts to water quality caused by maintenance performed under this Contract through the use of appropriate control equipment and practices.
- (2) The Concessioner must prevent discharges to the sanitary sewer system that could result in pass through of contaminate, or that could interfere with the operation of the sanitary wastewater treatment system.
- (3) The Concessioner must maintain assigned wastewater treatment systems, if any, in accordance with Applicable Laws. The Concessioner must maintain a maintenance log for wastewater treatment equipment, and it must make such log available to the Service upon request.
- (4) The Concessioner must minimize the storage of equipment and materials in the Concession Facilities in a manner that could cause storm water contamination (i.e., storage outside without weather protection).

5) PART D – CONCESSIONER REPORTING RESPONSIBILITIES

A) General

The concessioner must provide to the Service the following plans and reports for the Service's review and approval according to the frequency and due dates defined in Section 2, Reporting Schedule.

(1) Concessioner Maintenance Plan and Report

The Concessioner must provide to the Service (for the Service's review and approval) a Concessioner Maintenance Plan and Report (CMPR) that is applicable to all Concession Facilities. The CMPR must identify projected maintenance activities in year prior to commencement of the work. Work that requires planning and design must be identified in the CMPR the year before planning and design begins. The purpose of the CMPR is to identify the need and tentative scope of activities a complete year in advance of actual work to allow adequate time to prepare for work commencement and report status. Projects shown in the CMPR must include at a minimum the NPS asset number; work order number, work order subtype, work order open date; project title; concept description; justification; and anticipated NEPA and Section 106 planning and compliance; status; and work order completed date. The CMPR should break down activities to be performed in sufficient detail to identify, plan, locate and track work performed.

(2) Concessioner Project Plan and Report

The Concessioner must provide to the Service (for the Service's review and approval) a Concessioner Project Plan and Report (CPR) that is applicable to all Concession Facilities. The CPR must identify new construction, Major Rehabilitation and Component Renewal projects one year prior to commencement of the individual project. Projects that require planning and design before construction must be identified in the CPR the year before planning and design begins. The purpose of the CPR is to identify the need and tentative scope of projects a complete year in advance of actual work to allow adequate time to prepare for project commencement and report project status. Projects shown in the CPR must include at a minimum the NPS asset number; work order number, work order open date; project title; concept description; justification; and anticipated NEPA and Section 106 planning and compliance; status; and work order completed date.

(3) Fixture Replacement Report

The Concessioner must provide to the Service (for the Service's review and approval) a Fixture Replacement Report (FRR) that documents fixture replacements that occurred in the previous calendar year. The Service will provide the report format.

(4) Personal Property Report

The Concessioner must provide to the Service (for the Service's review and approval) a Personal Property Report that documents the Concessioner's schedule for Personal Property replacement, rehabilitation, and repair for the next calendar year. The plan must include the specifications, item description, estimated date of replacement, estimated replacement cost, expected life of replacement property, and expected salvage value of replaced Personal Property at time of replacement.

(5) Pesticide Use Log

The Concessioner must submit to the Service a Pesticide Use Log which documents the Concessioner's pesticide use for the prior calendar year.

(6) Pesticide Use Request Form

The Concessioner must submit to the Service (for the Service's review and approval) a pesticide request form documenting anticipated pesticide use for the next calendar year.

B) Reporting Schedule

The following chart summarizes the plan and reporting due dates established by Parts A, B and C of this Maintenance Plan.

Report or Plan	Frequency	Due Date
Concessioner Maintenance Plan and Report (CMPR)	Annually	January 15
Concessioner Project Plan and Report (CPPR)	Annually	January 15
Fixture Replacement Report	Annually	April 1 st
Personal Property Report	Annually	March 1
Pesticide Use Log	Annually	January 15 th
Pesticide Use Request Form	Annually	January 15 th

I. Work Order Supplement

Asset Code	Work Order	Asset Description	Work Subtype	Work Order Description	Quantity	Unit of Measure	Priority Year
4482		Repair/re-fix loose and warped deck boards, exterior porch areas		Repair/re-fix loose and warped deck boards. At the covered porch areas of the building on the southern addition, the deck boards have warped and have lifted in several places. Deck boards are damaged generally at this area and all should be replaced. Remove the existing deck boards and replace on a like-for-like basis. On completion of the repairs, the deck boards should be sanded and stained.	452	SF	DM
4482		Replace particleboard paneling in janitor closet, main building		Replace particleboard paneling in janitor closet, main building. The vinyl covered particleboard wall covering in the janitor/storage closet is scuffed and damaged from cleaning materials and items being stored in the room. To protect the wall surface below, remove the existing paneling, and replace. Consideration should be given to replacing the paneling with a more hardwearing vinyl sheet system.	80	SF	RMDM
4482		Replace wood handrails, ramp from employee parking on rear elevation		Replace wood handrails, ramp from employee parking on rear elevation. At the ramp from the employee parking, there is only a handrail extension on one side at the bottom of the ramp. Remove and replace the handrail so that it is compliant.	40	LF	LMAC

Asset Code	Work Order	Asset Description	Work Subtype	Work Order Description	Quantity	Unit of Measure	Priority Year
4482		Install barrier to prevent someone walking below stair, mezzanine stair		Install barrier to prevent someone walking below stair, mezzanine stair (ABA/App IX recommendation). There is no barrier to prevent someone from walking under the stair where the vertical clearance is less than 80". Install permanent barrier system to prevent access below stairway.	100	SF	LMAC
4505		Install additional handrail extension to bottom of ramp, ramp from employee parking at rear of building		Install additional handrail extension to bottom of ramp, ramp from employee parking at rear of building (ABA/App IX recommendation). At the ramp from the employee parking, there is only a handrail extension on 1 side at the bottom of the ramp. Install additional handrail extension at bottom of ramp.	15	LF	LMAC
4482		Install additional room signage, interior doors throughout building		Install additional room signage, interior doors throughout building (ABA/App IX recommendation). Only rooms that have signs identifying them are the restrooms. At the restrooms the signs are mounted on the doors. There is limited additional signage - just 2 doors with "Employees Only" signs also installed on the doors. Install additional ABA-compliant signage to doors throughout building.	25	EA	LMAC
4483		Replace damaged ceramic wall tiles, male restroom, comfort station		Replace damaged ceramic wall tiles, male restroom, comfort station. A section of tiles are damaged and cracked or missing behind the toilet stall door on the interior wall of the	15	SF	CRDM

Asset Code	Work Order	Asset Description	Work Subtype	Work Order Description	Quantity	Unit of Measure	Priority Year
				bathroom. The damage is assumed to have been caused from the door of the toilet stall swinging back and hitting the wall. Remove and damaged tiles, prepare the wall substrate, reinstall tiles and grout to wall, and install door stop to prevent future damage.			
4483		Relocate soap dispenser, male restroom at comfort station building		Relocate soap dispenser, male restroom at comfort station building (ABA/Appendix IX recommendation). Soap dispenser in men's room is 52" AFF to operable part. Adjust height/relocate soap dispenser to that it installed at a compliant height. 1 HR UOM.	1	SF	LMAC
4483		Replace damaged exterior double doors, comfort station building		Replace damaged exterior double doors, comfort station building. The double doors serving the storage area of the comfort station building are dented and damaged. To ensure that the doors are secure, the doors should be removed and replaced on a like-for-like basis with a painted double door set installed within a painted metal frame.	1	EA	CRDM
4483		Replace restroom hand driers, comfort station building		Replace restroom hand driers, comfort station building. The restrooms at the male and female restrooms in the comfort station building are corroded and are not operating/functional. Remove the two hand driers and replace with new modern units. Consideration to specifying low-energy units should be considered to reduce	2	EA	CRDM

Asset Code	Work Order	Asset Description	Work Subtype	Work Order Description	Quantity	Unit of Measure	Priority Year
				energy usage. Coordinate works with the wider restroom renovation project.			
4483		Relocate hand towel dispenser, male and female restrooms at comfort station building		Relocate hand towel dispenser, male and female restrooms at comfort station building (ABA/App IX recommendation). The towel dispensers are at a non-compliant height. Remove and adjust the height of the paper towel dispensers.	2	EA	LMAC
4483		Replace unit heaters in restrooms, comfort station building		Replace unit heaters in restrooms, comfort station building. The unit heaters serving the male and female restrooms at the comfort stations were damaged. The casings were corroded and operational controls were missing. The unit heaters are essential for colder months to ensure that an ambient temperature is maintained and that water pipes do not freeze. The existing damaged unit heaters should be removed and replaced on a like-for-like basis with a modern alternative.	2	EA	CRDM
4483		Repair and upgrade stall doors in accessible restrooms, comfort station building		Repair and upgrade stall doors in accessible restrooms, comfort station building (ABA/App IX recommendation). Several repairs are required to the stall doors including reversing the mounting so that doors open on the pull side, installing self-closing mechanisms, installing additional pull handles, and adjusting the height of the coat hooks. Undertake repairs to ensure that	2	SF	LMAC

Asset Code	Work Order	Asset Description	Work Subtype	Work Order Description	Quantity	Unit of Measure	Priority Year
				accessible stalls are fully accessible.			
4505		Repair and repaint exterior fencing, comfort station building		Repair and repaint exterior fencing, comfort station building. The fence to the comfort station building which separates the comfort station and the staff parking lot has some minor damage and requires repainting. Replace any damaged wood boards on a like-for-like basis. On completion of the repairs, sand and prepare the wood fence and repaint with an exterior wood paint.	25	LF	CRDM
48233		Replace signage at accessible parking stalls, parking lot		Replace signage at accessible parking stalls, parking lot (ABA/App IX recommendation). 2 accessible parking spaces are provided, neither is signed "van accessible". Both spaces and the access area between them are all 96" wide making both spaces van accessible. Install compliant van signage at spaces.	2	EA	LMAC
4505		Replace exterior water fountain, adjacent to comfort station building		Replace exterior water fountain, adjacent to comfort station building. The exterior drinking fountain at the sidewalk area was not operational and out of order. Remove the defective drinking fountain and replace with a modern exterior-grade drinking fountain. As also identified in the Accessibility/ABA assessment, the current drinking fountain is not accessible. When the new fountain is installed, an accessible/ADA/ABA	1	EA	CRDM

Asset Code	Work Order	Asset Description	Work Subtype	Work Order Description	Quantity	Unit of Measure	Priority Year
				fountain should be provided and installed to ensure that access can be provided to all users of the building.			
4505		Replace asphalt paved walkway, route between main Trading Post building and Comfort Station		Replace asphalt paved walkway, route between main Trading Post building and Comfort Station. There is an accessible route connecting the NW Trading Post store with the Storage shed that houses the public restrooms, but current condition of the asphalt paving in front of the entrance to the restrooms makes it inaccessible. It is possible, but there was standing water in the center of the path. Repave the asphalt to provide an accessible route.	400	SF	LMAC