

EXHIBIT E

MAINTENANCE PLAN

INTRODUCTION 1

PART A – GENERAL STANDARDS 1

 1) General Concession Facilities Standards 1

 2) Definitions 1

 3) Concessioner Responsibilities 2

 A) *In General* 2

 B) *Environmental, Historic, and Cultural Compliance* 3

 4) Maintenance Tracking 3

 5) Concessioner Inspections 3

 6) Service Responsibilities 3

 A) *Inspections* 3

 B) *Evaluation of Concessioner Maintenance* 3

PART B – AREA REQUIRED CONCESSIONER RESPONSIBILITIES 5

 1) Concessioner Responsibilities 5

 A) *General* 5

 2) Service Responsibilities 7

 B) *Utilities* 8

 C) *Signs* 8

 D) *Roads, Bridges, Parking Lots and Public Access* 8

PART C – CONCESSIONER ENVIRONMENTAL RESPONSIBILITIES 9

 1) General 9

 A) *Air Quality* 9

 B) *Hazardous Substances* 9

 C) *Hazardous, Universal, and Other Miscellaneous Maintenance Wastes* 9

 D) *Pest Management* 9

 E) *Solid Waste Reduction, Storage and Collection, and Disposal* 10

 F) *Water and Energy Efficiency* 10

 G) *Wastewater* 10

PART D – CONCESSIONER REPORTING RESPONSIBILITIES 11

 1) General 11

 A) *Concessioner Maintenance Plan and Report (CMPR)* 11

 B) *Concessioner Project Plan and Report (CPR)* 11

 C) *Personal Property Report* 11

 D) *Pesticide Use Log* 11

 E) *Pesticide Use Request Form* 11

 2) Reporting Schedule 12

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 Point Reyes National Seashore (hereinafter referred to as the "Area" unless either is specifically identified) 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 main body of the Contract and this Maintenance Plan, the terms of the Contract, including its amendments, 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This plan will remain in effect until superseded or amended.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 Superintendent in consultation with the Concessioner and revised as determined necessary by the Superintendent. 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.

PART A – GENERAL STANDARDS

1) 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. For the purposes of this Maintenance Plan, the term Applicable Laws also includes, but is not limited to Service standards, DOI and NPS Asset Management Plans, NPS Management Policies, Uniform Federal Accessibility Standards, the Uniform Building Code, the Uniform Plumbing Code, the National Electric Code, and the National Fire Protection Association's (NFPA) Life Safety Codes unless a written exception has been provided by the Service.

2) Definitions

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

Asset – Real Property that the Service desires to track and manage as a distinct identifiable entity. It 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 - A structure, fixture, or non-removable equipment provided by the Concessioner pursuant to the terms of this Contract.

Component – A portion of an Asset or system.

Component Renewal (CR) – The planned Replacement of a Component at the end of its Useful Life. Component Renewal/Replacement examples include the replacement of roofs; electrical distribution systems; heating and cooling systems; pavement replacement for roads, parking lots and walkways; and the rehabilitation of windows and/or replacement of windows and doors. Component Renewal includes the deconstruction of the existing Component and Replacement with a new Component of equal capability and performance. These actions recur on a periodic cycle of greater than seven years.

Concession Facilities - Concession Facilities, as defined in the main body of the Contract, are all Area lands assigned to the Concessioner under the Contract and all real property improvements assigned to or constructed by the Concessioner under 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 manner. Deficiencies may not have immediately observable physical consequences, but when allowed to accumulate uncorrected, lead to deterioration of performance, loss of Asset value, or both.

Facility Operations – Operational actions performed by the Concessioner on a recurring basis that meet daily operational needs of Concession Facilities. Typical work performed under Facility Operations includes janitorial and custodial services, snow removal, 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, manufactured items of independent form and utility including equipment and objects 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 Government assigned property.

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 that reoccur on a periodic cycle of greater than one year to sustain the useful life of an Asset or Component. Typical 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 original Asset or Component.

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

3) Concessioner Responsibilities

A) In General

- (1) All personnel conducting Maintenance must have the appropriate skills, experience, licenses, and certifications to conduct such work.
- (2) The Concessioner, where applicable, must submit project plans to the Service that are stamped by a Professional Engineer or Registered Architect licensed in the applicable State.
- (3) The Concessioner, where applicable, must obtain the appropriate permits required by State or local law, U.S. Environmental Protection Agency, and other regulatory agencies and provide copies of the permits to the Service.

- (4) The Concessioner must follow, at a 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.
- (5) The Concessioner must comply with the Americans with Disabilities Act and the Architectural Barriers Act guidelines where applicable.
- (6) The Concessioner must not construct or install real property improvements as defined in the regulations (including, without limitation, Capital Improvements and Major Rehabilitation).

B) Environmental, Historic, and Cultural Compliance

- (1) 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.
- (2) Any proposed Maintenance actions that are subject to compliance procedures must be submitted to the Service by the Concessioner in the format required.
- (3) The Concessioner may be required to prepare, at its expense, an environmental assessment, environmental impact statement, or related documents at its expense for certain Maintenance actions. The Service will assist the Concessioner on proper process and procedure.

C) Maintenance Tracking

- (1) The Concessioner must schedule and track completion of all of the Concessioner's Maintenance actions and associated expenditures in an electronic format acceptable to the Service that is capable of effectively providing the Service the Maintenance information required by this Maintenance Plan.
- (2) The Concessioner must provide the Service with requested Maintenance information on a frequency determined by the Service in an electronic format defined by the Service. This information may include, but is not limited to: (1) outstanding Deferred, Recurring, Preventive, scheduled, and unscheduled Maintenance and Component Renewal by Asset; and (2) budgeted and actual expenditures by Asset for Deferred, Recurring, Preventive, scheduled, and unscheduled Maintenance and Component Renewal. 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.

D) Concessioner Inspections

The Concessioner must conduct inspections of Concession Facilities no less than annually to determine compliance with this Maintenance Plan and to help develop future Maintenance requirements.

4) Service Responsibilities

Nothing in this Maintenance Plan will 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 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 Contract, including the Maintenance Plan.

A) Inspections

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

B) 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 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).

PART B – AREA REQUIRED CONCESSIONER RESPONSIBILITIES

1) Concessioner Responsibilities**A) General**

- (1) *Deficiencies.* The Concessioner must correct any deficiencies on a timely basis to achieve the basic goals described in the Service's Concession Guidelines relative to all services required under the Contract.
- (2) *Specifications and Written Approval.* At the start of the Contract, the Service and Concessioner will identify maintenance activities that will be considered "routine." This information will be utilized by the Concessioner in development of an annual maintenance plan. All repairs to or maintenance on buildings, structures, or trails not included in this plan must require the prior written approval of the Service. Repairs or replacements will be done in accordance with National Park Service regulations.
- (3) *Reports.* Within thirty days after any repair and maintenance work has been done, the Concessioner must submit a written report to the Service. This report must include a description of the work accomplished and the work methods used.

- B) **Exterior.** The exterior must be maintained in such a manner as to present a pleasing appearance and to protect the building against undue deterioration. Repainting must be done when paint or stain becomes badly worn, cracked or peeled. Paint products must be of a "best quality" from a major manufacturer and a type and color that is readily available on the open market. Any changes to paint colors must be approved by the Superintendent or his/her representative. All new exterior lights must be shielded to cast light downward only, to protect night skies and without sending the directed light outside the area of need. New installations must incorporate state of the art technology, including energy efficiency, and must be approved by the Superintendent.
- C) **Interior Surfaces.** Routine maintenance must be performed on a regular and recurring basis that will assure that all varnished, painted and metal surfaces are maintained in a clean and non-deteriorating condition. All wood surfaces must be refinished at such intervals to prevent cracking, peeling, blistering or rusting.
- D) **Appurtenances.** The Concessioner must maintain all appurtenances in such condition as to assure that they will last and function as they were designed for the normal life as is expected for such equipment. Replacement of any broken or worn out equipment must be at the expense of the Concessioner. This includes, but is not limited to, door and window hardware, floor coverings, etc.
- E) **Roofs.** The roofing system must be maintained by assuring that no accumulations of needles, leaves etc, are allowed to build up and retain moisture, thus causing deterioration of the roof. The repair of the roof by replacing shingles, metal or membrane being torn loose or blown away must be the responsibility of the Concessioner.
- F) **Safety and Health.** The Concessioner must provide and maintain safety devices, in accordance with applicable codes, including but not limited to, fall protection, fire detection, suppression equipment, etc. and all equipment necessary for the protection of the employees and the public, as well as government-assigned improvements by complying with all applicable codes. The Concessioner must maintain housekeeping standards at such level to provide safe conditions, to see that various electrical circuits are not overloaded, that all circuits are properly fused and that wire size of extension cords, etc. are of the proper size for the load.
- G) **Safety and Fire.** The Concessioner must conduct structural fire inspections done every other year to ensure compliance with the National Fire Protection Code. These inspections must be scheduled annually with the Area's Fire Management Officer who can be reached at (415) 289-1888 or through the Chief Ranger at (415)464-5175.
- H) **Damage to Concession Facilities or Utilities.** The Concessioner must report damage caused to any assigned structure or utility to the Chief of Facility Management at (415) 464-5153.
- I) **Independent Inspections.** All independent inspection fees must be borne by the Concessioner.

J) Furniture and Removable Equipment

- (1) The Superintendent reserves the right to require the Concessioner to replace furniture and removable equipment at the end of its useful life or when the item presents a quality, safety or environmental issue.
- (2) All furniture, fixtures, and equipment must be maintained according to industry standards for public use and be free of defects.
- (3) All furniture and equipment not being used must be clean, well maintained, and stored in an uncluttered manner.

K) Utilities

- (1) General. The Concessioner must contract directly with local service providers for water, wastewater, electricity, phone, propane, solid waste, and recyclables removal, as required, unless otherwise provided by the Service.
- (2) Electrical. The Concessioner must be metered separately for electrical service. The Concessioner must maintain all fixtures (lamps, cords and equipment) affixed to the secondary electrical lines.
- (3) Water. The Concessioner must repair and maintain water service and building plumbing systems down flow from the supply meter of the assigned premises. The Concessioner must disinfect repaired lines in accordance with Area procedures.
 - (a) The Concessioner must maintain all fixtures attached to the water system within all Concession Facilities and comply with cross connection/backflow requirements. Alterations, additions, or extensions to the water system owned by the Service are not permitted without prior written approval from the Service.
 - (b) If a water main is tapped, broken or needs to be accessed, the Concessioner must immediately contact the Dispatch Office at (415) 464-5170 and the Chief of Facility Management at (415) 464-5153.
 - (c) The Concessioner must replace topsoil and revegetate any ground disturbance caused by repairs.
 - (d) Concessioner is responsible for repair and maintenance of the stock water system. Any additional stand pipes that the Service installs must be the Concessioner's responsibility to repair and maintain.
- (4) Sewer. The Concessioner must repair and maintain all sewage lines, connections, disposal systems, and appurtenances within the Concessioner's land assignment to the connection to the collection main or as shown and described in Exhibit C (Assigned Land and Real Property Improvements). The Concessioner must maintain all interior plumbing and fixtures in Concession Facilities. The Concessioner must maintain, repair and replace fixtures attached to the sewage disposal system.
 - (a) The Concessioner must immediately report sewage spills and plugged sewer lines to the Dispatch Office at (415) 464-5170.
 - (b) The Concessioner must conduct an annual septic tank inspection. This inspection must be performed by a qualified contractor. All reports and findings must be forwarded to the Service.
 - (c) The Concessioner must have a qualified company empty the septic tank annually at the earliest time possible after the horse camp has closed for the season.

L) Signs. The Concessioner must install, maintain, and replace all interior and exterior signs relating to its operations and services within the Concession Facilities and personal property used by the Concessioner to carry out the requirements of the Contract.

- (1) Service Standards. The Concessioner must ensure its signs are compatible with Service sign standards as determined by the Service. All new sign installations must be approved in advance by the Service. The Area will provide direction and assistance to the Concessioner during the design and installation of approved signing.

- (2) Temporary Signs. The Concessioner must replace any defaced or missing sign as soon as possible. The Concessioner must not use hand-written temporary signs. If the defaced or missing sign addresses a life safety issue, the Concessioner must replace it immediately.

M) Grounds and Vegetation Management

- (1) Standards. The Concessioner must conduct its business and daily activities in such a manner as to minimize impact on the natural and cultural environment.
 - (a) The Concessioner must maintain all grounds in assigned areas in such a manner as to present a pleasing natural appearance. The Concessioner must clean the camp area of litter, debris and manure as necessary to maintain a neat appearance in the campground and to ensure the health and safety of horse camp visitors and stock.
 - (b) The Concessioner must remove accumulated debris. The Concessioner must use creative methods of recycling natural debris, such as chipping woody materials for use as compost, dust control, and/or resource mitigation material. The Concessioner must remove slash and weed buildup around buildings within their assigned areas to prevent fire hazard.
- (2) Approval. The Concessioner must submit requests for landscaping changes in writing for Service approval and include specific information identifying locations and scope of work proposed, safety and resource considerations, debris disposal, and proposed use of irrigation systems. The appropriate use of native vegetation, need for revegetation or restoration efforts and the potential existence of cultural landscapes must be considered during this planning and review process. The Area's Resource Management Division must be available to provide on-site consultation prior to any revegetation projects being implemented.
- (3) Drainage. The Concessioner must ensure proper drainage control to protect landscapes, native vegetation, structures, facilities, improvements, and equipment, while maintaining natural drainage patterns to the greatest extent possible.
- (4) Hitch Rails or Lines. The Concessioner maintains hitch rails/high lines located in the campground.
- (5) Fencing. The Concessioner must maintain and repair all fencing within the Concession Facilities; including all posts, railings and stringers to the standard established by the Area. Existing fencing must be taut, upright, and of sufficient strength to serve the purpose for which it was erected.
- (6) Water Troughs. Water troughs must be cleaned to prevent a build-up of mold, algae and debris. Feed troughs must be well maintained.
- (7) Vegetation Management.
 - (a) The Concessioner must manage vegetation to prepare the camp for operations prior to opening. The bird nesting season begins March 1. Mowing conducted prior to March 1 is authorized to manage the general camp area in preparation for opening later in the season. After March 1, the Concessioner must coordinate with NPS prior to mowing. In most cases when the vegetation is greater than 8 inches in height, a bird survey would be required prior to any mowing activities.
 - (b) The Concessioner must coordinate vegetation management along the Olema Creek Riparian fence with the park. In general, if the vegetation is inside of the fence it may be trimmed but any work outside (Creekside) of the fence would require additional NPS review

- N) Roads, Bridges, Trails, Parking Areas, and Walkways**. The Concessioner must provide cyclic maintenance and maintain all roads, bridges, parking areas, parking islands, gutters and walkways within its land assignment in good repair. This includes all trails within the land assignment and the entrance road from the bridge to Highway 1. Regular maintenance of walkways and paths must be conducted to ensure that unpaved surfaces are safe for pedestrian and horse traffic and are consistently clean and free from tree litter and other debris. Parking areas and roadways for vehicles must be clearly delineated and in a state of good repair which provides reasonable access to the general public, persons with physical disabilities and emergency/service vehicles. Handicapped visitor access must be provided as required.

2) Service Responsibilities

The Service assumes no responsibility for Facility Operations or Maintenance, except as stated below.

A) **Utilities.**

- (1) The Service repairs or replaces utility systems assigned to the Concessioner within its land assignment if damage or destruction is caused by the Service or its employees or contractors.
- (2) The Service supplies potable water to all Concession Facilities to the extent possible using existing water systems and will bill the Concessioner at established utility rates.
- (3) The Service provides bacteriological monitoring and chemical analysis of the Horse Camp water system as required by Applicable Laws.
- (4) The Service maintains the water supply system to the water meter on the line providing service to the Concessioner.
- (5) The Service furnishes water service, connections, meters and shut-off valves on the distribution side of the water meter and will assist with the location and identification of water and sewer lines and make repairs if the damaged section is within an area of the Service's responsibility.

B) **Signs**

- (1) Unless otherwise specified herein, the Service is responsible for constructing, obtaining, installing, and maintaining all regulatory, traffic control, safety, operational, directional, or informational signs that serve the interest of the Government or that affect the safety and well-being of the visitor or the area. Examples include information signs along roadways, directional signs along trails, and interpretive signing. All roadway and parking signs are the responsibility of the Service. The Service will provide signs for accessibility to be installed by the Concessioner.

C) **Roads, Bridges, Parking Lots and Public Access**

- (1) The Service will maintain all roads, bridges, and parking areas that are Government-owned, as shown in Exhibit C (Assigned Land and Real Property Improvements).

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.

1) 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.

2) Air Quality

- A) The Concessioner must minimize impacts to air quality in Maintenance under this Contract through the use of appropriate control equipment and practices.
- B) The Concessioner must use diesel fuel/heating oil containing no more than 500 parts per million (ppm) sulfur (i.e., low sulfur fuel).
- C) The Concessioner must obtain Service approval to use halon fire suppression systems.

3) Hazardous Substances

- A) The Concessioner must minimize the use of Hazardous Substances for Maintenance purposes under this Contract where feasible.
- B) The Concessioner must provide secondary containment for Hazardous Substances storage where 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.
- C) All flammable Hazardous Substances materials must be stored in UL approved flammable storage cabinets, rooms, or buildings as defined by the National Fire Prevention Association.

4) Hazardous, Universal, and Other Miscellaneous Maintenance Wastes

- A) The Concessioner must minimize the generation of Hazardous Waste, Universal Waste, and miscellaneous maintenance waste where feasible.
- B) The Concessioner must recycle Hazardous Waste, Universal Waste, and miscellaneous maintenance wastes, where feasible, 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).
- C) Concessioner must obtain approval from the Service for Hazardous Waste, Universal Waste, and miscellaneous maintenance waste storage area siting and designs.
- D) If a Conditionally Exempt Small Quantity Generator (CESQG) of hazardous waste as defined under Applicable Laws, the Concessioner must follow small quantity generator (SQG) requirements, related to container labeling, storage, accumulation times, use of designated disposal facilities, contingency planning, training, and recordkeeping.
- E) The Concessioner must manage Universal Waste as defined under Applicable Law (i.e., storage, labeling, employee training, and disposal) in accordance with federal universal waste regulations irrespective of hazardous waste generator status.

5) Pest Management

- A) The Concessioner must conduct pesticide 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.

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

6) Solid Waste Reduction, Storage and Collection, and Disposal

- A) The Concessioner must implement a source reduction program designed to minimize its use of disposable products in its operations. Purchase and reuse of materials is encouraged where feasible as the first choice in source reduction.
- B) The Concessioner must develop, promote, and implement a litter abatement program.
- C) The Concessioner must provide, at its own expense, 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.
- D) The Concessioner must develop, promote, and implement as part of its Solid Waste management system, a recycling program that fully supports the efforts of the Service for all Park specified materials. These include but may not be limited to paper, newsprint, cardboard, bimetals, plastics, aluminum, and glass. The plan must address large items such as computers and other electronics, white goods, and other bulky items.
- E) The Concessioner must collect and dispose of solid waste on a frequency (approved by the Service) as necessary to prevent the accumulation of waste.
- F) 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.
- G) The Concessioner must obtain Service approval prior to contracting with any third party for any Solid Waste services.

7) Water and Energy Efficiency

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

8) Wastewater

- A) The Concessioner must minimize impacts to water quality in maintenance under this Contract through the use of appropriate control equipment and practices.
- B) 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.
- C) The Concessioner must maintain assigned wastewater treatment systems in accordance with Applicable Laws. The Concessioner maintenance logs for wastewater treatment equipment must be made available to the Service upon request.
- D) The Concessioner must minimize the storage of equipment and materials in the Concession Facilities in a manner that would cause storm water contamination (e.g., storage outside without weather protection).

PART D – CONCESSIONER REPORTING RESPONSIBILITIES

1) General

The Concessioner must submit the following plans and reports to the park for review and approval according to the frequency and due dates defined in Section 2, Reporting Schedule.

A) Concessioner Maintenance Plan and Report (CMPR)

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.

B) Concessioner Project Plan and Report (CPPR)

The concessioner must provide to the Service (for the Service's review and approval) a Concessioner Project Plan and Report (CPPR) that is applicable to all Concession Facilities. The CPPR must identify 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 CPPR the year before planning and design begins. The purpose of the CPPR 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 CPPR 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.

C) Personal Property Report

The Concessioner must provide the Service with a planned Personal Property replacement, rehabilitation, and repair schedule for the next calendar year annually for review and approval of the Service. 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.

D) 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.

E) 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.

2) Reporting Schedule

The following chart summarizes the plan and reporting 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
Personal Property Report	Annually	January 15
Pesticide Use Log	Annually	January 15
Pesticide Use Request Form	Annually	January 15
