

PORT OF HOOD RIVER

Resolution No. 2018-19-2

**RESOLUTION ADOPTING PREVENTATIVE
MAINTENANCE POLICY**

PURPOSE

WHEREAS the Port of Hood River Commission and staff are committed to practice the highest standards of stewardship of Port-owned properties; and

WHEREAS the Port of Hood River participates in the Special Districts Insurance Services (SDIS) Best Practices program which provides an opportunity for special districts to earn an annual discount on insurance rates; and

WHEREAS the SDIS Best Practices recommendations for this year include the adoption of a Facilities Preventative Maintenance Policy;

THEREFORE, BE IT RESOLVED that the Port of Hood River Board of Commissioners hereby adopts the Port Properties Preventative Maintenance Policy attached as Exhibit A.

ADOPTED by the Port of Hood River Board of Commissioners on this 6th day of November, 2018.

Hoby Streich, President

Brian Shortt, Vice President

John Everitt, Secretary

Ben Sheppard, Treasurer

David Meriwether, Commissioner

EXHIBIT A

Port Facilities Preventative Maintenance Policy

Purpose

To define clear expectations for the preventative maintenance of Port buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The Port will decide who will conduct these inspections and provide training as necessary.

Schedule

Port buildings will be inspected throughout the year that will include monthly, quarterly and during inclement weather.

Monthly – Monthly inspections will be conducted by maintenance personnel. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the District Manager.

Quarterly – The safety committee will conduct quarterly inspections of the buildings per OR-OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the District Manager.

Inclement Weather – When the district is aware of a forecasted storm, the maintenance staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the maintenance staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the District Manager.

Building Maintenance

The following areas should be looked at during the documented inspections:

Outdoors

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Exterior Lighting/Cameras
- Parking Lots/Light Poles
- Emergency Backup Generators
- Vegetation trimmed away from buildings
- Foundation
- Combustibles away from buildings
- Exposed Piping

Indoors

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

Training

The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Property Maintenance Checklist

Date of Inspection: _____ **Inspected by:** _____

General:	OK	FIX	N/A	Comments
Emergency Procedures available				
SDS binders are up to date and available				
Map for emergency shut off locations for water, gas, etc. is posted				
All fire extinguisher inspected and serviced				
Fire alarm, smoke detectors, etc. have been tested				
Boiler, elevator, alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are available and properly stocked				
Personal protection equipment is available				

Custodial:	OK	FIX	N/A	Comments
Hand trucks, chair dolly's available/good condition				
Ladders are in good condition and secured				
Flammable products are stored in fireproof cabinets				
Hand tools and power tools are in good condition				
Appropriate container is available for oily rags Clean and dirty rags are clearly marked				
Wet floor signs are available				
Secondary containers are properly labeled				

Parking lots, grounds and athletic fields:	OK	FIX	N/A	Comments
Sidewalks and parking lots free of trip hazards				
Parking lot surfaces are adequate				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees have been trimmed away from facilities and exterior lighting				

Roofs:	OK	FIX	N/A	Comments/WO
Check roof for damage				
Roof drains, down spouts are clear of debris				
Moss problems have been treated				
Roof access ladders are securely mounted				

Offices	OK	FIX	N/A	Comments
All spaces are adequately lit and in good repair				
Power strips are UL listed and in good repair				
Electrical outlets within 4' of sinks are GFCI protected				
Extension cords are only used for temporary use				
Cords have been checked for grounding plugs				
Portable heaters have tip over switches and are not near flammable products				
Overhead storage is secured and stable				

Restrooms:	OK	FIX	N/A	Comments
Flooring is in good condition and clean				
All plumbing fixtures are in good condition				

Storage, mechanical, boiler rooms:	OK	FIX	N/A	Comments
Insulation material around piping is in good condition				
Electrical panels are accessible				
All electrical junction boxes have covers				
Water heaters are accessible				
Pressure release valve on water heaters works				
Filters have replaced in HVAC equipment				
Roof hatches work and can be secured				

Inclement weather preparation:	OK	FIX	N/A	Comments
Ice melt and snow removal equipment is available				
Check with Operations if HVAC system is set for cold weather conditions				
Shut off water to unheated out buildings				
Remove all exterior hoses from hose bibs				
Roof drains and storm drains are clear				