

CPPDA Facilities Maintenance Duties Overview

Daily

- Be on call 24 hours a day, seven days a week for emergencies such as burglar alarms, fire alarms, HVAC problems, electrical and plumbing emergencies, vandalism, etc.
- Be available 24 hours a day, seven days a week for snow and ice removal and application of snow and ice melt products. Supervise snow removal for parking lots etc.
- Unlock and disarm each floor of the train station including the exterior doors while inspecting and testing elevator operations as necessary. Not all floors are unlocked each day.
- Visually inspect emergency lighting, restrooms, doors while noting the operation of HVAC systems and the general condition of the facilities.
- Unlock and inspect restrooms at shops.
- Conduct a visual inspection of the entire grounds as an attempt to mitigate any vandalism, safety issues, trash, maintenance items and miscellaneous debris.
- Take care of any problems found during the visual inspection.
- Inspect and adjust parking gates and parking counter.
- Skim outdoor fountains, add water and chemicals as needed (April – November).
- Unlock and open all three tunnel gates around 8am and close around 4pm on Train Days or when requested.
- Put up and maintain flags at proper height in accordance to the State and Federal Flag Status at the Western Maryland Railway Station Plaza and in the Festival Grounds.
- Put out portable information signs by 9am and put away around 4pm.
- In season, by 9 am, clean bird droppings etc. from train loading area, all stair railings, all benches and picnic tables and clean all cobwebs from doorways.
- In season, and if available, put out umbrellas by 9 am.
- Monitor weather conditions throughout the day and put away portable signs, flags, umbrellas, and turn off fountains in case of adverse weather conditions.

Appendix A

- Empty exterior trash cans and take to dumpster as necessary.
- Sweep debris from doorways and stairways as well as cleaning up miscellaneous trash on entire grounds and parking lots.
- Open gates at arch at 7am for deliveries and close to traffic at 10am.
- Inspect and service all restrooms as needed at 11:30am and again at 3:30pm.
- Provide a vehicle and trailer for pickup and delivery of such items as:
 - Lighting, plumbing and hardware supplies
 - Air filters
 - Mulch, gravel, topsoil
 - Large trash items
 - Leaves and tree limbs for recycling
 - Plastic, aluminum and cardboard for recycling
 - Furniture, file cabinets etc.
 - Table and chairs for special events
 - Snow melt supplies
 - Rental equipment such as wet saws, scaffolding, post augers etc.

Daily Reports

- Maintain daily log sheets showing the list of performed activities for CPPDA review.
- File police reports and incident reports as needed with the CPPDA.
- Scheduling of all daily work activities for contractor's own employees or anyone working on the property.

Seasonal

- Adjust lighting timers, fountain timers and parking timers to reflect seasonal time changes.
- Winterize exterior display fountains, drinking fountains and hose bibs. De-winterize in spring.
- Put out seasonal banners on poles.
- Playground maintenance
- Mow and trim all grass areas on grounds once a week. Trim ivy and hedges at least three times a year.

(Seasonal Continued)

- Pulling and spraying of weeds in all brick areas at least weekly during spring, summer and fall.
- Trim tree limbs where they may be interfering with pedestrian, bicycle or vehicular traffic.
- Repairs to wooden benches and picnic tables.
- Pressure wash/clean all hard surface areas including brick pavers, concrete, steps and exterior surfaces of all buildings, cloth canopies at shops, benches and picnic tables at a minimum of twice a year (April and September), then as often as needed.
- Planting, care and watering of flowers in baskets and planters and also the removal of dead plants at the end of the season as well as mulching flower beds and trees on entire grounds.
- Placement, maintenance and removal of holiday decorations (interior and exterior).
- Clean up/raking/mulching of leaves throughout the entire property during all seasons but especially during fall.
- Repair the gravel road in the festival grounds and other gravel areas.
- Repairs to lawn areas from vehicle traffic, tents, campfires and special events in general.
- Installation and maintenance of signage associated with ice skating along with monitoring ice conditions and reporting ice thickness to the National Park Service and CPPDA if necessary.
- Maintaining and monitoring heat in unoccupied stores and storage areas where pipes may freeze.

Separately Contracted Services

- Supervise and coordinate the following:
 - Snow removal for parking lots
 - Professional carpet cleaning
 - Major plumbing repairs
 - Major electrical repairs
 - Major HVAC repairs
 - Sprinkler system inspections
 - State boiler room inspections
 - State elevator testing and inspection

- Fire alarm and burglar alarm inspection
- Restaurant range hood and sprinkler inspections
- State fire extinguisher inspection and service
- Grinder pump service and cleaning
- Work by city street and water departments or by State Highway administration

Temporary or volunteer workers

- Supervise temporary, volunteer or community service worker.
- Fill out all reports for appropriate agencies.

Periodic Maintenance

- Change faulty light bulbs and/or light ballasts in any indoor or outdoor fixtures as well as repairing any electrical problems.
- Clean and/or change HVAC filters every three months including rooftop filters at the Canal Place Shops and the Western Maryland Railway Station. Lubricate and replace belts on all units as necessary.
- Maintain flags, ropes and flagpole hardware at the station and in the festival grounds. This would include all light pole banners and decorative flags that are located on the Western Maryland Railway Station Plaza, mounted to the back of building C or located in the Festival Grounds.
- Monitor illegal parking and coordinate traffic during special events.
- Repair broken and malfunctioning gate equipment.
- Repair any minor plumbing problems associated with faucets, toilets, drains, grease traps, etc.
- Monitor and service exterior drinking fountains by disinfecting, lubricating operating buttons and maintaining in-ground pumps at least once a month.
- Clean and/or unclog roof drains, gutters and street sidewalk drains every three months or as necessary.
- Repaint permit parking spots, handicap spots and all public parking areas as well as painting red lines on curbs and safety yellow where it is needed.
- Maintain all traffic signs and other informational signs on the property.
- Maintain and keep in good condition all tools, lawn equipment, snow removal equipment and the street sweeper.

Periodic maintenance cont.

- Maintain key and lock systems, panic hardware and other door and operational window systems.
- Remove and clean all screens in the elevator shaft as needed.
- Maintain smoke detectors, remote located door security sensors and security access panels.
- Drain, clean and refill outdoor display fountains at least once a month.
- Clean all windows inside and out regularly. Ground and upper story windows are cleaned with the use of ladders and rental of a forty-foot articulated lift. Ground level windows are cleaned several times a year.
- Order, receive and distribute janitorial supplies, snowmelt and pool chemicals to proper storage areas.
- Preparation and painting of benches, tree grates, railings, lamp posts, doors and windows, etc. Interior painting of offices, concourse, restrooms, museum floor, etc.
- Contractor shall meet with CPPDA staff regularly to discuss facilities management items.
- Removal/repair of graffiti and vandalism wherever it may occur.
- Repair or assist in repairing the canal boat replica. Repairs may include painting, repairing shutters, replacing rotten deck boards, replacing all wood on the gangway leading to the boat, bidding and supervising roof repairs, replacing and re-glazing broken windows and remove/repair any graffiti or vandalism from the structure.

Special Events

- Contractor shall be present and constantly available to provide service for special events such as:
 - River and Rails Festival
 - Summer in the City
 - Canal Place Live
 - Walkathons
 - Marathons
 - Heritage Days
 - Car Shows
 - Reunions
 - Parties
 - Carnivals

Special Events Cont.

- Weddings
 - Receptions
 - Special Trains
 - Camping
 - Volleyball Tournaments
 - Arbor Day Celebration
 - Let's Beautify Cumberland
 - Bikes for the World
 - Bike Parade
 - Large Bike Tours
 - School Day Events with the National Park Service
 - Cumberland Has Talent
 - Miscellaneous concerts
 - Tree Lighting and Open house
 - 4th of July Fireworks
 - Picnics
 - Tours
 - Trick or Treat
 - Or any additional event that may be organized by CPPDA
- The Special Events may require any, or all, of the following:
 - Tables and Chairs
 - Water access and hoses
 - Electric access and cords, Power Poles or other temporary wiring
 - Parking Changes
 - Tent setup and tear down
 - Extra garbage cans and bags including increased removal
 - Recycling cans
 - Temporary signage and banners that require ladders
 - Barricades and temporary fencing
 - Lighting Changes
 - Access to buildings and restrooms beyond normal operating hours
 - Advance clean up before event and clean up following the event
 - Additional janitorial services for restrooms
 - Meeting and coordination with event organizers, Police, Fire/Ambulance, City Street Department, Parks and Recreation and State Highway Administration
 - Placement of porta-potties
 - Moving picnic tables from picnic area to the shops
 - Operational Changes for gates at shops area
 - Hiring of additional temporary employees or volunteers
 - General supervision and troubleshooting before, during and after event

Janitorial

- Clean plaza entrance and stairways.
- Clean main concourse, hallway, stairways, landings, all restrooms on all floors of the train station.
- Clean 3rd floor offices (Room #s 301, 302, 304, 305, 309, and 310)
- Clean the kitchen and employee lounge on the fourth floor.
- Clean the men's, women's and employee restrooms at the shops.
- Put away portable signs and umbrellas.
- Lock and Alarm train station.
- Lock bathrooms at shops.
- Restock restrooms and janitorial closets with supplies.
- Clean the Elevator cab including stainless steel and all controls.