Maintenance Guidelines for

XYZ Transit District

XYZ Transit District
PO Box 3754
One Transit Way
Topeka, Kansas 66603-3754

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Revised
July, 2016

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Introduction – Maintenance Facilities and Vehicle Fleet

The XYZ Transit District facility is situated on a 25-acre site approximately 2 miles South of the Kansas River along State Highway 40 in Topeka, Kansas. The main facility, completed in March of 1987, was designed for maintenance of paratransit vehicles. Additions for vehicle parking, storm water run-off and retention basins were completed in 1987. An additional employee parking area was completed in 1988.

An additional 34,200 square foot vehicle garage with additional office space, a 2 bay high-speed fueling station, and an automated vehicle wash building designed in 1997 and completed in mid 1998. The 17,080 square foot garage features a body shop area, a paint booth, a chassis wash bay, 2 service pits, 3 dual post lifts, 3 flat repair bays, a machine shop / unit repair area, and 6,051 square feet of storage area.

The entire property is completely fenced and provides secured parking for the revenue fleet and support vehicles of XYZ Transit District.

All revenue vehicles operated by the XYZ Transit District are equipped with either hydraulic lifts or ramps.

Fleet Composition
Revenue
&
Non-Revenue Fleet

The revenue vehicle fleet consists of:

Fixed Route - Revenue

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	Federal CMAQ	Local	FTA Defined Service Life
201	1997	New flyer - 40' heavy duty bus	5FYD2LL11VU017567	NWFLY	D40LF	28-Nov-97	0.00%	72.91%	27.09%	Within
202	1997	New flyer - 40' heavy duty bus	5FYD2LL13VU017568	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
203	1997	New flyer - 40' heavy duty bus	5FYD2LL15VU017569	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
204	1997	New flyer - 40' heavy duty bus	5FYD2LL11VU017570	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
205	1997	New flyer - 40' heavy duty bus	5FYD2LL13VU017571	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
206	1997	New flyer - 40' heavy duty bus	5FYD2LL15VU017572	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
207	1997	New flyer - 40' heavy duty bus	5FYD2LL17VU017573	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
208	1997	New flyer - 40' heavy duty bus	5FYD2LL19VU017574	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
209	1997	New flyer - 40' heavy duty bus	5FYD2LL10VU017575	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
210	1997	New flyer - 40' heavy duty bus	5FYD2LL12VU017576	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
211	1997	New flyer - 40' heavy duty bus	5FYD2LL14VU017577	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
212	1997	New flyer - 40' heavy duty bus	5FYD2LL16VU017578	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
213	1997	New flyer - 40' heavy duty bus	5FYD2LL18VU017579	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
214	1997	New flyer - 40' heavy duty bus	5FYD2LL14VU017580	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
215	1997	New flyer - 40' heavy duty bus	5FYD2LL16VU017581	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
216	1997	New flyer - 40' heavy duty bus	5FYD2LL18VU017582	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
217	1997	New flyer - 40' heavy duty bus	5FYD2LL1XVU017583	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
218	1997	New flyer - 40' heavy duty bus	5FYD2LL11VU017584	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
219	1997	New flyer - 40' heavy duty bus	5FYD2LL13VU017585	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
220	1997	New flyer - 40' heavy duty bus	5FYD2LL15VU017586	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
221	1997	New flyer - 40' heavy duty bus	5FYD2LL17VU017587	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
222	1997	New flyer - 40' heavy duty bus	5FYD2LL19VU017588	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
223	1997	New flyer - 40' heavy duty bus	5FYD2LL10VU017589	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
224	1997	New flyer - 40' heavy duty bus	5FYD2LL17VU017590	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
225	1997	New flyer - 40' heavy duty bus	5FYD2LL19VU017591	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
226	1997	New flyer - 40' heavy duty bus	5FYD2LL10VU017592	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within

							Federal			
Unit	Year	Description	VIN	Make	Model	Purchase Date	FTA	CMAQ	Local	FTA Defined Service Life
227	1997	New flyer - 40' heavy duty bus	5FYD2LL12VU017593	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
228	1997	New flyer - 40' heavy duty bus	5FYD2LL14VU017594	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
229	1997	New flyer - 40' heavy duty bus	5FYD2LL16VU017595	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
230	1997	New flyer - 40' heavy duty bus	5FYD2LL18VU017596	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
231	1997	New flyer - 40' heavy duty bus	5FYD2LL1XVU017597	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
232	1997	New flyer - 40' heavy duty bus	5FYD2LL11VU017598	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
233	1997	New flyer - 40' heavy duty bus	5FYD2LL13VU017599	NWFLY	D40LF	27-Oct-97	0.00%	73.29%	26.71%	Within
234	1997	New flyer - 40' heavy duty bus	5FYD2LL16VU017600	NWFLY	D40LF	10-Nov-97	74.03%	0.00%	25.97%	Within
235	1997	New flyer - 40' heavy duty bus	5FYD2LL18VU017601	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
236	1997	New flyer - 40' heavy duty bus	5FYD2LL1XVU017602	NWFLY	D40LF	21-Nov-97	77.90%	0.00%	22.10%	Within
237	1997	New flyer - 40' heavy duty bus	5FYD2LL11VU017603	NWFLY	D40LF	27-Oct-97	0.00%	72.91%	27.09%	Within
238	1997	New flyer - 40' heavy duty bus	5FYD2LL13VU017604	NWFLY	D40LF	27-Oct-97	0.00%	72.91%	27.09%	Within
239	1997	New flyer - 40' heavy duty bus	5FYD2LL15VU017605	NWFLY	D40LF	10-Nov-97	80.00%	0.00%	20.00%	Within
240	1997	New flyer - 40' heavy duty bus	5FYD2LL17VU017606	NWFLY	D40LF	27-Oct-97	0.00%	72.91%	27.09%	Within
241	1997	New flyer - 40' heavy duty bus	5FYD2LL19VU017607	NWFLY	D40LF	28-Nov-97	0.00%	72.91%	27.09%	Within
242	1998	New flyer - 30' heavy duty bus	5FYD2TP0XWU018316	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
243	1998	New flyer - 30' heavy duty bus	5FYD2TP01WU018317	NWFLY	D30LF	26-Jun-98	78.92%	0.00%	21.08%	Exceeded
244	1998	New flyer - 30' heavy duty bus	5FYD2TP03WU018318	NWFLY	D30LF	26-Jun-98	78.92%	0.00%	21.08%	Exceeded
245	1998	New flyer - 30' heavy duty bus	5FYD2TP05WU018319	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
246	1998	New flyer - 30' heavy duty bus	5FYD2TP01WU018320	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
247	1998	New flyer - 30' heavy duty bus	5FYD2TP03WU018321	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
248	1998	New flyer - 30' heavy duty bus	5FYD2TP05WU018322	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
249	1998	New flyer - 30' heavy duty bus	5FYD2TP07WU018323	NWFLY	D30LF	26-Jun-98	78.92%	0.00%	21.08%	Exceeded
250	1998	New flyer - 30' heavy duty bus	5FYD2TP09WU018324	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
251	1998	New flyer - 30' heavy duty bus	5FYD2TP00WU018325	NWFLY	D30LF	09-Jun-98	78.92%	0.00%	21.08%	Exceeded
252	1998	New flyer - 30' heavy duty bus	5FYD2TP02WU018326	NWFLY	D30LF	26-Jun-98	78.92%	0.00%	21.08%	Exceeded
253	1998	New flyer - 30' heavy duty bus	5FYD2TP04WU018327	NWFLY	D30LF	26-Jun-98	78.92%	0.00%	21.08%	Exceeded
254	1998	New flyer - 30' heavy duty bus	5FYD2TP06WU018328	NWFLY	D30LF	26-Jun-98	79.41%	0.00%	20.60%	Exceeded
255	1998	New flyer - 30' heavy duty bus	5FYD2TP08WU018329	NWFLY	D30LF	26-Jun-98	79.41%	0.00%	20.60%	Exceeded
256	1998	New flyer - 30' heavy duty bus	5FYD2TP04WU018330	NWFLY	D30LF	09-Jun-98	79.41%	0.00%	20.60%	Exceeded
257	1998	New flyer - 30' heavy duty bus	5FYD2TP06WU018331	NWFLY	D30LF	09-Jun-98	79.41%	0.00%	20.60%	Exceeded

							Federal			
Unit	**Year**	**Description**	**VIN**	**Make**	**Model**	**Purchase Date**	**FTA**	**CMAQ**	**Local**	**FTA Defined Service Life**
258	1998	New flyer - 30' heavy duty bus	5FYD2TP08WU018332	NWFLY	D30LF	09-Jun-98	79.41%	0.00%	20.60%	Exceeded
259	1998	New flyer - 30' heavy duty bus	5FYD2TP0XWU018333	NWFLY	D30LF	05-Jun-98	0.00%	78.34%	21.66%	Exceeded
260	1998	New flyer - 30' heavy duty bus	5FYD2TP01WU018334	NWFLY	D30LF	05-Jun-98	0.00%	78.34%	21.66%	Exceeded
261	1998	New flyer - 30' heavy duty bus	5FYD2TP03WU018335	NWFLY	D30LF	05-Jun-98	0.00%	78.34%	21.66%	Exceeded
262	1998	New flyer - 30' heavy duty bus	5FYD2TP05WU018336	NWFLY	D30LF	05-Jun-98	0.00%	78.34%	21.66%	Exceeded
263	1998	New flyer - 30' heavy duty bus	5FYD2TP07WU018337	NWFLY	D30LF	05-Jun-98	0.00%	78.34%	21.66%	Within
144	2004	Ford - Coach on Chassis	1FDXE45P24HA94074	FORDX	E450	18-Oct-04	80.00%	0.00%	20.00%	Within
145	2004	Ford - Coach on Chassis	1FDXE45P44HA94075	FORDX	E450	18-Oct-04	80.00%	0.00%	20.00%	Within
146	2004	Ford - Coach on Chassis	1FDXE45P64HA94076	FORDX	E450	18-Oct-04	80.00%	0.00%	20.00%	Within
147	2004	Ford - Coach on Chassis	1FDXE45P84HA94077	FORDX	E450	19-Oct-04	80.00%	0.00%	20.00%	Within
148	2004	Ford - Coach on Chassis	1FDXE45PX4HA94078	FORDX	E450	20-Oct-04	80.00%	0.00%	20.00%	Within
149	2004	Ford - Coach on Chassis	1FDXE45P14HA94079	FORDX	E450	20-Oct-04	80.00%	0.00%	20.00%	Within
150	2004	Ford - Coach on Chassis	1FDXE45P84HA94080	FORDX	E450	21-Oct-04	80.00%	0.00%	20.00%	Within
151	2004	Ford - Coach on Chassis	1FDXE45PX4HA94081	FORDX	E450	22-Oct-04	80.00%	0.00%	20.00%	Within
152	2004	Ford - Coach on Chassis	1FDXE45P14HA94082	FORDX	E450	15-Oct-04	80.00%	0.00%	20.00%	Within
153	2004	Ford - Coach on Chassis	1FDXE45P34HA94083	FORDX	E450	15-Oct-04	80.00%	0.00%	20.00%	Within
154	2004	Ford - Coach on Chassis	1FDXE45P54HA94084	FORDX	E450	15-Oct-04	80.00%	0.00%	20.00%	Within
155	2004	Ford - Coach on Chassis	1FDXE45P74HA94085	FORDX	E450	14-Oct-04	80.00%	0.00%	20.00%	Within
156	2004	Ford - Coach on Chassis	1FDXE45P94HA94086	FORDX	E450	23-Nov-04	80.00%	0.00%	20.00%	Within
157	2004	Ford - Coach on Chassis	1FDXE45P04HA94087	FORDX	E450	14-Oct-04	0.00%	0.00%	100.00%	Not Applicable

Curb to Curb - Revenue

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	CMAQ	Local	FTA Defined Service Life
034	2004	Ford - Coach on Chassis	1FDXE45P84HA94063	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
035	2004	Ford - Coach on Chassis	1FDXE45P44HA94058	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
036	2004	Ford - Coach on Chassis	1FDXE45P94HA94069	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
037	2004	Ford - Coach on Chassis	1FDXE45P04HA94056	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
038	2004	Ford - Coach on Chassis	1FDXE45P64HA94062	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
039	2004	Ford - Coach on Chassis	1FDXE45P64HA94059	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
040	2004	Ford - Coach on Chassis	1FDXE45P34HA94066	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
041	2004	Ford - Coach on Chassis	1FDXE45P74HA94068	FORDX	E450	19-Aug-04	80.00%	0.00%	20.00%	Within
042	2004	Ford - Coach on Chassis	1FDXE45P44HA94061	FORDX	E450	20-Aug-04	80.00%	0.00%	20.00%	Within
043	2004	Ford - Coach on Chassis	1FDXE45P24HA94060	FORDX	E450	30-Aug-04	80.00%	0.00%	20.00%	Within
044	2004	Ford - Coach on Chassis	1FDXE45P54HA94070	FORDX	E450	30-Aug-04	80.00%	0.00%	20.00%	Within
045	2004	Ford - Coach on Chassis	1FDXE45P54HA94067	FORDX	E450	30-Aug-04	80.00%	0.00%	20.00%	Within
046	2004	Ford - Coach on Chassis	1FDXE45P94HA94055	FORDX	E450	20-Aug-04	80.00%	0.00%	20.00%	Within
047	2004	Ford - Coach on Chassis	1FDXE45P24HA94091	FORDX	E450	20-Aug-04	80.00%	0.00%	20.00%	Within
048	2004	Ford - Coach on Chassis	1FDXE45P04HA94090	FORDX	E450	30-Aug-04	80.00%	0.00%	20.00%	Within
049	2004	Ford - Coach on Chassis	1FDXE45P04HB05122	FORDX	E450	30-Aug-04	80.00%	0.00%	20.00%	Within
050	2004	Ford - Coach on Chassis	1FDXE45P44HA94092	FORDX	E450	20-Aug-04	80.00%	0.00%	20.00%	Within
051	2004	Ford - Coach on Chassis	1FDXE45P44HA94089	FORDX	E450	20-Aug-04	80.00%	0.00%	20.00%	Within
052	2004	Ford - Coach on Chassis	1FDXE45P14HA94065	FORDX	E450	31-Aug-04	80.00%	0.00%	20.00%	Within
053	2004	Ford - Coach on Chassis	1FDXE45PX4HA94064	FORDX	E450	31-Aug-04	80.00%	0.00%	20.00%	Within
054	2004	Ford - Coach on Chassis	1FDXE45P94HA94072	FORDX	E450	31-Aug-04	80.00%	0.00%	20.00%	Within
055	2004	Ford - Coach on Chassis	1FDXE45P64HA94093	FORDX	E450	31-Aug-04	80.00%	0.00%	20.00%	Within
056	2004	Ford - Coach on Chassis	1FDXE45P94HB05121	FORDX	E450	31-Aug-04	80.00%	0.00%	20.00%	Within
057	2004	Ford - Coach on Chassis	1FDXE45P24HA94057	FORDX	E450	27-Aug-04	80.00%	0.00%	20.00%	Within
058	2004	Ford - Coach on Chassis	1FDXE45P04HA94073	FORDX	E450	27-Aug-04	80.00%	0.00%	20.00%	Within
059	2004	Ford - Coach on Chassis	1FDXE45P74HA94071	FORDX	E450	20-Sep-04	80.00%	0.00%	20.00%	Within
061	2005	Ford - Coach on Chassis	1FDXE45PX5HA78271	FORDX	E450	24-Mar-05	0.00%	0.00%	100.00%	Not Applicable
062	2005	Ford - Coach on Chassis	1FDXE45P85HA78267	FORDX	E450	24-Mar-05	80.00%	0.00%	20.00%	Within

							Federal			
Unit	**Year**	**Description**	**VIN**	**Make**	**Model**	**Purchase Date**	**FTA**	**CMAQ**	**Local**	**FTA Defined Service Life**
063	2005	Ford - Coach on Chassis	1FDXE45PX5HA78268	FORDX	E450	25-Mar-05	80.00%	0.00%	20.00%	Within
064	2005	Ford - Coach on Chassis	1FDXE45P15HA78269	FORDX	E450	25-Mar-05	80.00%	0.00%	20.00%	Within
065	2005	Ford - Coach on Chassis	1FDXE45P85HA78270	FORDX	E450	23-Mar-05	80.00%	0.00%	20.00%	Within
158	2004	Ford - Coach on Chassis	1FDXE45P24HA94088	FORDX	E450	14-Oct-04	0.00%	0.00%	100.00%	Not Applicable
159	2005	Ford - Coach on Chassis	1FDXE45P85HA39257	FORDX	E450	27-Oct-05	0.00%	0.00%	100.00%	Not Applicable
160	2005	Ford - Coach on Chassis	1FDXE45P65HA39256	FORDX	E450	27-Oct-05	0.00%	0.00%	100.00%	Not Applicable

Commuter Vehicles to Van Pool Groups

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	Federal CMAQ	Local	FTA Defined Service Life
0701	2007	Chevrolet - Van	1GAHG39U971167718	CHVRL	EXPRESS 3500	20-Dec-06	80.00%	0.00%	20.00%	Within
0601	2006	Chevrolet - Van	1GAGG25U661246919	CHVRL	EXPRESS 2500	10-May-06	0.00%	100.00%	0.00%	Within
0602	2006	Chevrolet - Van	1GAHG39U161245620	CHVRL	EXPRESS 3500	10-May-06	0.00%	100.00%	0.00%	Within
0603	2006	Chevrolet - Van	1GAHG39U761245833	CHVRL	EXPRESS 3500	10-May-06	0.00%	100.00%	0.00%	Within
0604	2006	Chevrolet - Van	1GAHG39U261246680	CHVRL	EXPRESS 3500	11-May-06	0.00%	100.00%	0.00%	Within
0605	2006	Chevrolet - Van	1GAHG39U261245089	CHVRL	EXPRESS 3500	11-May-06	0.00%	100.00%	0.00%	Within
0606	2006	Chevrolet - Van	1GAHG39U961245994	CHVRL	EXPRESS 3500	17-May-06	0.00%	100.00%	0.00%	Within
0607	2006	Chevrolet - Van	1GAGG25UX61245630	CHVRL	EXPRESS 2500	18-May-06	0.00%	100.00%	0.00%	Within
0608	2006	Chevrolet - Van	1GAHG39U661247573	CHVRL	EXPRESS 3500	18-May-06	0.00%	100.00%	0.00%	Within
0609	2006	Chevrolet - Van	1GAGG25U161245466	CHVRL	EXPRESS 2500	18-May-06	0.00%	100.00%	0.00%	Within
0610	2006	Chevrolet - Van	1GAGG25U061247273	CHVRL	EXPRESS 2500	18-May-06	0.00%	100.00%	0.00%	Within
0611	2006	Chevrolet - Van	1GAHG39U161245293	CHVRL	EXPRESS 3500	19-May-06	0.00%	100.00%	0.00%	Within
0612	2006	Chevrolet - Van	1GAHG39U861245744	CHVRL	EXPRESS 3500	19-May-06	0.00%	100.00%	0.00%	Within
0613	2006	Chevrolet - Van	1GAHG39U261245738	CHVRL	EXPRESS 3500	19-May-06	0.00%	100.00%	0.00%	Within
0614	2006	Chevrolet - Van	1GAHG39U261244816	CHVRL	EXPRESS 3500	19-May-06	0.00%	100.00%	0.00%	Within
0615	2006	Chevrolet - Van	1GAGG25U161245113	CHVRL	EXPRESS 2500	23-May-06	0.00%	100.00%	0.00%	Within
0616	2006	Chevrolet - Van	1GAGG25U261247243	CHVRL	EXPRESS 2500	23-May-06	0.00%	100.00%	0.00%	Within
0617	2006	Chevrolet - Van	1GAGG25U961245828	CHVRL	EXPRESS 2500	23-May-06	0.00%	100.00%	0.00%	Within
0618	2006	Chevrolet - Van	1GAGG25UX61247944	CHVRL	EXPRESS 2500	23-May-06	0.00%	100.00%	0.00%	Within
0619	2006	Chevrolet - Van	1GAGG25U861247148	CHVRL	EXPRESS 2500	23-May-06	0.00%	100.00%	0.00%	Within
0620	2006	Chevrolet - Van	1GAGG25U861247392	CHVRL	EXPRESS 2500	24-May-06	0.00%	100.00%	0.00%	Within
0621	2006	Chevrolet - Van	1GAGG25U361245968	CHVRL	EXPRESS 2500	24-May-06	0.00%	100.00%	0.00%	Within
0622	2006	Chevrolet - Van	1GAGG25UX61246213	CHVRL	EXPRESS 2500	24-May-06	0.00%	100.00%	0.00%	Within
0623	2006	Chevrolet - Van	1GAGG25U261246724	CHVRL	EXPRESS 2500	24-May-06	0.00%	100.00%	0.00%	Within
0624	2006	Chevrolet - Van	1GAGG25U161248190	CHVRL	EXPRESS 2500	24-May-06	0.00%	100.00%	0.00%	Within
0625	2006	Chevrolet - Van	1GAHG39U461248236	CHVRL	EXPRESS 3500	25-May-06	0.00%	100.00%	0.00%	Within
0626	2006	Chevrolet - Van	1GAHG39U761246951	CHVRL	EXPRESS 3500	25-May-06	0.00%	100.00%	0.00%	Within
0627	2006	Chevrolet - Van	1GAHG39U761247212	CHVRL	EXPRESS 3500	25-May-06	0.00%	100.00%	0.00%	Within

							Federal		
Unit	Year	Description	VIN	Make	Model	Purchase Date	FTA	CMAQ	Local	FTA Defined Service Life
0628	2006	Chevrolet - Van	1GAGG25U361246330	CHVRL	EXPRESS 2500	25-May-06	0.00%	100.00%	0.00%	Within
0629	2006	Chevrolet - Van	1GAGG25U361247462	CHVRL	EXPRESS 2500	25-May-06	0.00%	100.00%	0.00%	Within
0630	2006	Chevrolet - Van	1GAHG39U061247021	CHVRL	EXPRESS 3500	25-May-06	0.00%	100.00%	0.00%	Within
0631	2006	Chevrolet - Van	1GAHG39U761246531	CHVRL	EXPRESS 3500	25-May-06	0.00%	100.00%	0.00%	Within
0632	2006	Chevrolet - Van	1GAHG39U061247519	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0633	2006	Chevrolet - Van	1GAHG39U161247299	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0634	2006	Chevrolet - Van	1GAHG39U461246406	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0635	2006	Chevrolet - Van	1GAHG39U461247314	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0636	2006	Chevrolet - Van	1GAHG39U461248009	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0637	2006	Chevrolet - Van	1GAHG39UX61247107	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0638	2006	Chevrolet - Van	1GAHG39U061247410	CHVRL	EXPRESS 3500	26-May-06	0.00%	100.00%	0.00%	Within
0639	2006	Chevrolet - Van	1GAHG39U361245084	CHVRL	EXPRESS 3500	30-May-06	0.00%	100.00%	0.00%	Within
0640	2006	Chevrolet - Van	1GAGG25U761245259	CHVRL	EXPRESS 2500	30-May-06	0.00%	100.00%	0.00%	Within
0641	2006	Chevrolet - Van	1GAHG39U361246428	CHVRL	EXPRESS 3500	30-May-06	0.00%	100.00%	0.00%	Within
0642	2006	Chevrolet - Van	1GAHG39UX61244790	CHVRL	EXPRESS 3500	30-May-06	0.00%	100.00%	0.00%	Within
0643	2006	Chevrolet - Van	1GAGG25U561246295	CHVRL	EXPRESS 2500	30-May-06	0.00%	100.00%	0.00%	Within
0644	2006	Chevrolet - Van	1GAHG39U261244797	CHVRL	EXPRESS 3500	30-May-06	0.00%	100.00%	0.00%	Within
0645	2006	Chevrolet - Van	1GAHG39U961248068	CHVRL	EXPRESS 3500	30-May-06	0.00%	100.00%	0.00%	Within
0646	2006	Chevrolet - Van	1GAHG39U961245803	CHVRL	EXPRESS 3500	30-May-06	0.00%	100.00%	0.00%	Within
0647	2006	Chevrolet - Van	1GAHG39U761247789	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
0648	2006	Chevrolet - Van	1GAHG39U261245206	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
0649	2006	Chevrolet - Van	1GAHG39U961246871	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
0650	2006	Chevrolet - Van	1GAHG39U361244906	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
0651	2006	Chevrolet - Van	1GAHG39U361246705	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
0652	2006	Chevrolet - Van	1GAHG39U261245030	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
0653	2006	Chevrolet - Van	1GAGG25UX61246065	CHVRL	EXPRESS 2500	06-Jun-06	0.00%	100.00%	0.00%	Within
0654	2006	Chevrolet - Van	1GAGG25U161244821	CHVRL	EXPRESS 2500	06-Jun-06	0.00%	100.00%	0.00%	Within
0655	2006	Chevrolet - Van	1GAHG39U061245351	CHVRL	EXPRESS 3500	06-Jun-06	0.00%	100.00%	0.00%	Within
9666	2003	Chevrolet - Van	1GAHG39U531157780	CHVRL	G30 1 TON	13-Jan-03	0.00%	99.00%	1.00%	Exceeded
9667	2003	Chevrolet - Van	1GAHG39U731155190	CHVRL	G30 1 TON	13-Jan-03	0.00%	99.00%	1.00%	Exceeded
9668	2003	Chevrolet - Van	1GAHG39UX31157452	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded

							Federal		
Unit	Year	Description	VIN	Make	Model	Purchase Date	FTA	CMAQ	Local	FTA Defined Service Life
9669	2003	Chevrolet - Van	1GAHG39U431155146	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9670	2003	Chevrolet - Van	1GAHG39UX31154938	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9671	2003	Chevrolet - Van	1GAHG39U631156296	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9672	2003	Chevrolet - Van	1GAHG39UX31157564	CHVRL	G30 1 TON	13-Jan-03	0.00%	99.00%	1.00%	Exceeded
9673	2003	Chevrolet - Van	1GAHG39U331155803	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9674	2003	Chevrolet - Van	1GAHG39UX31157693	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9675	2003	Chevrolet - Van	1GAHG39U831155313	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9676	2003	Chevrolet - Van	1GAHG39U631156301	CHVRL	G30 1 TON	07-Jan-03	0.00%	99.00%	1.00%	Exceeded
9677	2003	Chevrolet - Van	1GAHG39U031231087	CHVRL	G30 1 TON	11-Jun-03	80.00%	0.00%	20.00%	Exceeded
9678	2003	Chevrolet - Van	1GAHG39UX31231307	CHVRL	G30 1 TON	11-Jun-03	80.00%	0.00%	20.00%	Exceeded
9679	2003	Chevrolet - Van	1GAHG39U231231091	CHVRL	G30 1 TON	11-Jun-03	80.00%	0.00%	20.00%	Exceeded
9680	2003	Chevrolet - Van	1GAHG39U431231254	CHVRL	G30 1 TON	11-Jun-03	80.00%	0.00%	20.00%	Exceeded
9681	2003	Chevrolet - Van	1GAHG39U331231259	CHVRL	G30 1 TON	11-Jun-03	80.00%	0.00%	20.00%	Exceeded
9682	2003	Chevrolet - Van	1GAHG39U031231218	CHVRL	G30 1 TON	12-Jun-03	80.00%	0.00%	20.00%	Exceeded
9683	2003	Chevrolet - Van	1GAHG39U231232807	CHVRL	G30 1 TON	12-Jun-03	80.00%	0.00%	20.00%	Exceeded
9684	2003	Chevrolet - Van	1GAHG39U331231181	CHVRL	G30 1 TON	12-Jun-03	80.00%	0.00%	20.00%	Exceeded
9685	2003	Chevrolet - Van	1GAHG39UX31231081	CHVRL	G30 1 TON	12-Jun-03	80.00%	0.00%	20.00%	Exceeded
9686	2003	Chevrolet - Van	1GAHG39U031231235	CHVRL	G30 1 TON	12-Jun-03	80.00%	0.00%	20.00%	Exceeded
9687	2003	Chevrolet - Van	1GAHG39U331232167	CHVRL	G30 1 TON	13-Jun-03	80.00%	0.00%	20.00%	Exceeded
9688	2003	Chevrolet - Van	1GAHG39U931232321	CHVRL	G30 1 TON	13-Jun-03	80.00%	0.00%	20.00%	Exceeded
9689	2003	Chevrolet - Van	1GAHG39U131232670	CHVRL	G30 1 TON	13-Jun-03	80.00%	0.00%	20.00%	Exceeded
9690	2003	Chevrolet - Van	1GAHG39U431231075	CHVRL	G30 1 TON	13-Jun-03	80.00%	0.00%	20.00%	Exceeded
9691	2003	Chevrolet - Van	1GAHG39U031232434	CHVRL	G30 1 TON	13-Jun-03	80.00%	0.00%	20.00%	Exceeded
9692	2003	Chevrolet - Van	1GAHG39U231232399	CHVRL	G30 1 TON	16-Jun-03	80.00%	0.00%	20.00%	Exceeded
9693	2003	Chevrolet - Van	1GAHG39U231232709	CHVRL	G30 1 TON	16-Jun-03	80.00%	0.00%	20.00%	Exceeded
9694	2003	Chevrolet - Van	1GAHG39U531232784	CHVRL	G30 1 TON	16-Jun-03	80.00%	0.00%	20.00%	Exceeded
9695	2003	Chevrolet - Van	1GAHG39U731232317	CHVRL	G30 1 TON	16-Jun-03	80.00%	0.00%	20.00%	Exceeded
9696	2003	Chevrolet - Van	1GAHG39U231232161	CHVRL	G30 1 TON	16-Jun-03	80.00%	0.00%	20.00%	Exceeded
9698	2003	Chevrolet - Van	1GAHG39UX31232215	CHVRL	G30 1 TON	17-Jun-03	80.00%	0.00%	20.00%	Exceeded
9699	2003	Chevrolet - Van	1GAHG39U831232486	CHVRL	G30 1 TON	17-Jun-03	80.00%	0.00%	20.00%	Exceeded
9700	2003	Chevrolet - Van	1GAHG39U431232579	CHVRL	G30 1 TON	17-Jun-03	80.00%	0.00%	20.00%	Exceeded

							Federal			
Unit	Year	Description	VIN	Make	Model	Purchase Date	FTA	CMAQ	Local	FTA Defined Service Life
9701	2003	Chevrolet - Van	1GAHG39U431232744	CHVRL	G30 1 TON	17-Jun-03	80.00%	0.00%	20.00%	Exceeded
9702	2003	Chevrolet - Van	1GAHG39U131232605	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9703	2003	Chevrolet - Van	1GAHG39U931232360	CHVRL	G30 1 TON	18-Jun-03	80.00%	0.00%	20.00%	Exceeded
9704	2003	Chevrolet - Van	1GAHG39U531232705	CHVRL	G30 1 TON	18-Jun-03	80.00%	0.00%	20.00%	Exceeded
9705	2003	Chevrolet - Van	1GAHG39U631232390	CHVRL	G30 1 TON	18-Jun-03	80.00%	0.00%	20.00%	Exceeded
9706	2003	Chevrolet - Van	1GAHG39U831235732	CHVRL	G30 1 TON	18-Jun-03	80.00%	0.00%	20.00%	Exceeded
9707	2003	Chevrolet - Van	1GAHG39U531232686	CHVRL	G30 1 TON	18-Jun-03	80.00%	0.00%	20.00%	Exceeded
9708	2003	Chevrolet - Van	1GAHG39UX31232375	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9709	2003	Chevrolet - Van	1GAHG39UX31232313	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9710	2003	Chevrolet - Van	1GAH39U031232336	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9711	2003	Chevrolet - Van	1GAHG39U131232555	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9712	2003	Chevrolet - Van	1GAHG39U131232720	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9713	2003	Chevrolet - Van	1GAHG39U631231059	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9714	2003	Chevrolet - Van	1GAHG39U431232453	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9715	2003	Chevrolet - Van	1GAHG39U031232627	CHVRL	G30 1 TON	18-Jun-03	80.00%	0.00%	20.00%	Exceeded
9716	2003	Chevrolet - Van	1GAHG39U631232535	CHVRL	G30 1 TON	20-Jun-03	80.00%	0.00%	20.00%	Exceeded
9717	2003	Chevrolet - Van	1GAHG39U731232477	CHVRL	G30 1 TON	23-Jun-03	80.00%	0.00%	20.00%	Exceeded
9718	2003	Chevrolet - Van	1GAHG39U731232365	CHVRL	G30 1 TON	23-Jun-03	80.00%	0.00%	20.00%	Exceeded
9719	2003	Chevrolet - Van	1GAHG39U331232847	CHVRL	G30 1 TON	23-Jun-03	80.00%	0.00%	20.00%	Exceeded
9720	2003	Chevrolet - Van	1GAHG39U331232816	CHVRL	G30 1 TON	23-Jun-03	80.00%	0.00%	20.00%	Exceeded
9721	2003	Chevrolet - Van	1GAHG39U031232661	CHVRL	G30 1 TON	23-Jun-03	80.00%	0.00%	20.00%	Exceeded
9661	2002	Ford - Van	1FBSS31L32HA53796	FORDX	E350	18-Dec-01	0.00%	90.00%	10.00%	Exceeded
9662	2002	Ford - Van	1FBSS31L52HA53797	FORDX	E350	18-Dec-01	0.00%	90.00%	10.00%	Exceeded
9663	2002	Ford - Van	1FBSS31L72HA53798	FORDX	E350	18-Dec-01	0.00%	90.00%	10.00%	Exceeded
9664	2002	Ford - Van	1FBSS31L92HA53799	FORDX	E350	18-Dec-01	0.00%	90.00%	10.00%	Exceeded
9665	2002	Ford - Van	1FBSS31L12HA53800	FORDX	E350	18-Dec-01	0.00%	90.00%	10.00%	Exceeded
9619	1996	Ram 3500	2B5WB35Z1TK119524	DODGE	3500	30-May-96	0.00%	90.00%	10.00%	Exceeded
9638	1996	Dodge - Van	2B7HB21Y0TK119828	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded
9639	1996	Dodge - Van	2B7HB21Y2TK119829	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded
9646	1996	Dodge - Van	2B7HB21YXTK119836	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded
9648	1996	Dodge - Van	2B7HB21Y3TK119838	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded

							Federal			
Unit	**Year**	**Description**	**VIN**	**Make**	**Model**	**Purchase Date**	**FTA**	**CMAQ**	**Local**	**FTA Defined Service Life**
9654	1996	Dodge - Van	2B7HB21Y9TK119844	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded
9657	1996	Dodge - Van	2B7HB21Y6TK120269	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded
9658	1996	Dodge - Van	2B7HB21Y2TK120270	DODGE	2500	25-Apr-96	0.00%	90.00%	10.00%	Exceeded

Road Supervisor - Non-Revenue

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	Federal CMAQ	Local	FTA Defined Service Life
419	2003	Dodge - Minivan	1D4GP24313B159504	DODGE	GRNDC	20-Nov-02	80.00%	0.00%	20.00%	Exceeded
420	2003	Dodge - Minivan	1D4GP24333B159505	DODGE	GRNDC	20-Nov-02	80.00%	0.00%	20.00%	Exceeded
421	2003	Dodge - Minivan	1D4GP24353B159506	DODGE	GRNDC	20-Nov-02	80.00%	0.00%	20.00%	Exceeded
422	2003	Dodge - Minivan	1D4GP24373B159507	DODGE	GRNDC	20-Nov-02	80.00%	0.00%	20.00%	Exceeded
423	2003	Dodge - Minivan	1D4GP24393B159508	DODGE	GRNDC	20-Nov-02	80.00%	0.00%	20.00%	Exceeded
424	2007	Dodge - Minivan	1D4GP24E97B172833	DODGE	GRNDC	01-Feb-07	80.00%	0.00%	20.00%	Within

Driver Relief - Non-Revenue

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	CMAQ	Local	FTA Defined Service Life
445	2003	Dodge - Minivan	1D4GP25B83B159490	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
446	2003	Dodge - Minivan	1D4GP25BX3B159491	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
448	2003	Dodge - Minivan	1D4GP25B33B159493	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
449	2003	Dodge - Minivan	1D4GP25B53B159494	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
450	2003	Dodge - Minivan	1D4GP25B73B159495	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
451	2003	Dodge - Minivan	1D4GP25B93B159496	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
452	2003	Dodge - Minivan	1D4GP25B03B159497	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
453	2003	Dodge - Minivan	1D4GP25B23B159498	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
454	2003	Dodge - Minivan	1D4GP25B43B159499	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
455	2003	Dodge - Minivan	1D4GP25B73B159500	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
456	2003	Dodge - Minivan	1D4GP25B93B159501	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
457	2003	Dodge - Minivan	1D4GP25B03B159502	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
458	2003	Dodge - Minivan	1D4GP25B23B159503	DODGE	CARVN	06-Nov-02	80.00%	0.00%	20.00%	Exceeded
459	2004	Dodge - Minivan	1D4GP25B94B554036	DODGE	CARVN	06-Oct-03	80.00%	0.00%	20.00%	Exceeded
460	2007	Dodge - Minivan	1D4GP25B67B174124	DODGE	CARVN	16-Jan-07	80.00%	0.00%	20.00%	Within
461	2007	Dodge - Minivan	1D4GP25B87B174125	DODGE	CARVN	16-Jan-07	80.00%	0.00%	20.00%	Within
462	2007	Dodge - Minivan	1D4GP25BX7B174126	DODGE	CARVN	16-Jan-07	80.00%	0.00%	20.00%	Within

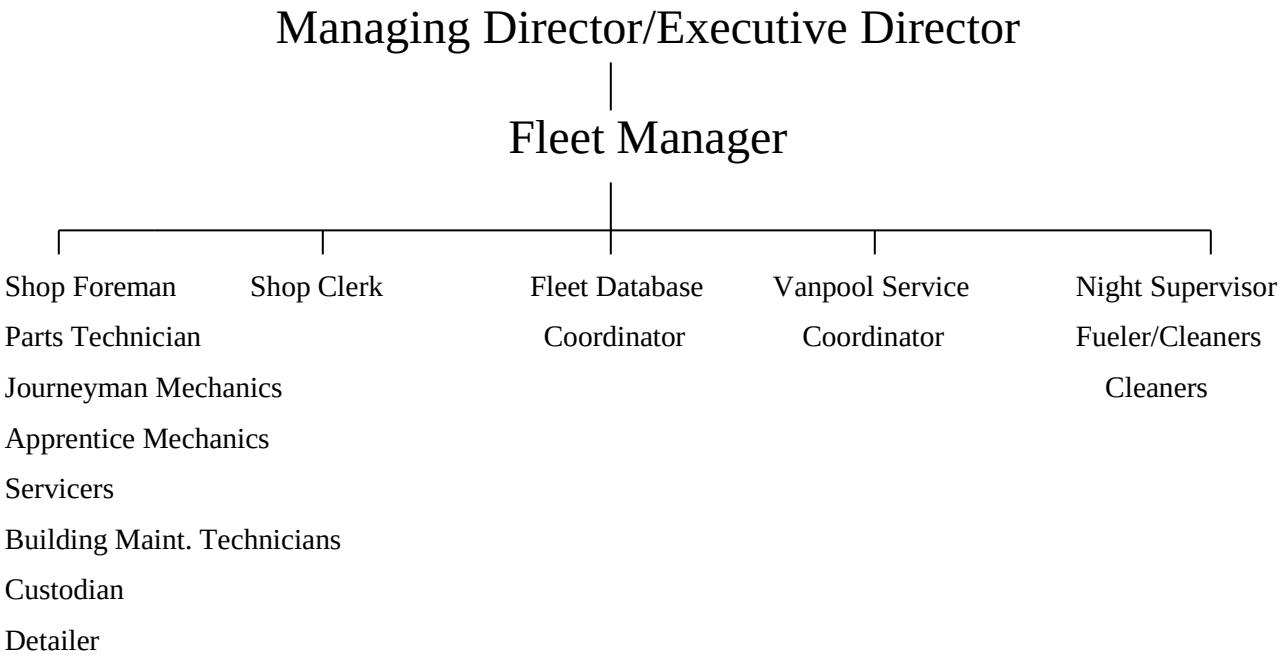
Support - Non-Revenue

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	Federal CMAQ	Federal Local	FTA Defined Service Life
404	1999	Oldsmobile - Car	1G3WS52H6XF346453	OLDSM	INTRG	28-Jan-99	0.00%	0.00%	100.00%	Not Applicable
407	2005	Chevrolet - Sports Utility Vehicle	1GNGK26U25R183796	CHVRL	SUBURBAN	09-Jun-05	0.00%	0.00%	100.00%	Not Applicable
408	2006	Chevrolet - Pickup	2GCEK19B861110544	CHVRL	SILVERADO	23-Mar-06	0.00%	0.00%	100.00%	Not Applicable
475	1999	Dodge - Dump	3B6MF3658XM557755	DODGE	3500	28-Oct-00	0.00%	0.00%	100.00%	Not Applicable
476	1995	Freightliner - Dump	1FV6HFBA4SL699263	FRGHT	FL70	28-Oct-00	0.00%	0.00%	100.00%	Not Applicable
477	2001	Dodge - Dump	3B6MF36621M524685	DODGE	3500	30-Dec-00	0.00%	0.00%	100.00%	Not Applicable
478	2003	Ford - Shop Truck	1FDXF47PX3EC58049	FORDX	F450	02-Jun-03	80.00%	0.00%	20.00%	Exceeded
479	2004	Ford - Supercab	2FTRX18W94CA14818	FORDX	F-150	17-Oct-03	0.00%	0.00%	100.00%	Not Applicable
480	2004	Dodge - Pickup	1D7HG42N14S591888	DODGE	DAKOTA	20-Nov-03	80.00%	0.00%	20.00%	Within
481	2004	Dodge - Pickup	1D7HG42N34S591889	DODGE	DAKOTA	20-Nov-03	80.00%	0.00%	20.00%	Within
482	2007	Ford - Boom/Shop	1FDAF56P97EA85174	FORDX	F550	14-Nov-06	80.00%	0.00%	20.00%	Within

Leased to other Organizations

Unit	Year	Description	VIN	Make	Model	Purchase Date	Federal FTA	Federal CMAQ	Local	FTA Defined Service Life
GCT 11	1999	Ford - Coach on Chassis	1FDXE40F4XHA88408	FORDX	E350	04-Feb-99	0.00%	0.00%	100.00%	Not Applicable
GCT 12	1999	Ford - Coach on Chassis	1FDXE40F6XHA88409	FORDX	E450	04-Feb-99	0.00%	0.00%	100.00%	Not Applicable
GCT 14	2003	Ford - Coach on Chassis	1FDXE45F63HB43587	FORDX	E450	11-Mar-04	0.00%	0.00%	100.00%	Not Applicable
SJH2	2006	Ford - Raised Roof Van	1FTSS34L26HB04489	FORDX	E350	31-Mar-06	0.00%	0.00%	100.00%	Not Applicable
920	1999	Blue Bird - School Bus	1BAAECPH3YF092081	BLBRD	Schoolbus	31-Mar-00	0.00%	0.00%	100.00%	Not Applicable
BET2	2000	Dodge - Raised Roof Van	2B6LB31Z0YK142210	DODGE	RAM	16-Feb-00	0.00%	0.00%	100.00%	Not Applicable

Table of Organization



Maintenance Department Staffing

The maintenance labor force of the XYZ Transit District includes a Shop Foreman, Parts Technician, Clerk, Mechanics, Servicers, Building Maintenance Technicians, Fleet Database Coordinator, Vanpool Service Coordinator, Detailers, Custodian, Night Supervisor, Fueler/Cleaners and Cleaners. The maintenance shop is staffed 24 hours a day 7 days a week. The fueling and cleaning crews work evening shifts 6 days a week.

The overall supervision of the Maintenance Department is the responsibility of the Fleet Manager. This individual is a member of the management team for the XYZ Transit District and reports to the Managing Director/Executive Director. In the absence of the Fleet Manager the Managing Director/Executive Director assumes this responsibility.

Preventive Maintenance Procedures

Preventive maintenance is performed at several levels. The preventive maintenance program ensures vehicles/equipment are properly maintained to insure maximum life expectancy. In addition, the program reduces unscheduled repairs and road calls by addressing maintenance issues before component failure. ADA equipment operation and maintenance is addressed in two areas by the drivers as indicated in the pre-trip inspection and defect card and by mechanics as indicated in the mechanics preventive maintenance inspection report checklist. In general, all personnel that come into contact with vehicles have preventive maintenance responsibilities. These responsibilities include:

Fuelers / Cleaners - With the exception of vehicles undergoing repairs, every vehicle is scheduled to be fueled each workday. The Fueler enters the vehicle number and mileage into the computerized fueling system, which automatically records all fluids dispensed and then fuels the vehicle. On fixed route revenue vehicles, he/she pulls the fare-box vault and deposits it in the vault room, and replaces it with an empty vault. The fueler also checks and adds fluids as needed and performs a visual inspection of the interior and exterior of the vehicle including tires. He/she notes on a fuel sheet any defects or body damage found. While the vehicle is in the fuel bay, a cleaner vacuums the interior and removes any trash or items left on the vehicle during the day and, as applicable, and mops the floor. The Fueler then drives the vehicle into the automated wash bay and selects the appropriate wash cycle, dependant on the size of the bus. After the vehicle is washed, it is parked for the next day's service and another cleaner enters the vehicle to clean the windows and wipe down the interior. This cleaner also makes note of any damage or loose or missing fasteners he/she may see.

The daily mileage is downloaded to the computerized maintenance program every morning.

Vehicle Drivers - Drivers are the keys to a good preventive maintenance program. All Drivers receive a minimum of 160 hours of training on the vehicle before they are allowed to drive. One of the purposes of the maintenance orientation training is to make the Driver cognizant of the mechanical operation of the vehicle and of his/her responsibilities. Drivers are required to do a written (Pre-Trip and Post-Trip) inspection of their assigned revenue vehicle at the beginning and end of each operating assignment. These inspection sheets are kept in the maintenance department for a minimum of 7 days. The written inspection sheets are picked up in the dispatch office each morning. They are reviewed by the shop foreman for noted defects and repaired by the mechanic on duty or scheduled for a repair at a later date dependent on severity. (See Appendix A.)

Drivers are also required to report any defects via a computerized program developed for tracking defects and repairs. The Driver also has the ability to view any defect history he/she has entered into the system to see the status of reported repairs by the maintenance department. The program categorizes the importance or type of noted deficiency. Repairs are preformed in order of importance. (See Appendix E.)

During his/her shift, a Driver reports any defects and/or signs of poor or unusual performance to the dispatcher via 2-way radio. The dispatcher reports the defects to the Maintenance Department who calls the Driver via radio to diagnose the defect. If the defect observed during vehicle operation is significant, a mechanic will be dispatched to the vehicle to make an on-site analysis, repair or take other indicated action.

Mechanics: Mechanics conduct scheduled PM inspections. During inspections, mechanics are encouraged to repair all minor defects found or items that are worn or fatigued (i.e., cracked hoses or belts) that may be repaired or replaced in a short time frame. Major defects are reported to the shop foreman, who schedules the vehicle for repair. There are multiple levels of preventive maintenance inspection at the XYZ Transit District. Diesel vehicle levels are: 5,000 miles ("A"), 10,000 miles ("B"), 20,000 miles ("C"), 40,000 miles ("D"), 80,000 miles ("E"), 100,000 miles Coolant Change, and Annual Air Dryer. Gasoline vehicle levels are: 3,000 miles ("A"), 9,000 miles ("B"), 27,000 miles ("C"), 54,000 miles ("D"), and 100,000 miles Coolant Change. Commuter (vanpool) vehicle levels are: 5,000 miles ("A"), 15,000 miles ("B"), 30,000 miles ("C") and 100,000 miles ("D"). Each level becomes progressively more thorough. The "A" PM interval provides a proven cycle for our vehicles based on manufacturer's recommendations. Oil samples are taken and analyzed at each PM to track the mechanical condition of the equipment (except commuter). PM's are normally completed no later than 10 percent of applicable schedule at a rate of 80% or better per mode.

There are many different types of PM schedules due to the various types of vehicles and equipment. All of the different PM schedules can be seen in detail in the computerized maintenance system. An example of all PM schedules with all items checked/changed during each inspection follows:

"A" PM DIESEL or 5,000 MILE INSPECTION

Change engine oil, replace oil filter, lube chassis, take oil sample, inspect ADA mandated equipment and check over all items listed on the inspection sheet. (See Appendix B.)

"A" PM GASOLINE or 3,000 MILE INSPECTION

Change engine oil, replace oil filter, lube chassis, take oil sample, inspect ADA mandated equipment and check over all items listed on the inspection sheet. (See Appendix B.)

"A" PM COMMUTER or 5,000 MILE INSPECTION

Change engine oil, replace oil filter, lube as required, and check over all items listed on the inspection sheet. (See Appendix C.)

"B" PM DIESEL or 10,000 MILE INSPECTION

Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

"B" PM GASOLINE or 9,000 MILE INSPECTION

Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

"B" PM COMMUTER or 15,000 MILE INSPECTION

Replace air filter if need is indicated by visual inspection. Check brakes-replace if need is indicated by visual inspection, check tires-rotate as needed, change engine oil, replace oil filter, lube as required, and check over all items listed on the inspection sheet. (See Appendix C.)

"C" PM DIESEL or 20,000 MILE INSPECTION

Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

"C" PM GASOLINE or 27,000 MILE INSPECTION

Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

"C" PM COMMUTER or 30,000 MILE INSPECTION

Transmission service/flush. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Check brakes-replace if need is indicated by visual inspection, check tires-rotate as needed, change engine oil, replace oil filter, lube as required, check and address all items listed on the inspection sheet as needed.
(See Appendix C.)

“D” PM DIESEL or 40,000 MILE INSPECTION

Change differential grease and rear hub grease. Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

“D” PM GASOLINE or 54,000 MILE INSPECTION

Change differential grease and rear hub grease. Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

“D” PM COMMUTER or 100,000 MILE INSPECTION

Change rear differential (axle) lubricant, replace PCV valve, replace spark plugs, change coolant (extended life), replace belts, check tires-rotate as needed. Change engine oil, replace oil filter, lube as required, check and address all items listed on the inspection sheet as needed. (See Appendix C.)

“E” PM DIESEL or 80,000 MILE INSPECTION

Change hydraulic fluid and replace hydraulic filters. Change differential grease and rear hub grease. Change transmission fluid and replace transmission filter. Replace fuel filter. Replace air filter if need is indicated by visual inspection. Change engine oil, replace oil filter, lube chassis, and take oil sample. Inspect ADA mandated equipment check over all items listed on the inspection sheet. (See Appendix B.)

100,000 MILE COOLANT CHANGE

Drain cooling system, flush system, replace coolant filter, and refill system.

ANNUAL AIR DRYER (Diesel)

Drain air system and replace dryer cartridge.

The inspections cycle through all PM's, then start over. Repairs identified as needed during an inspection are performed when found or the vehicle is taken out of service and the repairs are scheduled. If a vehicle is in the shop for major repairs that would otherwise include significant elements of an inspection cycle, the shop foreman will determine if it is appropriate to do the next or otherwise indicated inspection "early" in order to preclude the vehicle being scheduled out of service at a near-term but future date for the same inspection. If this action is initiated, an explanatory note will be placed in the vehicle maintenance records to record this event.

An oil sampling program is in place and conducted every 3,000 miles for gas engines or 5,000 miles for diesel engines (no oil sampling for commuter). An oil sample is taken and submitted to a reputable oil sample vendor for analysis. If any contaminants are reported, the vehicle is taken out of service and inspected for cause. In the case of wear metals or bearing material being reported as a contaminant, the engine is scheduled for rebuild. A sample oil analysis report is attached (See Appendix D).

Maintenance Record Keeping and Control Procedures

The maintenance department makes use of several computer programs and paper forms to record maintenance activity data. The programs and paper forms include:

Pre-Trip / Post-Trip Inspection Sheet. The vehicle Driver uses one side of the form to conduct a pre-trip inspection and the other side to perform a post-trip inspection. (See Appendix A.) The forms are turned in at the end of his/her shift to the dispatching department. The inspection forms are picked up every morning and looked through for any safety related items that require attention before the vehicle is scheduled.

Post-Trip Defect Program. At the end of the vehicle Driver's shift, he/she will report any known defects in a computerized program. The program consists of a complete checklist of possible defects a Driver can choose from and a section for comments. All the defects are recorded and color-coded according to the level of importance (i.e., red, yellow, blue, green, and pink). The red codes indicate repairs of high importance. Yellow codes indicate defects of importance that need attention but can be deferred until later in the day if the vehicle is needed for a short trip. Blue codes indicate defects that need attention but are not serious enough to take a vehicle out of service. Green codes indicate defects that can be deferred until the next scheduled PM inspection. Pink codes indicate body repair issues. The Shop Foreman or the Fleet Manager view the program daily for red and yellow codes. All the shop personnel have access to view the records at computer terminals on the shop floor. The mechanics will repair any reported defects on a vehicle while it is in the shop for any reason. The mechanic enters whether a defect is not found, is scheduled for repairs or if it has been repaired. There is also a section for mechanics comments. The vehicle Driver has the ability to look at his/her previous entries to check on the status of repairs. We have found this program an invaluable tool to keep a good working relationship between the Maintenance Staff, the operations staff and the Drivers. (See Appendix E.)

Automated Fueling System. This system is in place at our new two bay high-speed fueling station. The Fueler enters a vehicle number and mileage. The system checks parameters to make sure the entered mileage is correct. If not, it asks the Fueler to re-check the mileage before any fluids can be dispensed. The system measures and automatically records all fluids added to a vehicle, the time of day fluids were dispensed and who dispensed the fluids. The system will print a complete list of all transactions at the end of a shift. Each morning the information is downloaded to the computerized system in the main shop.

Maintenance Program. This is an automated fleet management system that tracks virtually every aspect of the XYZ Transit District's maintenance program providing a wide range of reports. Included are: parts lists, vehicle usage reports, repair history reports, preventive

maintenance history reports and fueling reports just to name a few. There are no paper work orders used in the shop. All mechanics do PM inspections using one of five computers on the shop floor. Each PM inspection is outlined in detail with scope of work, parts needed, parts cost, labor, mechanics comments, etc. It features a complete inventory that is updated as new parts arrive as well as when parts are assigned to a work order, parts cost, vendor information, parts use forecasting, quantities on hand and automatic purchase order generation. It also has capabilities of forecasting when vehicles will be due for PM inspections and what type of inspection will be needed to assist in scheduling work in an efficient manner. It also tracks part warranties and flags the mechanic when a part is entered onto a work order that may be covered by a warranty. There is virtually nothing maintenance related that is not tracked in this system.

Mechanic's PM Inspection Checklist. This sheet is issued to a mechanic whenever a PM inspection is scheduled to help insure no item is forgotten during the inspection. The mechanic checks off each item as he/she does the work. The Fleet Manager and the Shop Foreman will randomly look over a completed sheet and inspect a vehicle after a PM is completed to make sure the work was done completely and correctly. (See Appendix B or C as applicable to vehicle category.)

Road Call Report. This is a computer program that tracks road calls. All road calls are entered daily. The information includes date, vehicle number, Driver, reason for the road call, number of the vehicle being put into replacement service if necessary, whether there was any passenger delay and comments.

This is a very useful tool for the Maintenance Department to track ongoing problems and possible fleet wide defects.

Warranty Work. This work is generally done in house for heavy-duty vehicles and charged to the manufacturer in accordance with an agreed rate schedule. This method usually affects repairs more quickly than waiting for the manufacturer to send personnel to perform the work. The effectiveness of this system is dependant upon a working agreement with the manufacturer, clearly understood by both parties, which spells out procedures for advance approval of the work, the rates to be charged, the mark-up on parts and the method of payment. Light-duty warranty repairs where local manufacturer support is available most often is performed and outsourced to manufacturer authorized warranty providers.

Excluding normal service items (i.e., filters, brake linings, etc.), any time a part is removed from a vehicle and the maintenance software flags it as a possible warranty claim (heavy-duty vehicles) and that part is tagged. It is then put in a warranty claims box and held until a determination is made by the manufacturer whether the part must be returned.

The Shop Foreman looks at all work orders weekly to determine which repairs warrant the generation of a warranty repair claim when warranty work is performed in-house. When a determination is made that an in-house warranty claim is needed, a copy of the mechanic's work order is generated that includes a clear description of the failure, what actions were taken to repair the failure, hours of labor, parts used and when applicable subcontractor charges that apply such as wrecker service, etc. The parts are charged to the manufacturer at a mark-up rate as agreed upon in the purchase contract unless the manufacturer supplies the parts at no cost. Labor is also charged at a rate that is agreed upon in the purchase contract. The warranty claim paperwork as supplied by the manufacturer is also completed at this time. The work order and manufacturer's warranty claim are forwarded to the Accounting Department who then invoices the manufacturer. When warranty work is performed by a manufacturer authorized warranty provider the Shop Foreman evaluates the repairs needed and determines if the repairs are covered by the manufacturer warranty prior to any repairs being performed. If the needed repair is determined to be a warranty covered repair, arrangements are made to transport the vehicle or component to the manufacturer authorized warranty provider to have warranty work performed and charged to the manufacturer.

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Appendix Section

Appendix A

Agency for Community Transit

PRE-TRIP INSPECTION LIST

BUS # _____ DATE _____

UNDER VEHICLE

OK	CHECK	
❑	❑	Oil pool under bus
❑	❑	Fuel or water pool
❑	❑	Tires (flat,worn,etc)
❑	❑	Wheel lugs

INTERIOR OF VEHICLE

OK	CHECK	
❑	❑	Volt Meter
❑	❑	Fuel Gauge (full)
❑	❑	Air Pressure
❑	❑	Oil Light
❑	❑	Parking Brake
❑	❑	Service Brake
❑	❑	Windshield Wipers
❑	❑	Wheel Chair Lift/Ramp
❑	❑	Wheel Chair Belts
❑	❑	Radio (call base to test)
❑	❑	Fire Extinguisher
❑	❑	Seats (passenger&driver)
❑	❑	Seat Belts
❑	❑	Inside Cleanliness
❑	❑	Blood-born Kit & First Aid Kits
❑	❑	Head Sign Operation
❑	❑	Fare Box (empty)
❑	❑	Schedule Racks (full)
❑	❑	Accident Report
❑	❑	Insurance/ Vehicle Regist.
❑	❑	Stop Request
❑	❑	Public Address
❑	❑	Reflectors

LIGHTS AND ELECTRICAL

OK	CHECK	
❑	❑	Horn
❑	❑	Head Lights
❑	❑	Taillights
❑	❑	Flashers
❑	❑	Turn Signals
❑	❑	Brake Lights
❑	❑	Clearance Lights
❑	❑	Interior Lights
❑	❑	Deceleration Lights
❑	❑	Headsign Lights

BODY DAMAGE (circle damaged areas)

OK	CHECK	
❑	❑	Bicycle Rack

VEHICLE DEFECT CARD

❑ Radio	❑ Tires	❑ Brakes	❑ Windows
❑ dead	❑ damaged	❑ emer/hand	❑ driver
❑ static	❑ flat spot	❑ noisy	❑ passenger
❑ volume	❑ low air	❑ soft	❑ windshield
❑ won't transmit	❑ worn	❑ pulls left	❑ broken
❑ won't receive	❑ noise	❑ pulls right	❑ won't close
❑ silent alarm	❑ flat	❑ won't stop	❑ won't open
❑ public address			❑ cracked

❑ Gauges	❑ Electrical	❑ Engine	❑ Engine (cont.)
❑ air	❑ head light	❑ hard start	❑ smokes
❑ oil	❑ turn signal	❑ engine light	❑ stalls
❑ temp	❑ brake light	❑ noisy	❑ water leak
❑ volts	❑ flasher	❑ oil leak	❑ accelerator
❑ speedometer	❑ dest. sign	❑ overheat	❑ high idle
❑ odometer	❑ interior light	❑ runs badly	❑ water in fuel

❑ Transm.	❑ Suspension	❑ Body Damage	❑ Steering
❑ leaks	❑ air leak	❑ bumper	❑ pulls right
❑ noisy	❑ bellows low	❑ front end	❑ pulls left
❑ no reverse	❑ kneeler	❑ left side	❑ shimmies
❑ slipping	❑ not level	❑ right side	❑ turn hard
❑ won't shift	❑ rocks	❑ rear end	
		❑ bicycle rack	

❑ Doors	❑ AC/Heat	❑ W/C Lift	❑ Misc.
❑ sticks	❑ defroster	❑ barrier	❑ fuel leak
❑ too fast	❑ no AC	❑ extension	❑ body leak
❑ won't close	❑ too hot	❑ no power	❑ int. fumes
❑ won't open	❑ too cold	❑ retraction	❑ wipers

❑ Misc. (cont.)

❑ right outside mirror	❑ driver seat	❑ stop request
❑ Left outside mirror	❑ driver seat belt	❑ right driver fan
❑ Inside mirrors	❑ Passenger seat	❑ left driver fan
❑ farebox jammed	❑ pass. seat belts	❑ missing w/c belts

Driver Signature/Comments

Driver 1 _____ (Comments Below)

Driver 2 _____ (Comments Below)

Driver 3 _____ (Comments Below)

Bus has defects as marked above ❑

Bus has NO defects ❑

Mileage Reading _____

Appendix B

PREVENTIVE MAINTENANCE INSPECTION REPORT

BUS #_____

(√) ITEM IS OKAY (X) REPAIRS NEEDED

(R) REPLACEMENT (A) ADJ. MADE

1. MILES	2. MILES	3.MILES
DATE	**DATE**	**DATE**
Work Order #	**Work Order #**	**Work Order #**

NO.	1	2	3	DRIVER'S AREA	NO.	1	2	3	DRIVER'S AREA
1				IGNITION SWITCH	9				WINDSHIELD WIPER OPERATION
2				STARTER ACTION	10				HEATER & DEFROSTER OPERATION
3				ENGINE OPERATION	11				STEERING WHEEL
4				OIL PRESSURE	12				STEERING PLAY
5				INSTRUMENTS	13				ENGINE SHUT DOWN
6				PEDALS & PADS	14				DIMMER SWITCH
7				HORN	15				INSTRUMENT LIGHTS
8				PARKING BRAKE	16				HEATER CABLES
NO.	**1**	**2**	**3**	**BODY**	**NO.**	**1**	**2**	**3**	**BODY**
1				DOORS OPERATION & LUBE	14				LENSES & REFLECTORS
2				DOOR HANDLE & HINGES	15				BUMPERS & BRACKETS
3				SEALS & WEATHER STRIPPING	16				REAR LICENSE PLATE & LIGHT
4				DOOR & WINDOW GLASS	17				WINDSHIELD WIPER ARM & BLADE
5				STEP & STEP WHEELS	18				ENGINE COVER INSULATION
6				DRIVER SEAT & BELT	19				ENGINE COVER LATCHES
7				SEATS & UPHOLSTERY	20				FRONT LICENSE PLATE
8				WHEELCHAIR LOCKS, STRAPS, etc.	21				MIRRORS & BRACKETS TIGHTEN
9				DOME LIGHTS	22				WHEELCHAIR LIFT OPERATION
10				EMERGENCY & SAFETY EQUIPMENT	23				HEADLIGHT ADJUSTMENT
11				EMERGENCY WINDOW LATCHES	24				BODY MOUNTS
12				FUEL TANK DOOR & CAP	25				WHEELCHAIR LIFT LUBE POINTS
13				MARKER LIGHTS/TURN SIGNAL/FLASHER	26				P/A SYSTEM
					27				PASSENGER COUNTER
NO.	**1**	**2**	**3**	**BATTERY & ELECTRICAL**	**NO.**	**1**	**2**	**3**	**BATTERY & ELECTRICAL**
1				SPECIFIC GRAVITY RANGE	4				WATER LEVEL
				1 2 3	5				BATTERY BOX & HOLD DOWNS
			HI	**| |**	6				ALTERNATOR
			LO	**| |**	7				REGULATOR
					8				FUSES
2				CLEAN BATTERY	9				WIRING
3				CABLES & CONNECTIONS	10				BATTERY ISOLATOR
NO.	**1**	**2**	**3**	**FRONT WHEELS**	**NO.**	**1**	**2**	**3**	**FRONT WHEELS**

1				RIMS & LOCK RINGS	8				BRAKE LINING
2				LUG NUTS & STUDS	9				WHEEL CYLINDERS
3				TIRE PROBE & CONDITION	10				BACKING PLATES
4				PRESSURE AS CHECKED CORRECTED	11				BRAKE HOSES & CONNECTIONS
				1 2 3	12				WHEEL BEARING ADJUSTMENT
			RT	**| |**	13				REPACK WHEEL BEARINGS
			LF	**| |**	14				AIR BAGS PRESSURE
5				VALVE CAPS & STEMS	15				STEERING IDLERS
6				KINGPIN OR BALL JOINTS	16				STEERING SEALS
7				WHEEL SEALS OR DUST SHIELDS	17				STEERING MOUNTS ON BOX
8				CALIPERS					
NO.	**1**	**2**	**3**	**REAR WHEELS**	**NO.**	**1**	**2**	**3**	**REAR WHEELS**
1				RIMS & LOCK RINGS	5				VALVE CAPS & STEM
2				LUG NUTS & STUDS	6				AXLES
3				TIRE PROBE & CONDITION	7				BRAKE LINING
4				PRESSURE AS CHECKED CORRECTED	8				WHEEL CYLINDERS
				1 2 3	9				BACKING PLATES
			RO	| |	10				R WHEEL SEALS (LEAKS)
			RI	| |	11				AXLE GASKETS
			LO	| |	12				AXLE NUTS
			LI	| |					

MECHANIC'S SIGNATURE/COMMENTS

1	2	3
TOTAL HRS	**TOTAL HRS**	**TOTAL HRS**

NO.	1	2	3	UNDER CARRIAGE	NO.	1	2	3	UNDER CARRIAGE
				FRONT AXLE AREA:					**TRANSMISSION AREA:**
1				LUBRICATE THOROUGHLY	1				BREATHER
2				FRONT BRAKE ADJUSTMENT (CHECK)	2				LEAKS
3				SPRING	3				MOUNTING
4				SPRING BUMPERS	4				FLUID LEVEL PINTS
5				U BOLTS	5				ADDED **1** **2** **3**
6				SPRING SHACKLES & BRACKERTS	6				FLUID REPLACEMENT
7				PITMAN ARM					
8				DRAG LINK					**PARKING BRAKE AREA:**
9				TIE ROD & FRAME	1				LINKAGE
10				FRONT FRAME & CROSSMEMBER	2				CABLE
11				AXLE	3				ADJUSTMENT
12				LOWER RADIATOR MOUNTINGS					**CHASSIS AND FRAME AREA:**
13				ENGINE MOUNTS	1				CENTER FRAME & CROSSMEMBER
14				UNDERSIDE OF ENGINE	2				MOUNTING BRACKETS & BOLTS
15				AIR SHOCKS & MOUNTINGS	3				FUEL TANK & STRAPS
16				DRAIN ENGINE OIL & CHANGE	4				EXHAUST PIPES
17				OIL FILTER REPLACEMENT	5				MUFFLER
18				BRAKE MASTER CYLINDER	6				TAIL PIPE
19				BRAKE FLUID LEVEL	7				HANGERS
				DRIVE LINE AREA:	8				LINES & FITTINGS
1				YOKES & SPLINES	9				BLEED AIR TANK
2				FLANGE BOLTS	10				AIR LINE CONNECTIONS
3				UNIVERSAL BOLTS					**DIFFERENTIAL OIL LEVEL:**
4				CENTER BEARING	1				ADDED **1** **2** **3**
5				SPRING	2				REAR BRAKE ADJUSTMENT (CHECK)

6				SPRING BUMPERS	3				DIFFERENTIAL BREATHER
7				U BOLTS	4				AXLE HOUSING
8				SHOCKS & MOUNTINGS	5				R. FRAME & CROSSMEMBER
9				BRAKE HOSES & CONNECTIONS					
10				DIFFERENTIAL OIL					
NO.	**1**	**2**	**3**	**ENGINE**	**NO.**	**1**	**2**	**3**	**ENGINE**
1				COOLANT CONDITIONS	19				FUEL FILTERS
2				RADIATOR CAP	20				FUEL PUMP
3				COOLANT LEAKS	21				MANIFOLDS
4				HOSES & CLAMPS	22				TIGHTEN HOSE CLAMPS
5				CORE, FINS & TANKS	23				EXHAUST FLANGE
6				UPPER RADIATOR MOUNTINGS	24				STEAM CLEAN ENGINE
7				RADIATOR SHROUD	25				ACCELERATOR LINKAGE
8				FAN BELTS	26				OIL LEAKS
9				FAN ASSEMBLY	27				CRANKCASE VENTILATION (PCV)
10				WATER PUMP (SHAFT PLAY)	28				VALVES
11				ALTERNATOR (BRACKETS)	29				OIL CAPS & BREATHERS
12				VIBRATION DAMPENER	**NO.**	**1**	**2**	**3**	**HVAC**
13				POWER STEERING PUMP & OIL LEVEL	1				A/C OPERATIONS
14				AIR COMPRESSOR (OPERATION)	2				A/C DRIVING BELT
15				STEERING GEAR (U JOINTS)	3				A/C EVAPORATOR & SCREEN
16				AIR CLEANER	4				A/C FREON LEVEL
17				RADIATOR FLUSH	5				A/C COMPRESS (OIL LEVEL)
18				FUEL LINE	6				A/C FREON LEAKS (CHECKS)
					7				STEAM CLEAN CONDENSERS
NO.	**1**	**2**	**3**	**ROAD TEST**	**NO.**	**1**	**2**	**3**	**ROAD TEST**
1				ROAD TEST ON COURSE	4				ALL GAUGE OPERATIONS
2				ODOMETER OPERATION	5				OIL PRESSURE
3				SPEEDOMETER OPERATION	6				TRANSMISSION SHIFT

Appendix C

Commuter Vanpool Program Preventive Maintenance Plan/Checklist

Services to be done on 5,000 mile interval

Van Number: _____ **Preventive Maintenance Required: _____**

Preventive Maintenance Required	Date of PM	Van Odometer	Service Tech Comments
"A" Preventive Maintenance Schedule ❑ Change oil, filter and lube as required ❑ Check all fluid levels ❑ Check tires and inflate as required	/ /		
"B" Preventive Maintenance Schedule ❑ Change oil, filter and lube as required ❑ Check all fluid levels ❑ Check and inflate tires as required – Rotate if needed ❑ Inspect cooling system and hoses ❑ Inspect belts ❑ Inspect brakes – Replace as needed – (If front brakes replaced, repack front wheel bearings, replace seals and adjust) ❑ Check engine air filter – Replace as needed	/ /		
"C" Preventive Maintenance Schedule ❑ Change oil, filter and lube as required ❑ Check all fluid levels ❑ Check and inflate tires as required – Rotate if needed ❑ Inspect cooling system and hoses ❑ Inspect belts ❑ Inspect brakes – Replace as needed – (If front brakes replaced, repack front wheel bearings, replace seals and adjust) ❑ Check engine air filter – Replace as needed ❑ Inspect exhaust system and heat shields ❑ Replace fuel filter ❑ Transmission Service ❑ Replace spark plugs (if non-platinum) and check secondary ignition system	/ /		
"D" Preventive Maintenance Schedule ❑ Change oil, filter and lube as required ❑ Check all fluid levels ❑ Check and inflate tires as required – Rotate if needed ❑ Inspect cooling system and hoses ❑ Inspect belts – (Replace if not replaced in last 100,000 miles) ❑ Replace spark plugs (if platinum) ❑ Change engine coolant and refill ❑ Replace PCV valve ❑ Change rear axle lubricant and refill	/ /		

Technician Comments:_____
_____

Technician Name (Printed):_____

Technician Signature:_____

Appendix D

Mobil Delvac ACCUTRACK
OIL ANALYSIS PROGRAM

935 SUNSHINE ROAD
KANSAS CITY, KS 66115-1122
(800) 332-8055, FAX (913) 281-9885

CUSTOMER NO.: 9003520
UNIT NO.: 236
DESCRIPTION: DIESEL ENGINE
END USER: MIKE BATSON
ACT/AGENCY COMMUNITY TRANSIT
END USER LOCATION: GRANITE CITY, IL 62040-7500

MAKE: NEW FLYER
MODEL
OIL BRAND: MOBIL
OIL TYPE: 10W30
SERIAL NO.: 236
FUEL TYPE: DIESEL

NO. COPIES 1

SAMPLE DATA / SPECTROCHEMICAL ANALYSIS (ppm) / PHYSICAL PROPERTIES

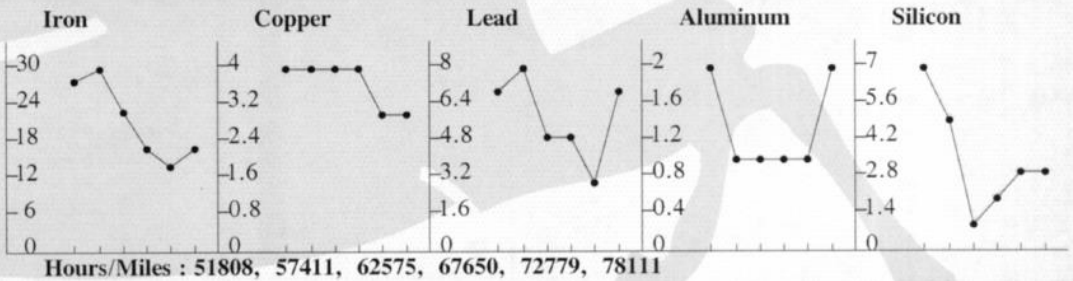
LAB#	SAMPLE DATE / RECEIPT DATE	TIME ON OIL / TIME ON UNIT	IRON	CHROMIUM	LEAD	COPPER	TIN	ALUMINUM	NICKEL	SILVER	SILICON	BORON	SODIUM	MAGNESIUM	CALCIUM	BARIUM	PHOSPHORUS	ZINC	MOLYBDENUM	TITANIUM	VANADIUM	POTASSIUM	FUEL (%VOL)	VIS @ 40 C cSt	VIS @ 100 C cSt	WATER (%VOL)	SOOT/SOLIDS (%WT)	COOLANT
22753	**02/21/2007**	**5332**	**17**	**1**	**7**	**3**	**0**	**2**	**0**	**0**	**3**	**2**	**0**	**282**	**1888**	**0**	**1107**	**1297**	**9**	**0**	**0**	**0**	**<1**	**N/A**	**11.97**	**0**	**N/A**	**NO**
NORMAL	**03/23/2007**	**78111**																										
6599	01/17/2007	5129	14	1	3	3	0	1	0	0	3	2	0	279	1797	0	1098	1311	7	0	0	0	<1	N/A	12.23	0	N/A	NO
NORMAL	01/26/2007	72779																										
246	12/13/2006	5075	17	0	5	4	0	1	0	0	2	3	0	283	1695	0	1074	1272	3	0	0	0	<1	N/A	12.11	0	N/A	NO
NORMAL	01/03/2007	67650																										
81061	11/08/2006	5275	23	1	5	4	0	1	0	0	1	3	0	336	1999	0	1143	1434	4	0	0	0	<1	N/A	12.08	0	N/A	NO
NORMAL	11/17/2006	62575																										

LAB# / ADDITIONAL TESTS

LAB#	F-SOOT
22753	**0.1**
6599	0.2
246	0.4
81061	0.7

Key
A: Abnormal *C:* Critical

GRAPHICAL ANALYSIS



LAB# / ANALYSIS RECOMMENDATIONS

22753 — RESULTS OF TESTS PERFORMED INDICATE NO CORRECTIVE ACTION REQUIRED. — ANALYST-A.A

6599 — RESULTS OF TESTS PERFORMED INDICATE NO CORRECTIVE ACTION REQUIRED. — ANALYST-A.A

246 — RESULTS OF TESTS PERFORMED INDICATE NO CORRECTIVE ACTION REQUIRED. — ANALYST-A.A

81061 — RESULTS OF TESTS PERFORMED INDICATE NO CORRECTIVE ACTION REQUIRED. — ANALYST-A.A

MOBIL ACCUTRACK - KANSAS CITY

MIKE BATSON
ACT/AGENCY COMMUNITY TRANSIT
1 TRANSIT WAY
GRANITE CITY, IL 62040-7500

THE FOLLOWING INFORMATION HAS BEEN PROVIDED TO ASSIST IN THE INTERPRETATION OF YOUR OIL ANALYSIS.

WEAR METALS

These metals indicate wear on particular components of an individual unit. The particles of these metals will indicate a wear problem on the microscopic level before the problem can be detected by conventional means. The existence of a wear problem is determined not only by absolute values of metals, but more importantly a relative increase or trend in one or more of these metals.

WEAR METAL SOURCES

Iron . . . . . .Cylinders, Gears, Rings, Crankshafts, Liners, Bearings, Housings, Rust.
Chromium . . . . . .Rings, Roller/Taper Bearing, Rods, Platings.
Lead . . . . . .Bearing Overlays, additive in gear oil and gasoline.
Copper . . . . . .Bushings, Bearings, Thrust-Washers, Friction Plates, Oil Cooler, additive in oil.
Tin . . . . . .Bearings, Bushings, Pistons Platings.
Aluminum . . . . . .Pistons, Bearings, Pumps, Blowers, Rotors, Thrust-Washers.
Nickel . . . . . .Valves.
Silver . . . . . .Bearings, Bushings, Platings.
Manganese . . . . .Trace elements in liners and rings, additive in gasoline.
Titanium . . . . . .Trace element.
Vanadium . . . . . .Trace element.

CONTAMINANTS

These elements can be an indicator of both internal and external contamination. The source and amount of contamination can be determined by comparison to a previously normal sample or to a new oil reference. Specific tests for some contaminants can supplement the analysis.

CONTAMINANT SOURCES

Silicon . . . . . .Element used to determine the level of airborne dirt and abrasives in the oil (sometimes used as an anti-foam agent).
Boron . . . . . .Present in most permanent anti-freeze systems and cooling system inhibitors (sometimes used as an additive).
Sodium . . . . . .Present in most permanent anti-freeze systems and cooling system inhibitors (sometimes used as an additive).
Potassium . . . . . .Present in most permanent anti-freeze systems and cooling system inhibitors (sometimes used as an additive in gear oil).

WATER AND SEDIMENT

Reports percent water and percent insolubles.

GLYCOL

A specific test for the presence of Glycol (Anti-Freeze) in an oil.

ADDITIVES

These elements are blended into the oil in different forms and quantities by the manufacturer. The additive package in an oil will vary depending on the type of oil.

ADDITIVE FUNCTIONS

Magnesium . . . . .Dispersent/Detergent additive.
Calcium . . . . . .Dispersent/Detergent additive.
Barium . . . . . .Dispersent/Detergent additive.
Phosphorus . . . . .Anti-Wear additive.
Zinc . . . . . .Anti-Wear additive.
Molybdenum . . . . .Anti-Wear additive.

FUEL DILUTION

Unburned fuel in the oil may signal fuel system leaks or incomplete combustion.

FUEL SOOT

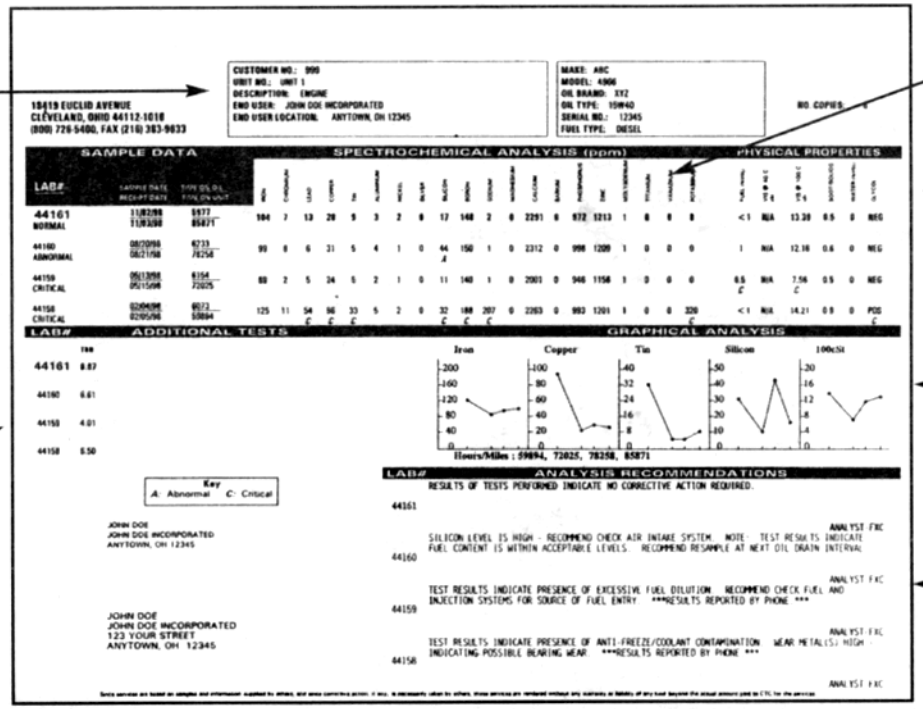
A result of incomplete combustion, blow-by. High levels may indicate combustion problems or overextended drain intervals.

VISCOSITY

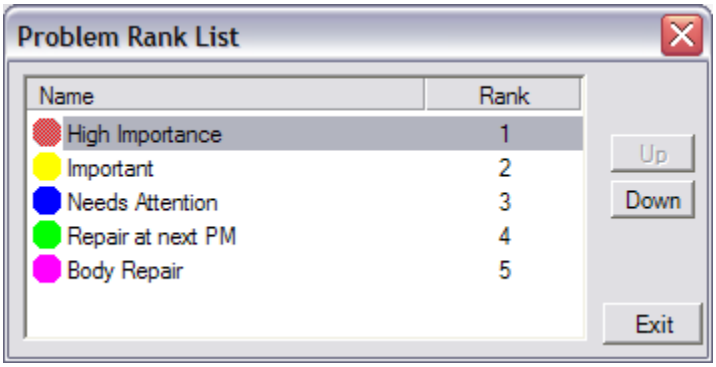
The kinematic viscosity determined at 40° C and/or 100° C is a measure of the flow rate of an oil in relation to time. This data is used to assign an SAE grade to an oil.

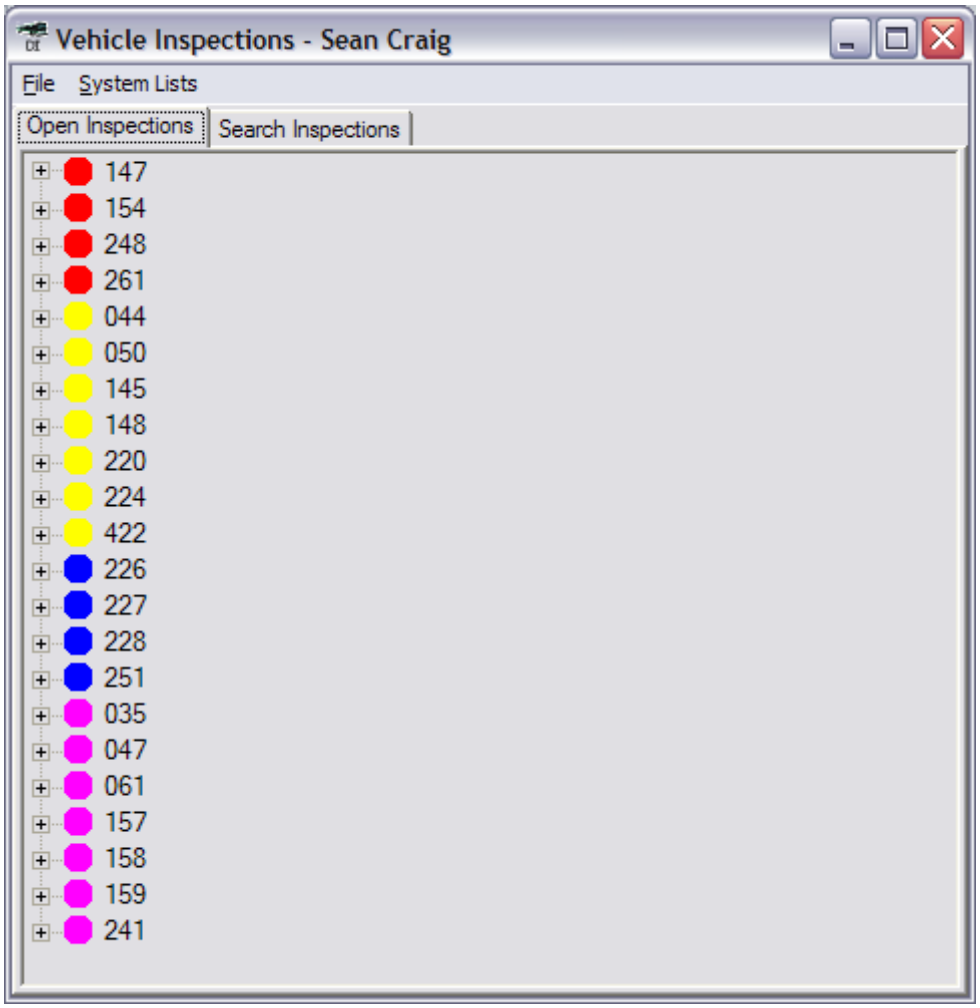
ENGINE OIL VISCOSITY CLASSIFICATION CHART

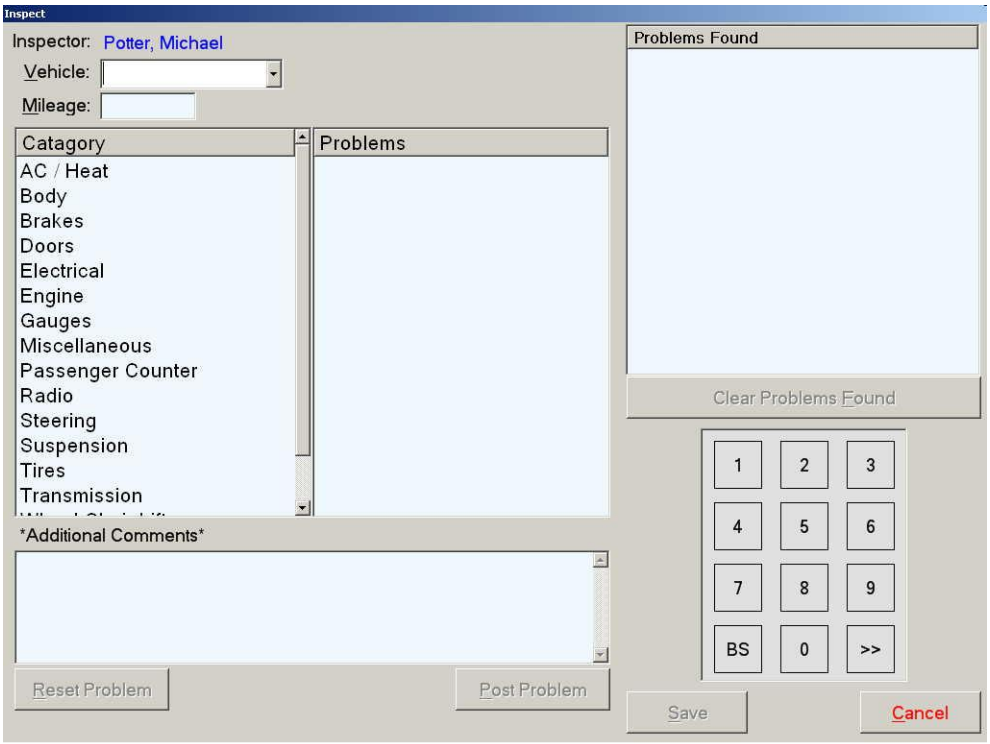
SAE GRADE	MIN-cSt-100° C-	MAX-cSt
10W	4.10	
20	5.60	9.29
30	9.30	12.49
40	12.50	16.29
50	16.30	21.89

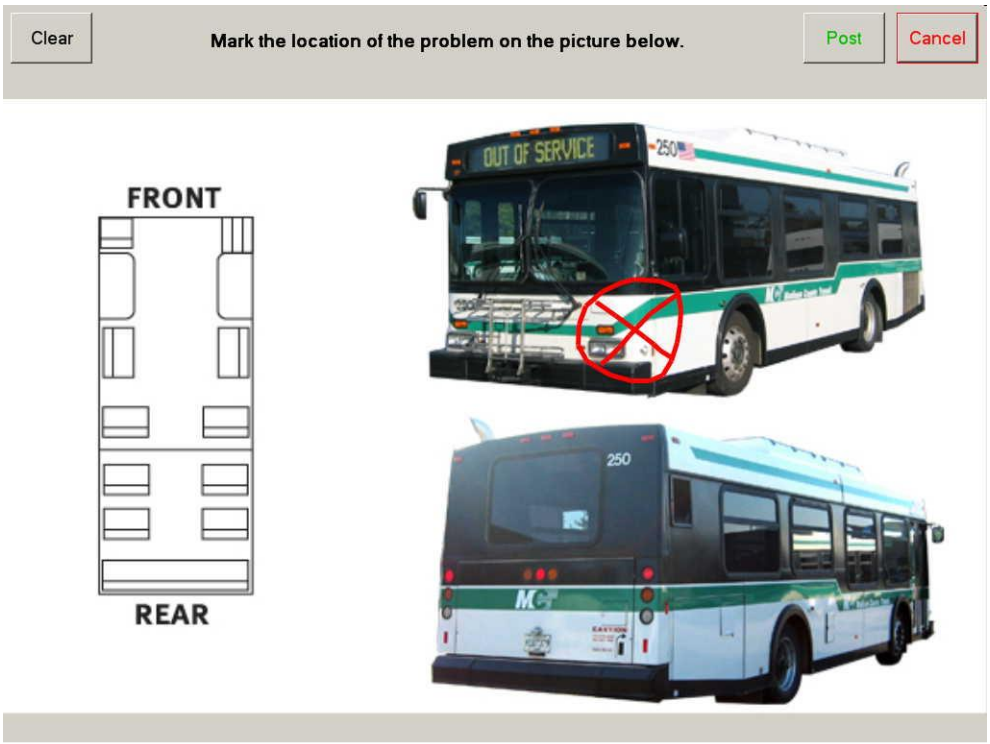


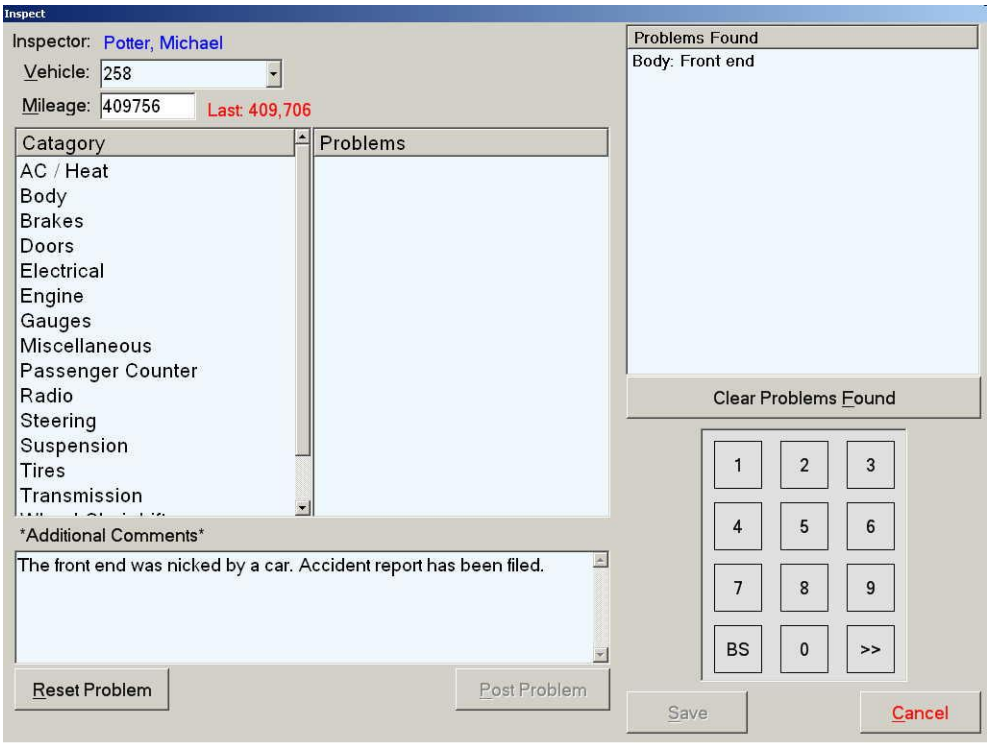
Appendix E

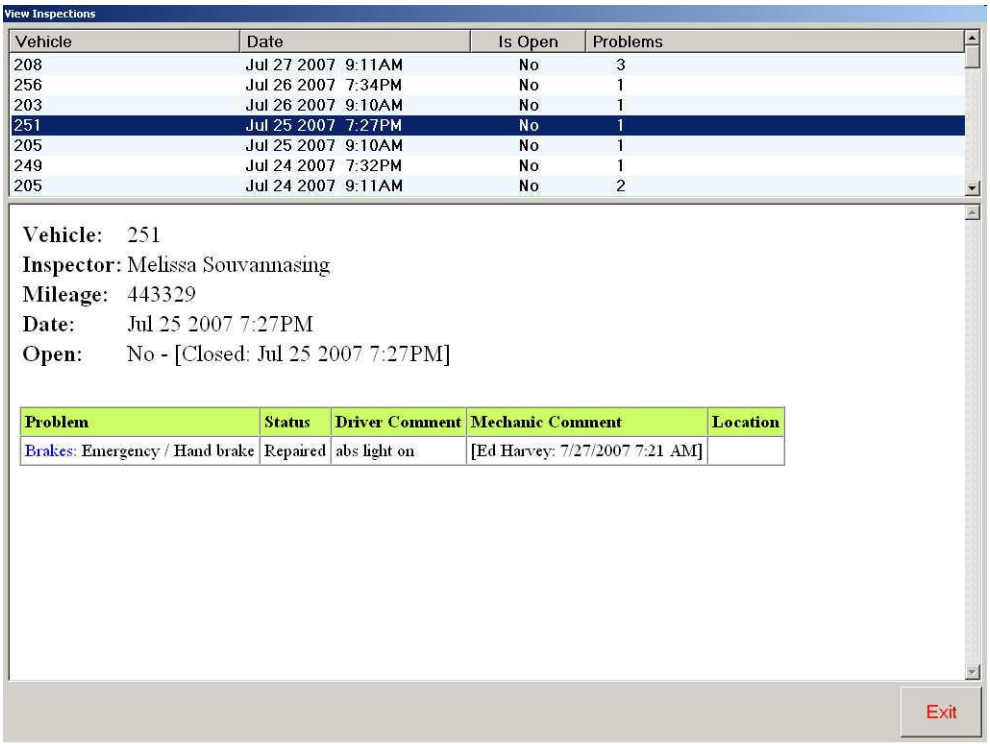

Problem Rank List
Name
Rank
High Importance 1
Important 2
Needs Attention 3
Repair at next PM 4
Body Repair 5
Up
Down
Exit


Vehicle Inspections - Sean Craig
File
System Lists
Open Inspections
Search Inspections
147
154
248
261
044
050
145
148
220
224
422
226
227
228
251
035
047
061
157
158
159
241


Inspect
Inspector: Potter, Michael
Vehicle:
Mileage:
Catagory
Problems
AC / Heat
Body
Brakes
Doors
Electrical
Engine
Gauges
Miscellaneous
Passenger Counter
Radio
Steering
Suspension
Tires
Transmission
Additional Comments
Reset Problem
Post Problem
Problems Found
Clear Problems Found
1
2
3
4
5
6
7
8
9
BS
0
>>
Save
Cancel


Clear
Mark the location of the problem on the picture below.
Post
Cancel
FRONT
REAR
OUT OF SERVICE
250
250


Inspect
Inspector: Potter, Michael
Vehicle: 258
Mileage: 409756
Last: 409,706
Catagory
Problems
AC / Heat
Body
Brakes
Doors
Electrical
Engine
Gauges
Miscellaneous
Passenger Counter
Radio
Steering
Suspension
Tires
Transmission
Additional Comments
The front end was nicked by a car. Accident report has been filed.
Reset Problem
Post Problem
Problems Found
Body: Front end
Clear Problems Found
1
2
3
4
5
6
7
8
9
BS
0
>>
Save
Cancel


View Inspections
Vehicle
Date
Is Open
Problems
208 Jul 27 2007 9:11AM No 3
256 Jul 26 2007 7:34PM No 1
203 Jul 26 2007 9:10AM No 1
251 Jul 25 2007 7:27PM No 1
205 Jul 25 2007 9:10AM No 1
249 Jul 24 2007 7:32PM No 1
205 Jul 24 2007 9:11AM No 2
Vehicle: 251
Inspector: Melissa Souvannasing
Mileage: 443329
Date: Jul 25 2007 7:27PM
Open: No - [Closed: Jul 25 2007 7:27PM]
Problem
Status
Driver Comment
Mechanic Comment
Location
Brakes: Emergency / Hand brake
Repaired
abs light on
[Ed Harvey: 7/27/2007 7:21 AM]
Exit

Facilities/Equipment Maintenance

Note: Only Edwardsville, Collinsville and Wood River Stations were funded, in part, with FTA funds.

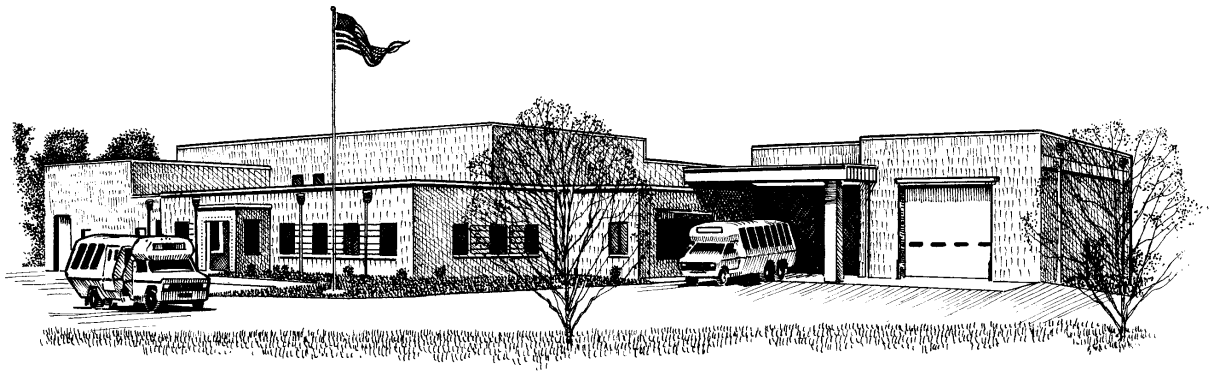
The Maintenance Guideline Handbook for Facilities/Equipment which begins on the following page identifies specific items and areas where a system of periodic inspections and preventive maintenance are defined. Maintenance intervals are measured in various terms of usage; weekly, monthly, semi-annually, annually, and tri-annually. The Maintenance Guidelines provides for the reliability, proper operation and longevity of our facilities and equipment.

The Shop Foreman and Building Maintenance Technicians utilize the guidelines issued by the Fleet Manager to identify intervals for required maintenance/inspections and work to be performed. The Shop Foreman assigns maintenance/inspections to Building Maintenance Technicians based on the guidelines. The technicians utilize the procedures portion of the guideline hand book to serve as a permanent checklist to identify all items to be addressed. Upon completion of assignments the Building Maintenance Technicians record the maintenance/ inspection activity along with any other repair work performed in the automated fleet management system which is reviewed by the Shop Foreman. Anything found during the maintenance/inspection process which requires additional work is relayed to the Shop Foreman and noted in the automated fleet management system. Upon review of the Shop Foreman additional work and requirements are scheduled to be performed on a priority basis subject to consideration of safety, need and availability.

Warranty recovery claims pertaining to facilities and equipment as applicable are pursued through each supplier/provider or manufacturer as applicable. Facility and equipment warranty information is maintained in files or reviewed as posted on the internet and referenced when said claims are pursued based on covered warranty periods. The Shop Foreman monitors repairs for applicable warranty claims, initiates the process and verifies the work was performed in accordance with stated coverages.

XYZ TRANSIT

MAINTENANCE GUIDELINES
Handbook
FACILITIES/EQUIPMENT



Date: Revised 4/25/2007

Unit/Equipment
Location and Intervals

Facilities Maintenance
Inspection Listing
Building # 1

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Air Compressors (2)	Weekly
Parts Washers (1)	Weekly
Generator	Weekly
Defibrillator	Monthly
Lube Reel Dispensers	Monthly
Fire Extinguishers, First Aid Kit, Eye Wash, Lockout/Tagout Station	Monthly
Vehicle Pit Sump Pumps	Monthly
In-Ground Vehicle Lifts	Monthly
Overhead Doors/Motors	Monthly
Air Compressors (2) – Service	Semi-Annual
Fuel Dispensers (2)	Semi-Annual
Generator – Service	Semi-Annual
HVAC Systems	Semi-Annual
Oil/Water Separator Tanks	Semi-Annual
Retention Basin Lift Pumps	Semi-Annual
Vehicle Exhaust Ventilation System	Annual
Facility Backflow Valves	Annual
Building Fire Sprinkler System	Annual
Load Bank Test for Building Generators	Annual
Air Conditioning Recovery/Recycling/Recharging Unit (1)	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
Building # 2

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Air Compressors (1)	Weekly
Parts Washers (2)	Weekly
Generator	Weekly
Defibrillator	Monthly
Lube Reel Dispensers	Monthly
Fire Extinguishers, First Aid Kit, Eye Wash, Lockout/Tagout Station	Monthly
Vehicle Pit Sump Pumps	Monthly
In-Ground Vehicle Lifts	Monthly
Overhead Doors/Motors	Monthly
Mobile Column Lifts(s)	Monthly
Air Compressors (1) – Service	Semi-Annual
HVAC Systems	Semi-Annual
Generator – Service	Semi-Annual
Oil/Water Separator Tanks	Semi-Annual
Fire Pump/Sprinkler System	Annual
Vehicle Exhaust Ventilation System	Annual
Facility Backflow Valves – pressure tested	Annual
Load Bank Test for Building Generators	Annual
Air Conditioning Recovery/Recycling/Recharging Unit (2)	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
Fuel Building

Unit/Equipment	**Inspection Interval**
Facility Site Inspection	Weekly
Air Compressors (1)	Weekly
Defibrillator	Monthly
Lube Reel Dispensers	Monthly
Overhead Vacuum System	Monthly
Fire Extinguishers, First Aid Kit, Eye Wash, Lockout/Tagout Station	Monthly
Air Compressor (1) – Service	Semi-Annual
HVAC Systems	Semi-Annual
Fuel Dispensers (4)	Semi-Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
Wash Gantry

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Fire Extinguishers, First Aid Kit, Eye Wash, Lockout/Tagout Station	Monthly
Vehicle Wash	Monthly
Overhead Doors/Motors	Monthly
HVAC Systems	Semi-Annual
Facility Backflow Valves	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
Grounds Maintenance Modular Building

Unit/Equipment	**Inspection Interval**
Facility Site Inspection	Weekly
Defibrillator	Monthly
Fire Extinguishers, First Aid Kit, Eye Wash, Lockout/Tagout Station	Monthly
HVAC Systems	Semi-Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
(Pepsi) RideFinders Building

Unit/Equipment	**Inspection Interval**
Facility Site Inspection	Weekly
Defibrillator	Monthly
Fire Extinguishers and First Aid Kit	Monthly
HVAC Systems	Semi-Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
Tanks

Unit/Equipment	Capacity	Inspection Interval
Fuel Tank #1, Diesel	15,000 gallons	Every three (3) years
Fuel Tank #2, Diesel	15,000 gallons	Every three (3) years
Fuel Tank #3, Diesel	6,000 gallons	Every three (3) years
Fuel Tank #4, Diesel	6,000 gallons	Every three (3) years
Fuel Tank #6, Gasoline	10,000 gallons	Every three (3) years
Bulk Oil Tank, Building #1	265 gallons	Annual
Bulk Oil Tank, Building #2	500 gallons	Annual
Bulk Oil Tank, Fuel Building	500 gallons	Annual
Used Oil Tank, Building #1	500 gallons	Every three (3) years
Used Oil Tank, Building #2	1,000 gallons	Every three (3) years
Used Anti-freeze Tank, Building #1	500 gallons	Annual

Note: Tanks numbered to correspond with State Fire Marshal's identification system

Facilities Maintenance

Inspection Listing
Radio Tower

Unit/Equipment	**Inspection Interval**
Facility Site Inspection	Weekly
Generator	Weekly
Fire Extinguishers, First Aid Kit, Eye Wash, Lockout/Tagout Station	Monthly
HVAC Systems	Semi-Annual
Generator – Service	Semi-Annual
Test/Service for UPS Battery Backup	Semi-Annual
Load Bank Test for Generators	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
XYZ Transit Center

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Fire Extinguishers and First Aid Kit	Monthly
HVAC System	Semi-Annual
Backflow Valves	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
XYZ Transit Center

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Fire Extinguishers and First Aid Kit	Monthly
HVAC System	Semi-Annual
Backflow Valves	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
XYZ Transit Center

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Fire Extinguishers and First Aid Kit	Monthly
HVAC System	Semi-Annual
Backflow Valves	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Facilities Maintenance
Inspection Listing
XYZ Transit Center

Unit/Equipment	Inspection Interval
Facility Site Inspection	Weekly
Fire Extinguishers and First Aid Kit	Monthly
HVAC System	Semi-Annual
Backflow Valves	Annual
Electrical System Maintenance (Thermal Imaging)	Tri-Annual

Unit/Equipment
Maintenance Procedures

Weekly
Facility Site Inspections

All items are to be checked and verified as listed. Minor repairs and maintenance items that can be expedited are to be performed during the site inspection (i.e., bulb replacement, switch replacement, debris removal, minor plumbing leaks, etc.) Note any deficiencies/repair requirements in the automated fleet management system and report to Shop Foreman or Fleet Manager who will schedule repairs.

1. Inspect facility, grounds and parking lot for vandalism.

2. Inspect lighting/electrical systems for proper operation.
   2.1. Examine the exterior (exposed areas) of all enclosures, fixtures, bulbs, panels, cable/conduit and receptacles. Take corrective action as necessary.
   2.2. Check for signs of rodent or insect infestation. If found, investigate and take appropriate corrective measures.
   2.3. Ensure electrical rooms have proper access to electrical panels and are not obstructed.

3. Inspect facility for cleanliness (interior, exterior and parking lot).

4. Inspect facility exterior for maintenance needs (includes parking lot).

5. Inspect facility interior for maintenance needs.

6. Inspect facility fixtures/plumbing for leaks and proper operation.
   6.1. Examine all fixtures and exposed plumbing for leaks and defects. Take corrective action as necessary.
   6.2. Check for signs of rodent or insect infestation. If found, investigate and take appropriate corrective measures.

7. Verify HVAC for proper operation.

8. Replenish expendable site supplies (toilet tissue, soap, trash bags – if applicable).

Weekly
Maintenance Procedure for Air Compressor(s)

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.

2. Check fluid level
   2.1. Oil level should indicate ¾ up on site glass.

3. Check air filter
   3.1. Replace as needed.

4. Check automatic water purge drain operation.
   4.1. Check for water purge if necessary.

5. Check belts
   5.1. Check belt tension – adjust if needed.
   5.2. Replace any worn belt(s) as needed.

6. Check air relief valve operation
   6.1. Replace if inoperable.

Weekly
Maintenance Procedure for Facility Generators

1. Fluids
   1.1. Check all fluid levels
   1.2. Refill as needed
   1.3. Check for leaks

2. Belts/Hoses
   2.1. Check all belts and hoses
   2.2. Adjust belts if needed

3. Operation
   3.1. Start and run generators (must run to full operating temps)
   3.2. Check gauges to ensure readings are within manufacture parameters/limits
   3.3. Shutdown once determined to be fully operational and only after full operating temperatures have been reached.

Weekly
Maintenance Procedure for Parts Washer

1. Check for leaks
   1.1. Storage tank
   1.2. Parts washing container/pan
   1.3. Lines

2. Check on/off switch operation

3. Clean debris from washer

4. Check for proper cycling

5. Check fluid level
   5.1. Add fluid as needed

Monthly
Maintenance Procedure for Emergency Defibrillator

1. Defibrillator
   1.1. Ensure defibrillator station is properly secured to wall.
   1.2. Clearly and properly marked
   1.3. Clean
   1.4. Battery is properly charged
   1.5. Defibrillator Station Contents
   - Micro mask (CPR)
   - Nitrile gloves – two (2) pair
   - Eye splash guard
   - Antimicrobial wipes – two (2) each
   - Absorbent towel
   - Biohazard bag
   - Prep razor
   - Clothing shears

   1.2. Check defibrillator pads expiration date. If within 30 days of expiration – replace.

Monthly
Maintenance Procedure for Lube Reel Dispensers
(Oil, Lubricants, Anti-freeze, Washer Fluid, Electric)

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.

2. Check for leaks
   2.1. Hose reels
   2.2. Hose lines
   2.3. Nozzles
   2.4. Fittings
   2.5. Receptacles (if applicable)

3. Reels
   3.1. Hangers
   3.2. Springs
   3.3. Housings

4. Nozzles
   4.1. On position
   4.2. Off position

Monthly
Maintenance Procedure for Overhead Vacuum System

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.

2. Electric.
   2.1. Check cables to motor.
   2.2. Check power switches.

3. Housing
   3.1. Check for cracks in housing.
   3.2. Check to ensure secured.
   3.3. Check brackets.

4. Duct Work/Hoses/Reel
   4.1. Check for cracks or holes.
   4.2. Check for debris and clean if needed.
   4.3. Check reel operation and ensure secured.
   4.4. Lube reel system.

5. Filter(s)
   5.1. Check and replace filter(s) as applicable.
   5.2. Clean filter housing.
   5.3. Ensure filter(s) is properly installed.

Monthly
Maintenance Procedure for Fire Extinguisher, First Aid Kit, Eye Wash and Lockout/Tagout Station

1. Fire Extinguisher
   1.1. Check for proper charge
   1.2. Wipe/clean exterior
   1.3. Check that discharge hose is open/clear

2. First Aid Kit
   2.1. Check contents and replace as needed (minimum items)
   - Bandages
   - Gauze
   - Antiseptic
   - Alcohol Pad
   - Burn Cream
   - Tablet – pain reliever
   - Antibiotic
   - Rubber gloves
   - First aid tape
   - Tweezers

3. Eye wash stations
   3.1. Clean and sanitize
   3.2. Check for proper operation

4. Lockout/Tagout Stations
   4.1. All locks, tags and devices issued to authorized personnel. (Authorized personnel to see Shop Foreman for replacement equipment.)
   4.2. Ensure stations are properly secured to wall, labeled and visible.
   4.3. Minimum of two (2) tags and two (2) plastic tags are in each.
   4.4. Clean any dirt/debris from boxes as needed.

Monthly
Maintenance Procedure for Vehicle Pit Sump Pumps

1. Operation
   1.1. Check switch controls for proper operation
   1.2. Check to ensure product pumps out when system has been activated.

2. Clean Out
   2.1. Activate system and fully pump out into water/oil separator tank
   2.2. Clean out any remaining product/debris

Monthly
Maintenance Procedure for Vehicle Wash

1. Check for leaks.
   1.1. Water
      - Supply
      - Wash tank and lines
      - Water soap mix lines
      - Rinse

   1.2. Air
      - Supply
      - Side brush lines

2. Bearings.
   2.1. Check
   2.2. Lube bearings

3. Guide Rails and Frame Work
   3.1. Check to ensure securely fastened
   3.2. Check for cracks
   3.3. Check brackets
   3.4. Lube all zerk fittings.

Monthly
Maintenance Procedure for In-Ground Lift(s)

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.

2. Check for air leaks.

3. Check for oil leaks.
   3.1. Motor
   3.2. Lines

4. Track Plate and Lift Platforms
   4.1. Check for damaged track plate sections.
   4.2. Check for proper track plate movement.
   4.3. Clean track and trench area.
   4.4. Check to ensure lift platform is secured to post properly.
   4.5. Check lift platform for damage or wear.
   4.6. Check all bolts to ensure they are properly secured.
   4.7. Check for excessive play in lift platform track.
   4.8. Check lift platform extension for proper operation.

5. Check Lift Post(s)
   5.1. Scoring and/or burns
   5.2. Oil leak
   5.3. Lift locks
      - Locks and unlocks properly
      - Lube locking device

6. Check Lift Controls
   6.1. Check switches for proper operation (if applicable).
   6.2. Check for proper operation of warning light.
   6.3. Check lift controls for proper operation and excessive wear.

Monthly
Maintenance Procedure for Mobile Column Lift(s)

1. Electrical System
   1.1. Check electrical cables and connectors for wear or damage.

2. Check for oil leaks.
   2.1. Motor
   2.2. Lines
   2.3. Cylinder
   2.4. Check oil level – replenish as needed

3. Check Lift Post(s)
   3.1. Damage or excessive wear
   3.2. Locks and unlocks properly

4. Lift platform and pivot points
   4.1. Lube and check pivot points
   4.2. Check to ensure all bolts are properly secured
   4.3. Check lift platform for damage or wear

5. Check Lift Controls
   5.1. Check emergency stop button for proper operation
   5.2. Check all switches and controls for proper operation

Monthly
Maintenance Procedure for Overhead Doors/Motors

1. As applicable, follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.

2. Check for proper operation.
   2.1. All switch/buttons on door controller.
   2.2. Door opens, closes and stops when buttons are activated.

3. Check for damaged door panels
   3.1. Check for damaged sections.
   3.2. Check rails for wear and that they are properly secured to wall and ceiling.
   3.3. Guide Rollers
      - Check for damaged rollers.
      - Check for missing rollers.
      - Check to ensure rollers are secured.

4. Rail
   4.1. Check for damage or wear

5. Motor
   5.1. Motor properly secured.
   5.2. Pulleys are properly secured.
   5.3. Gears are properly secured.
   5.4. Check for clutch slippage.
   5.5. Check gear chain on motor.
   5.6. Check motor reset button.
   5.7. Check for exposed or damaged wires and electrical cover secured.

6. Check Door Springs/Shaft/Pulley
   6.1. Springs
      - Check for cracks.
      - Check to ensure secured and aligned.
   6.2. Spring shaft
      - Check for damage or wear.
      - Ensure secured to wall.
   6.3. Spring staff pulley
      - Properly secured.
      - Check for damage and wear.

7. Lubrication
   7.1. Ensure the following are lubricated:
      - Rollers
      - Chains
      - Springs
      - Spring shaft bearings
      - Guide rails
      - Spring shaft pulley
      - Motor shaft bearing

Semi-Annual
Service Procedure for Air Compressor(s)

1. Shut down air compressor system following the Energy Control Specific Procedures outlined in Lockout/Tagout Manual.

2. Drain compressor oil.

3. Remove and replace oil filter – if applicable.

4. Refill compressor with oil.

5. Follow startup procedure to start and check for leaks.

6. Check gauges and ensure proper operation and gauge readings.

Semi-Annual
Maintenance Procedure for Fuel Dispenser(s)

1. As applicable, follow Energy Control Specific Procedures

2. Filter(s)
   2.1. Replace

3. Check hoses
   3.1. Check for worn, cracked hoses and replace if needed.

4. Quick disconnects and fittings
   4.1. Check for worn or damaged disconnects and fittings and replace if needed.

5. Operation
   5.1. Check for proper operations
   5.2. Check for leaks and repair as applicable

Semi-Annual
Service Procedure for Generator(s)

1. Start engine and run until engine is at full operating temperature.
2. After engine reaches full operating temperature, shut engine down and follow Energy Control Specific Procedures outlined in Lockout/Tagout Manual.
3. Drain engine oil.
4. Remove and replace oil filter.
5. Refill engine oil.
6. Remove and replace fuel filter (as required).
7. Follow startup procedure to start and check for leaks.
8. Check gauges to ensure readings are within manufacturer parameters/limits and shut down once full operating temperature is reached.
9. Check air filter and replace as needed.
10. Check coolant and top off as needed.
11. Check engine block heater operation – if equipped.

Semi-Annual
Maintenance Procedure for HVAC Systems

1. As applicable, follow Energy Control Specific Procedures

2. Filter(s)
   2.1. Check and replace as needed

3. Blower fan/motor
   3.1. Check for proper operation
   3.2. Lube (as applicable)
   3.3. Check belts (adjust or replace as applicable)

4. Check burner operation

5. Check heat exchanger

6. Check refrigerant (as applicable)

7. Clean
   7.1. Heating Unit
   7.2. Air conditioning unit.

Semi-Annual
Maintenance Procedure for Oil/Water Separator Tanks

1. Oil/Water separator tanks
   1.1. Semi-annually check level of product in oil/water separator tank.
   1.2. Contact licensed/qualified firm to pump out accumulated product and dispose of properly.

Semi-Annual
Maintenance Procedure for Retention Basin Lift Pumps

1. Lift Pumps
   1.1. Semi-annually contact qualified firm to test and check retention basin lift pumps.

Semi-Annual
Test/Service Procedure for UPS Battery Backup

1. Check connections
   1.1. Check for corrosion – clean if needed.
   1.2. Check to verify connection(s) secure – tighten as needed.

2. Test UPS
   2.1. Ensure UPS connected.
   2.2. Press and release the on/off test button to verify supply power plugged into UPS is supplied to outlets and battery power is sufficient for operation.
   2.3. If battery fails test when test button is engaged, replace the battery.
   2.4. Should battery replacement be required, check replacement battery operation following step outlined in section 2.2 of this procedure.

Annual
Maintenance Procedure for Above Ground Bulk Oil Tanks

1. Check for leaks
   1.1. Tank structure
   1.2. Welds
   1.3. Caps and appurtenances
   1.4. Report any leaks to supervisor

Annual
Maintenance Procedure for Above Ground Used Anti-freeze Tanks

1. Check for leaks
    1.1. Tank structure
    1.2. Welds
    1.3. Caps and appurtenances
    1.4. Report any leaks to supervisor

Annual
Maintenance Procedure for Building Fire Pump/Sprinkler System

1. Fire Pump/Sprinkler System
   1.1. Annually contact a licensed/qualified fire protection firm to test and service fire pump/sprinkler system.

Annual
Maintenance Procedure for Facility Backflow Valves

1. Backflow Valves
   1.1. Annually upon notification of appointing authority contact a licensed/qualified plumbing firm to test and check all facility backflow valves(s).

Annual
Maintenance Procedure for Facility Vehicle Exhaust System(s)

1. Electric
   1.1. Check cables to motor
   1.2. Check power switches

2. Fan Housing
   2.1. Check for cracks in housing
   2.2. Check to ensure secured
   2.3. Check brackets

3. Fan
   3.1. Check for cracks
   3.2. Check for debris and clean
   3.3. Check belt(s) if equipped – adjust if needed

4. Duct Work/Hoses/Reel
   4.1. Check for cracks or holes
   4.2. Check for debris and clean if needed
   4.3. Check reel operation and ensure secured (if equipped)
   4.4. Lube

Annual
Load Bank Test Procedure for Building Generators

1. Building Generators
   1.1. Contact qualified firm to test generator KW output.
   1.2. Upon completion, verify output within limits.
   1.3. If acceptable – complete.
   1.4. If not within acceptable limits, schedule necessary repairs and reschedule test. Once within acceptable limits, complete.

Annual
(Perform Annually or sooner if indicated on digital display)
Maintenance Procedure for Air Conditioning
Recovery/Recycling/Recharging Unit

1. Vacuum Pump Oil (Annually or when "Oil" message flashes)
   1.1. Turn on Main Power switch.
   1.2. Press Shift/Reset and program vacuum minutes to 15:00.
   1.3. Press Vacuum to indicate "Oil" message.
   1.4. Open access compartment.
   1.5. Drain oil.
   1.6. Close manifold valves and press Shift/Reset/Enter on panel at same time to reset ten (10) hour timer.
   1.7. Press vacuum and slowly add new oil until oil level is even with reservoir sight glass.

2. Filter-drier (Annually or when "CH-F" message displayed)
   2.1. Press display and hold Shift/Reset then filter.
   2.2. Turn off main power and unplug.
   2.3. Remove filter-drier.
   2.4. Lubricate "O" ring on new filter-drier and replace filter-drier.
   2.5. Turn on power. Press Hold/Cont. to start vacuum pump. Run for two (2) minutes then shutoff. "CPL" should display resetting filter-drier change counter.

3. Scale weight verification
   3.1. Turn on main power switch.
   3.2. Press Shift/Reset to display "Program".
   3.3. Press and hold Shift/Reset then press Enter to display "Func" message.
   3.4. Remove all weight from platform.
   3.5. Press 6 to change to a direct reading scale.
   3.6. Place known weight on scale between 30-60 lbs. If reads accurately, scale acceptable.
   3.7. Incorrect weight reading requires recalibration – refer to owner's manual for procedure.

4. Check for leaks
   4.1. Turn off main power switch and disconnect power cord from outlet.
   4.2. Use refrigerant leak detector to check all fitting connections for leaks.
   4.3. Tighten or repair leaks and recheck.

Tri-Annual
Maintenance Procedure for Underground Fuel Storage Tanks

1. Underground Fuel Storage Tanks
   1.1. Every three (3) years Illinois State Fire Marshall's Office will compliance inspect tank(s) integrity.
   1.2. Each fuel storage tank shall be equipped with an automatic leak detection and tank gauging system. Daily automatic testing results shall be available for review by the State Fire Marshall's Office for verification and compliance review for both three (3) year certification and spot audits.

Tri-Annual
Maintenance Procedure for Underground Used Oil Storage Tanks

1. Underground Used Oil Storage Tanks
   1.1. Every three (3) years Illinois State Fire Marshall's Office (subject to regulatory requirements) will compliance inspect tank(s) integrity.
   1.2. Used oil removal records shall be maintained and kept on file by the Fleet Clerk for inspection by the State Fire Marshall's Office.

Tri-Annual
Maintenance Procedure for Electrical System
(Thermal Imaging)

1. Electrical System
   1.1. Every three (3) years, contact a qualified electrical contractor to perform thermo-imaging tests on facilities electrical systems.
   1.2. Based on test results of thermo-imaging testing, complete the following as applicable:
      - Replace faulty breakers
      - Tighten electrical connections
      - Perform any other corrective action discovered/recommended resulting from thermo-imaging test.