

Attachment C-Garage Maintenance and Monitoring Checklist

Lubber Run Community Center

	Daily	Weekly	Semi-Monthly	Monthly	Bi-Monthly	Quarterly	Semi-Annually	Annually	Other
Cleaning									
Clean pay-on-foot equipment	D	M							
Clean parking staff office	D	M							
Check for abandoned vehicles	D	M							
Sweep parking floors					D	M			
Empty trash cans	D	M							
Place and maintain rat-abatement measures				M					
Ensure garage is free of pests and objectionable odors			M						
Wash garage floors						D	M		
Clean all parking-access-and-control (PARC) equipment		D	M						
Doors & Hardware									
Check that doors close and latch properly	D	M							Note 1
Check for proper operation of mechanized doors	D	M							Note 1
Check for proper operation of panic hardware at security doors	D	M							Note 1
Lubricate mechanized doors				D			M		
Electrical System									
Check light fixtures		D		M					Note 1
Elevator and Telephone									
Check for normal operation	D	M							Note 1
HVAC									
Check for ventilation in enclosed or underground garage spaces	D	M							Note 1
Painting									
Check for rust									
Check doors and door frames							D	M	Note 1
Check handrails and guardrails							D	M	Note 1
Check pipe guards, exposed pipe, conduit							D	M	Note 1
Other metal							D	M	Note 1
Check for appearance									
striping							D	M	Note 1
signs					D		M		Note 1
walls							D	M	Note 1
columns					D		M		Note 1
curbs					D		M		Note 1
Touch up							D	M	Note 1
Repaint									Note 1
Parking & Revenue Control Equipment									
Check for proper operation	D	M							
Perform preventative maintenance service									Note 2
Plumbing Systems									
Check for proper operation of floor drains	D		M						
Roofing, Waterproofing, Structural									
Service by others									
Safety Checks									
Carbon Monoxide monitor	D	M							Note 1
Handrails and guardrails				D	M				Note 1
Exit lights				D	M				Note 1
Emergency lights				D	M				Note 1
Tripping hazards				D	M				Note 1
Security System									
Check audio/surveillance/intercom for proper operation	D	M							
Signs									
In place?	D	M							Note 1
Clean?				D	M				Note 1
Visible?	D	M							Note 1
Legible?				D	M				Note 1
Illuminated (as applicable)?				D	M				Note 1
Snow and Ice Removal									
Service by others, as needed									Note 1
Structural System									
Check for:									
floor deterioration							D	M	Note 1
water leakage							D	M	Note 1
cracking concrete							D	M	Note 1
rust of structural steel							D	M	Note 1

D=Desirable
M=Minimum
Note 1= Inspect and report problems to the County. Service or repair performed by others, or assigned to Contractor at County discretion.
Note 2= This equipment should be under a service contract for regular preventative maintenance and emergency service OR Contractor's staff should be specifically trained to provide the required service. The equipment manufacturer's recommendations for inspection and maintenance should be followed.