



Maintenance Management

Operations Manual Part 2

Planning Guidelines

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	PATCH POTHOLES	CODE	1110
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DESCRIPTION	Patching small areas of paved surface and shoulders with premix material to correct abrupt depressions, potholes, edge failures and other potential surface hazards to provide a smooth paved surface.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Perform when potholes and other hazards are identified. Schedule the work by geographical area, except for emergencies.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none">1. Remove all loose debris from area to be patched.2. Square the edges to provide a vertical face on the area to be patched.3. Spray tack lightly on bottom and sides.4. Place and compact premix in layers.5. Check to make sure patch is level with
Laborer*	2	
*Additional flaggers may be required.		

EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Vibratory Tamper	1	

MATERIALS	REFERENCE AND SAFETY
Premix Asphalt Tack Asphalt	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
3-5	Tons Premix	Paved Surface	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

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WORK ACTIVITY	REPAIR SURFACE FAILURES	CODE	1120
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DESCRIPTION	Removal and replacement of large areas of failed surfaces including the base course if required, to provide a smooth, structurally sound surface and to eliminate safety hazards.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Perform when surface is badly alligatored or cracked, or base is failing. Schedule the repair of identified failures by geographic area.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	<ol style="list-style-type: none"> 1. Mark limits of patch and remove deteriorated pavement and base material as required. 2. Replace base material as required and compact until even with bottom of existing pavement. 3. Apply tack coat or prime to the area to be patched. 4. Place and compact asphalt in layers. 5. Place and compact final layer level with the surrounding surface.
Motor Vehicle Operator	2	
Laborer	3	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	2	
Loader/Backhoe	1	
Roller	1	

MATERIALS	REFERENCE AND SAFETY
Premix Asphalt Tack Asphalt Base Material	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10-15	Tons Material	Paved Surface	Miles

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BY		EFFECTIVE	4-15-87
		SUPERSEDES	

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WORK ACTIVITY	LEVEL PAVED SURFACES	CODE	1130									
DESCRIPTION	The placement of a new surface leveling course on paved surfaces to provide a smooth driving surface and to eliminate safety hazards.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Level surface to provide smooth and level surface and to cover minor depressions and dips.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Sweep area clean of loose debris.
Equipment Operator	2	2. Apply tack coat to the area to be leveled.
Motor Vehicle Operator	3	3. Use motorgrader and place premix in layers.
Laborer	3	4. Rake premix as required to smooth out material.
EQUIPMENT	QUANTITY	5. Compact each layer with roller.
Dump Truck (5CY)	2	6. Place and compact final layer level with the surrounding surface.
Dump Truck (10CY)	1	7. Report any required traffic markings due to operation.
Oil Distributor	1	
Motor Grader	1	
Roller	1	

MATERIALS	REFERENCE AND SAFETY
Premix Asphalt Tack Asphalt	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
60-80	Tons Premix	Paved Surface	Miles

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BY		EFFECTIVE	4-15-87
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WORK ACTIVITY	APPLY SEAL COAT	CODE	1140
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DESCRIPTION	Placement of seal coat surfacing to seal cracks, correct minor surface depressions and to provide a new surface coat.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Seal asphalt surfaces to restore skid resistance, prevent water entry and retard surface deterioration.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Close road/lane to traffic.
Equipment Operator	3	2. Sweep loose debris from pavement.
Motor Vehicle Operator	4	3. Apply heated liquid asphalt material to one lane at a time.
Maintenance Worker	2	4. Spread aggregate immediately with mechanical spreader.
Laborer	4	5. Hand broom aggregate as required to ensure all bituminous material is covered.
EQUIPMENT	QUANTITY	6. Roll sealed area.
Pickup	1	7. Remove excess aggregate from pavement.
Dump Truck (5CY)	2	
Dump Truck (10CY)	2	
Oil Distributor	1	
Chip Spreader	1	
Power Broom	1	
Roller	2	

MATERIALS	REFERENCE AND SAFETY
Asphalt Liquid Aggregate, Chipseal	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
30,000-45,000	Square yards	Paved Surface	Miles

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BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	SEAL CRACKS	CODE	1150
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DESCRIPTION	Placement of crack sealant into cracks on paved surfaces to prevent water entry and related damage to the surfacing and base materials.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X				X	X	X				

Perform annually in spring and late fall on all facilities where cracks 1/4" or wider are identified. This is performed prior to applying seal coat.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	2	<ol style="list-style-type: none"> 1. Clean cracks with air compressor. 2. Fill cracks with sealant to within 1/4" of surface. 3. Apply sand as required to prevent tracking.
Laborer	2	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	2	
Air Compressor	1	
Oil Distributor	1	

MATERIALS	REFERENCE AND SAFETY
Crack Sealant	
Sand	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
100-300	Gallons Sealant	Paved Surface	Miles

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BY		EFFECTIVE	4-15-87	SUPERSEDES

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WORK ACTIVITY	CLEAN/SEAL JOINTS	CODE	1160
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DESCRIPTION	The cleaning and filling of portland cement concrete (PCC) surface expansion joints to prevent entry of water and debris into the joint.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X				X

Fill joints when existing filler is broken, brittle or missing and is allowing dirt/water to enter.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Completely remove old filler material from joint. 2. Blow out debris and loose material from joint with air compressor. 3. Apply new filler material to joint to within 1/4" of the pavement surface. 4. If necessary, apply light coating of sand before allowing traffic to pass.
Motor Vehicle Operator	1	
Maintenance Worker	2	
Laborer	2	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Pickup	1	
Air Compressor	1	

MATERIALS	REFERENCE AND SAFETY
Joint Filler Sand	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
100-300	Gallons Sealant	PCC Surface	Miles

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BY		EFFECTIVE	4-15-87
		SUPERSEDES	

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WORK ACTIVITY	SWEEP ROADWAYS	CODE	1170
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DESCRIPTION	The sweeping of paved roadway surfaces, including parking areas, intersections and curb gutters to remove dirt, sand and other debris.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform to provide, enhance aesthetic appearance, as well as to prevent inlet blockages or accumulation of silt and subsequent storm drainage interference.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	<ol style="list-style-type: none"> 1. Inspect equipment and make adjustments as necessary -- check brooms for effectiveness. 2. Sweep designated areas as directed. 3. Dump materials at approved sites.

EQUIPMENT	QUANTITY
Power Broom	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
15 - 25	Lane Miles	Paved Surface	Miles

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WORK ACTIVITY	GRADE UNPAVED SHOULDERS	CODE	1180
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DESCRIPTION	Blading and reshaping unpaved or stabilized turf shoulders on paved roads to be eliminate edge ruts, washouts, ridges, corrugations and high, overgrown shoulders. Includes major cutting, adding materials for stabilization, and grading to restore proper shoulder slope for adequate drainage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Schedule when loss of material is evident and severe pavement drop-off and rutting is present, or when water ponds on the traveling surface of the road due to build-up of material on shoulder.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	1. Cut excess material and pull ditches as required.
Motor Vehicle Operator	1	2. Make sure all low spots are filled and material is added as required.
Laborer	2	3. Finish and compact shoulder to provide proper slope and grade.
		4. Repair driveways and remove loose material from pavement surface.
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Motor Grader	1	
Loader	1	

MATERIALS	REFERENCE AND SAFETY
Aggregate	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6 - 10	Shoulder Miles	Unpaved Shoulder	Miles

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BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	GRADE UNPAVED SURFACES	CODE	1190
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DESCRIPTION	Grading, reshaping and smoothing unpaved surfaces, without adding material or widening, to restore crown, proper shape, drainage and a smooth riding surface. Includes pulling and cleaning roadside ditches and sloping of shoulders as required.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Blade when corrugations, ruts, or chuckholes cause an uncomfortable ride or unsafe conditions. Schedule most blading when adequate moisture conditions prevail, to ensure proper compaction.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	1. Blade surface by pulling material from side to center of road. 2. Blade out material to level surface and provide a slight crown for drainage. 3. Ensure that windows have been bladed out and no bumps or excess materials are left in driveways. 4. Remove large rocks or other objects that would be hazardous to traffic.
EQUIPMENT	QUANTITY	
Motor Grader	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4 - 6	Road Miles	Unpaved Surface	Miles

PLANNING GUIDELINE APPROVAL

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WORK ACTIVITY	STABILIZE UNPAVED SURFACES	CODE	1200
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DESCRIPTION	Repairing and stabilizing unpaved surfaces by adding granular materials. Includes reshaping and compacting to correct ruts, potholes, washouts, corrugations and to restore crown, proper shape, drainage and a smooth riding surface.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Perform when ruts, potholes, washouts and corrugations cause an uncomfortable and unsafe riding condition and there is insufficient stabilizing material on the roadway.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	1. Cut high shoulders, as required. 2. Blade the roadway surface to bring up the larger pieces of stabilizing material. 3. Add stabilizing material as required. 4. Blade out all material to a level surface with a slight crown for drainage. 5. Ensure that windows are removed and no excess material is left in driveways.
Motor Vehicle Operator	3	
Laborer	1	
EQUIPMENT	QUANTITY	
Motor Grader	1	
Dump Truck (5CY)	3	

MATERIALS	REFERENCE AND SAFETY
Aggregate	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
150-175	Tons Material	Unpaved Surface	Miles

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		SUPERSEDES	

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WORK ACTIVITY	APPLY DUST CONTROL	CODE	1210
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DESCRIPTION	Application of dust control materials on unpaved surfaces to control dust and minimize effect on park facilities, employees and park users.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
									X	X	X	

Perform in summer months on unpaved surfaces with high vehicular traffic.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	1. Mix chemicals (according to manufacturers directions) in tank and drive to site.
Maintenance Worker	1	2. Apply dust control mixture at specified application rate.

EQUIPMENT	QUANTITY
Distributor	1

MATERIALS	REFERENCE AND SAFETY
Chemicals (Dust Control)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6-8	Road Miles	Unpaved Surface	Miles

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WORK ACTIVITY	GENERAL ROADWAY AND SHOULDERS	CODE	1290
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DESCRIPTION	All roadway and shoulder maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.
EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

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BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	CLEAN DITCHES	CODE	1310
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DESCRIPTION	The cleaning and reshaping of roadside ditches along paved surfaces. Includes the removal, hauling and disposal of excess material to restore the original grade line and to ensure adequate drainage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
						X	X	X	X			

Perform on roadside ditches that have accumulated silt and other debris which prevent adequate drainage, or where there are major obstructions or blocked culvert openings.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	<ol style="list-style-type: none"> 1. Grade, cut, and shape ditch, removing excess materials as required. Load excess material directly into dump trucks. 2. Clean out in front of driveway culverts by hand if necessary. 3. Haul excess material to pre-established dump site.
Motor Vehicle Operator	1	
Laborer	1	

EQUIPMENT	QUANTITY
Dump Truck (5CY)	2
Motor Grader	1
Loader/Backhoe	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1.0 - 1.5	Ditch Miles	Unpaved Ditch	Miles

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BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	CLEAN DRAINAGE STRUCTURES	CODE	1320
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DESCRIPTION	Cleaning and removal of debris and silt as required from box culverts, drain pipe culverts, inlets, and storm sewers to maintain adequate drainage and prevent flooding.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Clean annually in spring all culverts and storm sewers. Heavy emphasis after periods of heavy rainfall for problem locations.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	<ol style="list-style-type: none"> 1. Remove debris and silt from inlet and outlet openings to restore original gradeline. 2. Remove accessible silted material from pipe culvert. 3. Inspect structure for damage. 4. Identify ditches that require reshaping.
Motor Vehicle Operator	1	
Laborer	2	

EQUIPMENT	QUANTITY
Dump Truck (5CY)	1
Loader	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8 - 12	Structures	Drainage Structures	Number

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WORK ACTIVITY	REPAIR DRAINAGE STRUCTURES	CODE	1330
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DESCRIPTION	The repair of pipe culverts, drop inlets, catch basins and manholes to provide proper drainage. Includes the repair of headwalls and sand bagging of culvert ends to prevent erosion and washouts.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X					X

Schedule replacement of pipes which are damaged and obstructing proper drainage prior to summer and before winter season.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	<ol style="list-style-type: none"> 1. Replacement culverts must be of adequate length. 2. Ensure that the culvert is placed at the proper elevation and flow line. 3. Fabricate forms to repair concrete drainage structures. 4. Allow concrete to cure properly before removing forms.
Motor Vehicle Operator	1	
Laborer	2	

EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Stake Truck	1	
Backhoe	1	
Vibratory Tamper	1	

MATERIALS	REFERENCE AND SAFETY
Concrete Mix Culvert Pipe Sections/Ends Base Material	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1 - 2	Structures	Drainage Structures	Number

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WORK ACTIVITY	MAINTAIN/REPAIR CURB AND GUTTER	CODE	1340
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DESCRIPTION	The maintenance and repair of curb and gutter to ensure proper drainage flow, including the replacement of short existing curb sections. This includes both asphalt and concrete curbs.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Repair identified locations damaged by snowplows and/or traffic.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Establish grade and/or set forms and compact.
Equipment Operator	1	2. Place material and finish curb to match adjacent sections.
Motor Vehicle Operator	1	3. Allow curb to set firm before removing forms.
Maintenance Worker	1	
Laborer	2	

EQUIPMENT	QUANTITY	
Premix Asphalt		
Tack Asphalt		
Concrete Mix		

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
60 - 80	Linear Feet	Curb and Gutter	Miles

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WORK ACTIVITY	MAINTAIN/REPAIR PAVED DITCHES	CODE	1350
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DESCRIPTION	The maintenance and repair of damaged or deteriorated paved ditches to ensure proper drainage flow without erosion. This includes all types of ditch paving materials, such as concrete, asphalt or stone work.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Repair paved ditch sections to prevent erosion.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Establish proper grade and compact backfill material.
Motor Vehicle Operator	1	2. Set forms for concrete paving.
Maintenance Worker	1	3. Place paving materials.
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck (5CY)	1	
Cement Mixer	1	

MATERIALS	REFERENCE AND SAFETY
Concrete Mix	
Premix Asphalt	
Paving Stone	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
40 - 60	Linear Feet	Paved Ditch	Miles

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BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	GENERAL DRAINAGE	CODE	1390
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DESCRIPTION	All drainage maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Ditch	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	ROADSIDE MOWING	CODE	1410
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DESCRIPTION	Mowing of roadside vegetation within the designated mowing limits of the right-of-way, including retention ponds, medians and vistas using tractor mowers to maintain an attractive roadside, provide adequate sight distance and to control erosion and drainage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Schedule this activity in accordance with mowing policy.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Tractor Operator	2	<ol style="list-style-type: none"> 1. Check and service mowers before leaving storage site. 2. Mow designated right-of-way and try to keep mowed grass and weeds out of storm sewers and driveway culverts. 3. Maintenance worker places/moves warning devices and performs hand trimming as required.
Maintenance Worker	1	

EQUIPMENT	QUANTITY

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
12 - 16	Acres	Mowable Roadside	Acres

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WORK ACTIVITY	HAND MOWING	CODE	1420
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DESCRIPTION	Mowing and trimming of areas, such as medians, vistas and other areas not accessible to tractors, with walk-behind mowers and other hand tools to maintain the vegetation and to control erosion and drainage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Hand mowed areas should be scheduled in conjunction with roadside mowing to provide a uniform appearance to the traveling public.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	1. Mow grass and weeds in designated areas. 2. Edge and trim as required. 3. Clean adjacent roadway and sidewalk of grass and weed clippings.
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Equipment Trailer	1	
Riding Mower	2	
Weed Trimmer	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	REMOVE BRUSH/TREES	CODE	1430
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DESCRIPTION	Cutting and removing brush, trees and limbs within the right-of-way and vistas using power or hand tools to restore sight distances, eliminate traffic hazards and remove encroaching vegetation.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X						

Remove brush, trees, and branches from the right-of-way where growth interferes with clear vision, obstructs traffic signs or signals, or creates other traffic hazards.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	1. Chip brush and small branches and dispose on the right-of-way.
Motor Vehicle Operator	1-2	2. Haul all brush and trunks not chipped to a disposal area.
Laborer	2	3. Clear roadway of debris.

EQUIPMENT	QUANTITY
Pickup	1
Dump Truck (5CY)	1
Brush Chipper	1
Chain Saw	1
Bucket Truck	0-1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE		SUPERSEDES

U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	ROADSIDE LITTER PICKUP	CODE	1440
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DESCRIPTION	The roadside pickup and disposal of litter on road right-of-ways, overlooks and parking areas for aesthetic value, and to remove unsightly or hazardous objects that may obstruct drainage or damage mowing equipment.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X	X	X	X	X

Schedule and perform work identified as a result of routine road inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	1. Drive slowly along the shoulder or traveled way in a dump truck equipped with a flashing light. 2. Stop off roadway, as necessary, to collect litter visible from traveled way. 3. Dispose of litter at designated dumping areas. 4. Haul dead animals to designated dumping areas or bury on the right-of-way, if possible.
Laborer	2	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)		

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
50 - 100	Bags of Litter	Total Road	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
National Park Service
Maintenance Management
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SERVICEWIDE**

WORK ACTIVITY	EMPTY LITTER CONTAINERS	CODE	1450
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DESCRIPTION	Emptying, cleaning, hauling and disposing of refuse from litter containers along the roadway, including pickup of container overflows and spillage, to maintain neat, clean roadside appearance.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform in accordance with schedule.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Remove full bags from containers, tie and load onto truck; dump container onto truck. 2. Replace bags as required. 3. Dump full load at approved dump site.

EQUIPMENT	QUANTITY	
Pickup/Staketruck	1	

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Cubic Yards	Roadside Litter Cont	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	REPAIR EROSION	CODE	1460
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DESCRIPTION	The repair of failures and erosion on slopes and the removal of eroded material. Also includes reseeding and restoration of vegetation for erosion controls.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X				X

Schedule this work as required, preferably in the spring and fall when moisture and temperature conditions are most favorable.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	<ol style="list-style-type: none"> 1. Reshape slope and remove excess material from backslope and ditches. 2. Prepare ground for reseeding. 3. Reseed and mulch as required.
Equipment Operator	1	
Motor Vehicle Operator	2	
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck (5CY)	2	
Loader	1	
Hydroseeder	1	

MATERIALS	REFERENCE AND SAFETY
Fertilizer/Lime Mulch/Straw Grass Seed	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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WORK ACTIVITY	REMOVE SLIDES/ROCK FALLS	CODE	1470
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DESCRIPTION	The removal of material from the roadway and other right-of-way due to slides and rock falls to provide safe access to park facilities.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform work as needed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	<ol style="list-style-type: none"> 1. Inspect slide area to determine limits of removal for stabilization. 2. Remove loose rocks, earth and debris from roadway and roadside. 3. Haul excess material to disposal site. 4. Reshape backslope and ditches.
Equipment Operator	3	
Motor Vehicle Operator	2	
Laborer	2	

EQUIPMENT	QUANTITY
Pickup	1
Dump Truck (5CY)	2
Motor Grader	1
Loader	1
Bulldozer	1
Truck Tractor	1
Lowboy Trailer	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
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SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR RETAINING WALLS	CODE	1480
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DESCRIPTION	The maintenance and minor repair of roadside retaining walls due to accidents, erosion, or other damage. This includes all types of materials, such as concrete, stone (dry) or masonry/mortar.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Schedule and perform work as needed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect damaged location to determine the needed materials.
Equipment Operator	1	2. Repair dry walls with native stone.
Motor Vehicle Operator	1	3. Replace rocks with fresh mortar for mortar walls.
Laborer	2	4. Other retaining wall repairs are to match existing materials.

EQUIPMENT	QUANTITY
Dump Truck (5CY)	1
Stake Truck	1
Loader	1

MATERIALS	REFERENCE AND SAFETY
Mortar Mix Concrete Mix Stone	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
40 - 60	Square Feet	1000 Square Feet	Retaining Walls

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
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SERVICEWIDE**

WORK ACTIVITY	GENERAL ROADSIDE MAINTENANCE						CODE	1490					
DESCRIPTION	All roadside maintenance not specifically selected as a separate work activity.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.
EQUIPMENT	QUANTITY	
(As Required)		
MATERIALS		REFERENCE AND SAFETY
(As Required)		
AVERAGE DAILY PRODUCTION		INVENTORY
QUANTITY	WORK UNIT	FEATURE
	Person Hours	Total Road
		Miles
PLANNING GUIDELINE APPROVAL		
BY	EFFECTIVE	SUPERSEDES
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	PAINT TRAFFIC CONTROL LINES	CODE	1510									
DESCRIPTION	Striping the centerline, edge and lane markings on paved roadway surfaces for traffic, parking and pedestrian control.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X			

Schedule this work annually or in accordance with service levels. Resurfaced road-ways should be striped as soon as resurfacing is completed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	
Equipment Operator	1	<ol style="list-style-type: none"> 1. Use old traffic markings as a guide, or paint markings according to pre-established limits. 2. Protect markings from traffic until dry. 3. Use advance warning vehicle to alert on-coming traffic and follow-up warning vehicle to protect markings when painting roadway centerlines and edge lines.
Motor Vehicle Operator	2	
Laborer	2	
EQUIPMENT	QUANTITY	
Pickup	2	
Stake Truck	1	
Striping Machine	1	

MATERIALS	REFERENCE AND SAFETY
Traffic Marking Paint	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
15,000-25,000	Linear Feet	Traffic Control Lines	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR SIGNS	CODE	1520
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DESCRIPTION	The routine maintenance, repair, replacement and straightening of signs, sign posts, delineators and historical markers damaged by accident, vandalism, or deterioration to restore and maintain adequate control and guidance of traffic.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Repair or replace stop, yield and directional warning signs immediately.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none"> 1. Replace signs which are damaged or difficult to read. 2. Straighten or replace bent delineators or posts. 3. Notify Supervisor when painting is required.
Maintenance Worker	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Signs Sign Posts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10 - 15	Signs	Traffic Signs	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR OTHER TRAF CNTRL DEVICES	CODE	1530
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DESCRIPTION	The maintenance, repair and painting of other traffic control devices including gates, barricades, wheel stops, and other devices to restore and maintain adequate vehicle and user safety.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform the activity when device no longer fulfills its design purposes, or safety function.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Maintain or repair traffic control device to ensure proper functioning. 2. Paint posts, barricades, gates, sign backgrounds and other devices with specified paint.
Laborer	1	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
Paint (Other As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4-6	Devices	Traffic Cntrl Devices	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
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SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR GUARDRAIL	CODE	1540
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DESCRIPTION	The maintenance and repair of damaged or deteriorated guardrail/guiderail sections and posts to provide safe driving conditions. Include all types of material such as, wood, stone and steel.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule repair throughout the year as required to properly maintain the guardrail. Damage that is hazardous to traffic should be scheduled and repaired as soon as possible.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none"> 1. Re-align loose posts and compact the earth around the posts firmly. 2. Install new rail as required and tighten all hardware. 3. Clean work area of debris and load damaged sections into truck.
Maintenance Worker	1	
Laborer	1	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
Guardrail Sections Guardrail Posts Guardrail Spacers	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
75 - 100	Linear Feet	Guardrail	Linear Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	MAINTAIN/REPAIR LIGHTS										CODE	1550
DESCRIPTION	Routine servicing, maintenance and repair of roadway lighting, tunnel or parking area lights to provide adequate lighting to high density vehicular use and parking areas.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform annual servicing and regular night time inspections. Replace burned out bulbs as soon as possible.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Inspect and service luminaire components. 2. Replace burned out lamps. 3. Repair or replace faulty luminaires. 4. Clean lighting fixtures.
Motor Vehicle Operator	1	
EQUIPMENT	QUANTITY	
Bucket Truck	1	
MATERIALS		REFERENCE AND SAFETY
Lighting Fixtures		
Lighting Luminaires		
AVERAGE DAILY PRODUCTION		INVENTORY
QUANTITY	WORK UNIT	FEATURE
12 - 16	Lights	Roadway Lights
		UNIT
		Number
PLANNING GUIDELINE APPROVAL		
BY	EFFECTIVE	SUPERSEDES
	4-15-87	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL TRAFFIC CONTROL SERVICES MTCE	CODE	1590
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DESCRIPTION	All traffic control services maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	PLOW SNOW	CODE	1610
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DESCRIPTION	The plowing of snow from roadways and parking areas that are open year around to provide access and reduce hazardous driving conditions.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
		X	X	X	X	X	X					

Schedule plowing of snow on designated routes in accordance with snow control plan.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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Equipment Operator

1

1. Plow main traveled ways first; as storm subsides extend to include shoulders.
2. Be careful of obstacles such as manholes or soft shoulders.
3. At end of shift, make sure equipment is in good operating condition. Arrange for needed repairs immediately.

EQUIPMENT	QUANTITY
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Dump Truck (5CY)
Snow Plow

1

1

MATERIALS	REFERENCE AND SAFETY
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AVERAGE DAILY PRODUCTION	INVENTORY
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QUANTITY	WORK UNIT	FEATURE	UNIT
100 - 120	Lane Miles	Snow Removal	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	APPLY ABRASIVES/CHEMICALS	CODE	1620
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DESCRIPTION	Application of abrasives and/or chemicals to roadway curves, grades, structures, parking areas and hazardous locations to provide safe driving conditions.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
		X	X	X	X	X	X					

Perform this work on designated routes and in accordance with snow and ice control plan.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	1. Initiate application in accordance with snow and ice control plan. 2. Apply materials at specified application rate - DO NOT EXCEED. 3. At end of shift, make sure equipment is in good operating condition. Arrange for repairs immediately if needed. 4. Equipment should be cleaned after use to prevent corrosion.
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Sand Spreader	1	
Loader	0-1	

MATERIALS	REFERENCE AND SAFETY
Abrasives Chemicals	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
15 - 20	Tons Material	Snow Removal	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	ROTARY SNOW REMOVAL	CODE	1630
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DESCRIPTION	The opening and widening of traffic lanes for ease of travel and safety when the snow plow cannot open or completely clear roadway. Does not include spring openings.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
		X	X	X	X	X						

Normally performed weekly on facilities that are pushed-plowed or on those with drifts that cannot be opened by push-plows.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	2	1. Open snow drifts and remove snow on travelway as required. 2. Enlarge cleared area to include entire roadbed. 3. Be careful of obstacles such as signs, vegetation, etc.
EQUIPMENT	QUANTITY	
Rotary Snow Plow	1	
Dump Truck (5CY)	1	
Snow Plow	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4-6	Lane Miles	Snow Removal	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	PERFORM SPRING OPENING	CODE	1640
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DESCRIPTION	Spring opening of roads closed during the winter. Performed prior to the visitor season to allow access.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X				

Schedule and perform work annually after snow season.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	3	<ol style="list-style-type: none"> 1. Inititate snow plowing using snow poles as guides. 2. First rotary makes initial pass, with second rotary widening the cleared area. 3. Grader removes slush and ice and opens drainage system including curbs and ditches. 4. At end of work day, park equipment in a location that will ensure next-day access.
EQUIPMENT	QUANTITY	
Pickup	1	
Rotary Snow Plow	2	
Motor Grader	1	
Bulldozer	0-1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 -4	Road Miles	Closed Road	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	INSTALL/REMOVE SNOW POLES	CODE	1650
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DESCRIPTION	The installation/removal of snow poles to delineate roadway alignment during the winter season.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X							X	X			X

Install in higher elevations by mid-September and by end of October at lower elevations. Remove in early summer after snow recedes.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	2	1. Install snow poles in previous locations or drill new holes. 2. Attach to sign post when appropriate. 3. Place flags for types of hazard. 4. Remove snow poles in the spring and store for use next year.
Laborer	2	

EQUIPMENT	QUANTITY	
Stake Truck	1	
Dump Truck (5CY)	1	
Air Compressor	0-1	

MATERIALS	REFERENCE AND SAFETY
Snow Poles	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
100-300	Snow Poles	Snow Removal	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	INSTALL/REMOVE SNOW FENCE	CODE	1660
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DESCRIPTION	The installation/removal of snow fences at selected areas to minimize large snow drifts in travelways.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X						X				

Performed annually. Placed in October and November at specific locations and removed in May.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	2	1. Install snow fence on posts at designated locations. 2. Use bracing and wire as required for stability. 3. Remove snow fence in the spring and store for next year.
Maintenance Worker	1	
Laborer	1	

EQUIPMENT	QUANTITY	
Stake Truck	1	
Dump Truck (5CY)	1	
Air Compressor	0-1	

MATERIALS	REFERENCE AND SAFETY
Snow Fence Posts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
750-1,000	Linear Feet	Snow Removal	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL SNOW/ICE CONTROL MAINTENANCE	CODE	1690
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DESCRIPTION	All snow and ice control maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Snow Removal	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	CLEAN ROAD BRIDGE DECKS	CODE	1710
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DESCRIPTION	The cleaning of road bridge decks and bearing surfaces to remove sand and other debris, including the cleaning of drain holes, joints and curbs.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X				X	X	X				X

Perform bridge deck cleaning in fall and spring to remove accumulated debris and open drain holes.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none"> 1. Use air compressor and brooms to clean bridge deck and expansion joints. 2. Clean drain holes. 3. Load debris into dump truck for disposal.
Laborer	2	

EQUIPMENT	QUANTITY
Dump Truck (5CY)	1
Air Compressor	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
500-750	Square Feet	Bridge Decks	Square Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR ROAD BRIDGES	CODE	1720
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DESCRIPTION	Minor repairs to bridge structures including railings, decks, and structural components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Repair serious failures immediately upon notification. Schedule minor defects throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Inspect bridge to determine extent of repairs.
Motor Vehicle Operator	2	2. Order required materials before scheduling work.
Maintenance Worker	2	3. Provide protection for workers and traffic.
Laborer	1	4. Cleanup work area.

EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck (5CY)	1	
Stake Truck	1	
Air Compressor	1	
Concrete Saw	1	
Concrete Mixer	1	

MATERIALS	REFERENCE AND SAFETY
Concrete Mix	
Epoxy	
Curing Compound	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Bridges	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	PAINT ROAD BRIDGES						CODE	1730				
DESCRIPTION	The cleaning and painting of structural elements, including handrails, on road bridges to prevent deterioration.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X
Paint bridges on a cyclic basis or when corrosion is apparent.												
CREW SIZE		QUANTITY		WORK CONSIDERATIONS								
Maintenance Worker		1		1. Thoroughly clean surfaces to be painted. 2. Paint surfaces with service-approved paint materials.								
Laborer		2										
EQUIPMENT		QUANTITY										
Pickup		1										
Compressor		1										
MATERIALS				REFERENCE AND SAFETY								
Paint Solvent												
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY	WORK UNIT		FEATURE		UNIT							
	Person Hours		Bridges		Number							
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN WATERWAY OPENING	CODE	1740									
DESCRIPTION	Removal of vegetation and debris from waterway opening to permit adequate flow. Includes replacing rip rap and other channel controls to prevent scouring, erosion and other deterioration.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X					X
Perform as inspections indicate problems and prior to onset of wet periods. Logjams or debris buildup on bridge piers should be removed immediately upon identification.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Foreman	1		<ol style="list-style-type: none"> 1. Remove obstructions from inlets, bridge piers and structure openings. 2. Make repairs or place rip rap to arrest scour or undermining of structures. 3. Remove silt/gravel as required to restore cross section and hydraulic capacity of structure. 									
Laborer	3											
EQUIPMENT	QUANTITY											
Stake Truck	1											
Crane Truck	0-1											
Dump Truck (5CY)	0-1											
Loader	0-1											
MATERIALS			REFERENCE AND SAFETY									
Rip Rap (Rock)												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE					UNIT				
	Person Hours		Bridges					Number				
PLANNING GUIDELINE APPROVAL												
BY						EFFECTIVE	4-15-87		SUPERSEDES			

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL BRIDGE MAINTENANCE	CODE	1790
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DESCRIPTION	All bridge maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Bridges	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	GENERAL ROAD/BRIDGE MAINTENANCE	CODE	1990
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DESCRIPTION	All road and bridge maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform work as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Road	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR PAVED TREAD					CODE	2110					
DESCRIPTION	<p>The routine maintenance and repair of paved tread on trails and walks to provide a safe and durable travel surface.</p>											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X
<p>Perform work identified from annual and routine inspections, and spring openings.</p>												
CREW SIZE		QUANTITY		WORK CONSIDERATIONS								
Maintenance Worker		1		<ol style="list-style-type: none"> 1. Correct reason for problem, e.g., remove tree root, improve drainage, add suitable base materials. 2. Replace/compact base material. 3. Replace surface material with like materials. 4. Allow surface to cure properly prior to opening for use. 								
Laborer		3										
EQUIPMENT		QUANTITY										
Crewcab Pickup		1										
Bobcat Loader		1										
Dump Truck (5CY)		0-1										
Air Compressor		0-1										
MATERIALS				REFERENCE AND SAFETY								
Premix Asphalt												
Concrete Mix												
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY	WORK UNIT		FEATURE		UNIT							
10-25	Linear Feet		Paved Trails/Walks		Miles							
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR UNPAVED TREAD	CODE	2120
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DESCRIPTION	The routine maintenance and repair of unpaved tread on all trails and walks to provide a safe and durable travel surface.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X							X	X	X	X	X

Perform work identified from annual inspections and spring openings.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Inspect area to determine extent of repairs and required materials. 2. Reshape to restore cross section and provide adequate drainage. 3. Add surfacing material as required. 4. Cleanup work area and restore as needed.
Laborer	3	

EQUIPMENT	QUANTITY	
Crewcab Pickup	1	
Bobcat Loader	1	

MATERIALS	REFERENCE AND SAFETY
Aggregate/Surfacing	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
30-50	Linear Feet	Unpaved Trails/Walks	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPEN/CLOSE TRAILS	CODE	2130
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DESCRIPTION	Spring opening and fall closing of seasonal use trails. Includes brush and tree removal, drainage maintenance, minor tread repair, rock and debris removal and erosion repair.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
									X	X	X	

Performed annually to provide safe access to public.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Field check each trail. 2. Clear all fallen and hazardous trees. 3. Clean drainage structures to provide adequate drainage. 4. Remove rock, mud slides, and other debris from treadway. 5. Dispose of all excess materials.
Laborer	3	

EQUIPMENT	QUANTITY
Crewcab Pickup	1
Chain Saw	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Miles	Total Trails/Walks	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	TRAIL OBLITERATION								CODE	2140			
DESCRIPTION	The obliteration of old trails and restoration to natural environment. Includes the removal of physical structures, scarification, reshaping and revegetation as required.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
									X	X	X		

Performed in accordance with park policy decisions.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Confirm limits of trail to be obliterated. 2. Work from furthest limits to trail entrance. 3. Remove/dismantle man-made structures (header boards, railings, culverts, signs, steps, etc.) 4. Scarify and remove paved tread. 5. Dispose of all materials properly.
Laborer	1	
EQUIPMENT	QUANTITY	
Crewcab Pickup	1	
Bobcat Loader	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
500-750	Linear Feet	Total Trails/Walks	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
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SERVICEWIDE

WORK ACTIVITY	SNOW AND ICE CONTROL	CODE	2150
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DESCRIPTION	The removal of snow from designated trails, walkways, steps and ramps providing access to park buildings and facilities during the winter.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X				

Clear designated walkways and trails in accordance with snow removal policy.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Visually inspect walks and trails to determine areas warranting work. 2. Sweep and shovel entry ways and handicap ramps as snow accumulates. 3. Use power equipment to remove snow and push to areas for removal. 4. Perform hand sweeping or ice removal as necessary on remaining ice and snow. 5. Treat icy areas with sand/abrasives.
Laborer	1	

EQUIPMENT	QUANTITY
Bobcat Loader	1

MATERIALS	REFERENCE AND SAFETY
Abrasives	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Snow Removal	Linear Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
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PLANNING GUIDELINE**

SERVICEWIDE

WORK ACTIVITY	GENERAL TREADWAY MAINTENANCE	CODE	2190
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DESCRIPTION	All treadway maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Trail Walks	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR TRAIL SIGNS	CODE	2210
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DESCRIPTION	The maintenance and repair of trail signs including straightening, replacement, and cleaning to promote positive guidance to park users.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Repair or replace all deficient signs as identified from annual inspections and other sources.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Check each sign and post to determine need for repair or replacement. 2. Repair in conformance with Park standards. 3. Replace all signs and posts that are beyond repair.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Trail Signs Sign Posts	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
8 - 12	Signs	Trail Signs	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	CLEAR TREES/BRUSH	CODE	2220
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DESCRIPTION	The clearance of trees, limbs and brush to provide proper lateral and vertical clearance. This is in addition to the annual spring opening.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work identified from annual and routine inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Trim and clear vegetation only in areas required by trails classification. 2. Properly dispose of all removed vegetation.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	
Chain Saw	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
3,000-5,000	Linear Feet	Total Trails/Walks	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	COLLECT/REMOVE LITTER	CODE	2230
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DESCRIPTION	The pickup and removal of litter from trails for aesthetic purposes and to maintain integrity of facility.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Schedule and perform on a regular basis on high use trails.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Collect all visible litter and man-made debris. 2. Place bags in vehicle and dispose of at designated site. 3. Remove dead animals or bury on trailside if possible.
Laborer	2	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Litter Bags	Total Trails/Walks	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR EROSION	CODE	2240
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DESCRIPTION	The repair of trail erosion and removal of excess material. Also includes reseeding and restoration of trailside vegetation for erosion control.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work identified from annual inspection and spring opening.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none">1. Remove rock and excess material from eroded areas.2. Dispose of excess material in suitable location and provide necessary shaping.3. Reshape backslope and place rocks or native shrubbery for stabilization.4. Clean the area and restore or reseed as needed.
Laborer	2	
EQUIPMENT	QUANTITY	
Pickup	1	
Bobcat Loader	1	

MATERIALS	REFERENCE AND SAFETY
Grass Seed Shrubs	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Trails/Walks	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	GENERAL TRAILSIDE MAINTENANCE	CODE	2290
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DESCRIPTION	All trailside maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Total Trail/Walks	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR TRAIL BRIDGES	CODE	2310
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DESCRIPTION	The maintenance and repair of trail bridges and crossings to provide a safe and stable travel surface.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform as identified from annual inspection and other reported maintenance needs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Inspect bridge components to identify extent of repairs. 2. Order required materials before scheduling work. 3. Clean up work area and dispose of excess materials.
Laborer	3	
EQUIPMENT	QUANTITY	
Crewcar Pickup	1	
Chain Saw	1	

MATERIALS	REFERENCE AND SAFETY
Timber Planks Wood Preservative	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Trail Bridges	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	CONSTRUCT TRAIL DRAINAGE DEVICES										CODE	2320
DESCRIPTION	Construct water bars and drainage devices to collect and direct runoff away from trails to minimize erosion and protect trail.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform as identified from annual inspection and other reported maintenance needs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS			
Maintenance Worker	1				
Laborer	3				
EQUIPMENT	QUANTITY				
Crewcab Pickup	1				
MATERIALS		REFERENCE AND SAFETY			
Corrugated Metal Pipe					
AVERAGE DAILY PRODUCTION		INVENTORY			
QUANTITY	WORK UNIT	FEATURE	UNIT		
4-6	Drainage Elements	Total Trails/Walks	Miles		
PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	REPAIR BOARDWALKS	CODE	2330
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DESCRIPTION	The repair of damaged or deteriorated wooden boardwalk sections and steps to provide a safe and smooth surface.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X				X

Schedule and repair boardwalk when damaged sections create a hazard to users.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Replace all deteriorated planks and supports. 2. Renail or tighten all loose planks. 3. Clean up work area and remove unused materials.
Maintenance Worker	1	
Laborer	1	

EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Timber Planks	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Linear Feet	Boardwalk	Linear Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR RETAINING WALLS	CODE	2340
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DESCRIPTION	The maintenance and repair of existing retaining walls to provide safe and secure travel ways. Includes all types of retaining walls related to trails.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work identified by annual and routine inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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Maintenance Worker
Laborer

1
3

1. Inspect walls that have been identified as deficient.
2. Check for loose and/or missing rock.
3. Reconstruct portions where structural adequacy is in question.
4. Replace log materials which have peeled.
5. Clean up work area upon completion.

EQUIPMENT	QUANTITY
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Crewcab Pickup

1

MATERIALS	REFERENCE AND SAFETY
------------------	-----------------------------

(As Required)

AVERAGE DAILY PRODUCTION	INVENTORY
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QUANTITY	WORK UNIT	FEATURE	UNIT
60-80	Square Feet	Retaining Walls	Square Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	MAINTAIN/REPAIR GATES/BARRICADES	CODE	2350									
DESCRIPTION	The maintenance and repair of damaged or deteriorated trail gates and barricades to provide safety for users. Includes painting/staining as required.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work identified from annual inspection and other reported maintenance needs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	
Laborer	2	
EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Gate Materials Barricades Paint/Stain	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Gates/Barricades	Trail Gates/Barricades	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	MAINTAIN/REPAIR SAFETY RAILINGS	CODE	2360
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DESCRIPTION	The maintenance and repair of damaged or deteriorated trail safety railings to provide safety for trail users. Includes painting/staining as required.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Performed work identified from annual inspection and other reported maintenance needs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Maintain and repair trail safety railings to ensure proper functioning. 2. Paint or stain as required with specified material. 3. Remove unused and excess materials from work site.
Laborer	2	

EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Safety Railing Paint/Stain	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Linear Feet	Trail Safety Railings	Linear Feet

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BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	GENERAL TRAIL STRUCTURE MAINTENANCE	CODE	2390									
DESCRIPTION	All trail structure maintenance not specifically selected as a separate work activity.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS			
(As Required)		Work considerations vary depending on type of work performed.			
EQUIPMENT	QUANTITY				
(As Required)					
MATERIALS		REFERENCE AND SAFETY			
(As Required)					
AVERAGE DAILY PRODUCTION		INVENTORY			
QUANTITY	WORK UNIT	FEATURE	UNIT		
	Person Hours	Trail Structures	Number		
PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	GENERAL TRAILS/WALKS MAINTENANCE	CODE	2990
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DESCRIPTION	All trails and walks maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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(As Required)

Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY
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(As Required)

MATERIALS	REFERENCE AND SAFETY
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(As Required)

AVERAGE DAILY PRODUCTION	INVENTORY
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QUANTITY	WORK UNIT	FEATURE	UNIT
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	Person Hours	Total Trails/Walks	Miles
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PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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WORK ACTIVITY	GROUNDS MOWING	CODE	3110
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DESCRIPTION	The mowing of turf and grassy areas with riding mowers. Includes all areas that are maintained as landscaped areas within the park.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Schedule this activity in accordance with park mowing policy or schedule.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	2	<ol style="list-style-type: none"> 1. Inspect cutting blades and equipment. Use daily PM checklist. 2. Set mowers for height of cut according to park mowing policy. 3. Always mow along curb or sidewalk so that discharged cuttings are thrown onto turf and not paved surfaces.

EQUIPMENT	QUANTITY
Pickup	1
Equipment Trailer	1
Riding Mower	2

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
15-20	Acres	Mowable Grounds	Acres

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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WORK ACTIVITY	HAND MOWING	CODE	3120
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DESCRIPTION	The mowing of turf areas with walk-behind mowers in areas that are not accessible to riding mowers.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Schedule in conjunction with grounds mowing.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	2	<ol style="list-style-type: none"> 1. Inspect cutting blades and equipment. Use daily P.M. checklist. 2. Set mowers for height of cut according to park mowing policy. 3. Inspect area to be mowed and remove litter, debris and loose or hazardous materials.

EQUIPMENT	QUANTITY
Pickup Truck	1
Equipment Trailer	1
Walk-behind/Push Mower	2

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Mowable Grounds	Acres

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
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WORK ACTIVITY	EDGING AND TRIMMING	CODE	3130
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DESCRIPTION	The hand trimming and edging of vegetation around trees, park furniture, structures, walkways and other physical facilities to present a neat, clean and pleasing appearance.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Schedule in conjunction with grounds and hand mowing.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Laborer	2	1. Inspect equipment, blades and string trimmers. 2. Inspect work area, remove litter, debris and loose materials. 3. Ensure that direction of ejected mowed/trimmed materials is away from traffic or people. 4. Sweep and clean up or blow material from walkways or paved areas.
EQUIPMENT	QUANTITY	
Pickup	1	
Mechanical Edger	2	
Weed Trimmer	2	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Mowable Grounds	Acres

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	MAINTAIN FLOWER/PLANTER BEDS	CODE	3140
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DESCRIPTION	The planting and maintenance of flowers and bulbs in designated flower beds to provide seasonal color throughout the park facility. Includes site preparation, fertilizing, mulching, weeding and watering.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Plant bulbs in fall and seeds and plants in spring, or as otherwise required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Layout planting arrangement in advance.
Laborer	2	2. Plant bulbs/seeds to proper depth and compact soil firmly.
		3. Apply fertilizer and water plants thoroughly.
		4. Mulch planting beds.
		5. Maintain during the summer by removing weeds and dead plant material, edging the beds, spraying where necessary, and watering.
EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Plants Bulbs Flower Seed Fertilizer Mulch	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
60-80	Square Yards	Flower Beds	Square Yards

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

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WORK ACTIVITY	MAINTAIN FORMAL GARDENS	CODE	3150
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DESCRIPTION	The cleaning, weeding, trimming, pruning and maintenance of flowers, plants, shrubs and sculptured trees and bushes in formal gardens to preserve and maintain an aesthetically pleasing environment in accordance with the original or historical design.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Performed on a continuous basis in specially designated gardens or areas.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Prune and trim as required by landscape plans. 2. Maintain gardens free of litter and debris. 3. Weed, cultivate and fertilize as required.

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Fertilizer	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-40	Square Yards	Formal Gardens	Square Yards

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	LIME, FERTILIZE, SEED GROUNDS	CODE	3160
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DESCRIPTION	The liming, fertilizing and reseeding of landscaped areas to promote the growth and development of specific turf areas.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X				X

Fertilize and reseed on a scheduled seasonal basis.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	2	<ol style="list-style-type: none"> 1. Apply lime and fertilizer at specified application rates. 2. Reseed bare and thin areas. 3. Mulch and water as required.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	
Tractor	1	
Fertilizer Spreader	1	

MATERIALS	REFERENCE AND SAFETY
Fertilizer	
Lime	
Grass Seed	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Acres	Mowable Grounds	Acres

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	PLACE SOD	CODE	3170
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DESCRIPTION	The replacement of worn turf by placing sod to maintain landscaped turf areas. Includes the removal of old turf and grounds preparation.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Perform in accordance with park policy, when turf areas are unacceptably unsightly, or subsequent to special or heavy use events.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none">1. Delineate area to be replaced.2. Completely remove and haul off old turf.3. Grade uncovered area as required.4. Place sod and compact firmly.5. Irrigate area as required by local conditions.
Laborer	2	

EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Sod	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1,000-1,500	Square Feet	Mowable Grounds	Acres

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	IRRIGATE GROUNDS	CODE	3180
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DESCRIPTION	The watering of designated park grounds with in-ground irrigation systems or movable sprinkler systems to promote growth, health and color of vegetation.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Performed as required by local park and climatic conditions.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Laborer	2	1. Place irrigation devices for maximum coverage. 2. Monitor watering and avoid hazardous or visitor inconvenience situations. 3. Move devices after existing area is adequately saturated.
EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8 - 12	Acres	Irrigated Grounds	Acres

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
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WORK ACTIVITY	COLLECT/REMOVE LEAVES	CODE	3190
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DESCRIPTION	The removal and collection of leaves by hand raking, vacuums, blowers and other removal equipment in designated grounds areas to improve appearance, prevent damage to turf areas and to reduce fire hazards.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X										X

Perform on a continuing basis during autumn period.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Inspect area for major debris or items potentially hazardous to equipment. 2. Rake designated areas and place in plastic bags. 3. Dispose of bags in approved location or manner.
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-6	Acres	Grounds	Acres

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	PICKUP LITTER	CODE	3200									
DESCRIPTION	The pickup, collection and removal of litter and other debris from park grounds to maintain an aesthetic appearance.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Areas of high use should be cleaned daily; other areas weekly or as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS			
Maintenance Worker	1	<ol style="list-style-type: none"> Pick up all litter and debris on park grounds. Deposit all litter and debris in plastic trash bags. Remove litter bags and dispose at designated location. 			
Laborer	1				
EQUIPMENT	QUANTITY				
Pickup	1				
MATERIALS		REFERENCE AND SAFETY			
Plastic Litter Bags					
AVERAGE DAILY PRODUCTION		INVENTORY			
QUANTITY	WORK UNIT	FEATURE	UNIT		
20-30	Litter Bags	Grounds	Acres		
PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	EMPTY LITTER CONTAINERS	CODE	3210
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DESCRIPTION	Emptying, cleaning, hauling and disposing of refuse from litter containers on park grounds. Excludes litter containers serviced along roadway.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform in accordance with area usage and park schedules.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Remove liner from container and load onto pickup. 2. Place spillover/excess materials surrounding litter container in bags and load on truck. 3. Replace plastic liner.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
50-100	Litter Containers	Litter Containers	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	PAINT/REPAIR LITTER CONTAINERS	CODE	3220
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DESCRIPTION	The straightening, lid repair and repainting of damaged and deteriorated litter containers and holders to provide maximum life.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X						

Perform once annually during winter season and if damaged in other times of the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Repair dents and hinges.
Laborer	1	2. Remove loose paint and spot prime.
		3. Repaint with approved paint.

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Paint	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10-15	Litter Containers	Litter Containers	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	PRUNE TREES/SHRUBS	CODE	3230
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DESCRIPTION	The trimming and pruning of trees and shrubs on improved grounds to maintain appearance and safe, healthy conditions by removing dead limbs, topping out and reshaping.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X						

Trim trees that are hazardous to park users or have dead/diseased limbs. Trim shrubs on a scheduled basis.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1-2	1. Trim only trees and shrubs that have been marked or identified. 2. Chip all branches smaller than 6 inch diameter or load for disposal. 3. Haul chips and logs to disposal sites. 4. Clean up work site.
Laborer	2	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Bucket Truck	0-1	
Brush Chipper	1	
Chain Saw	1	
Hedge Trimmer	2	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10-20	Trees/Shrubs	Trees/Shrubs	Number

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BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	REMOVE TREES	CODE	3240
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DESCRIPTION	The cutting and removal of hazardous trees, limbs and stumps to prevent damage or injury to park users. Includes damage to trees and limbs as well as diseased and dead trees.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Remove or eliminate hazardous situations as soon as identified. Otherwise perform in accordance with inspections, availability of specialized equipment and schedules.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Remove branches and fall tree safely and correctly.
Maintenance Worker	2	2. Chip small branches.
Laborer	1	3. Cut larger limbs and load into truck for disposal.
		4. Clean up work area.

EQUIPMENT	QUANTITY	
Pickup Crewcab	1	
Dump Truck (5CY)	1	
Brush Chipper	1	
Chain Saw	2	
Bucket Truck	0-1	
Stump Grinder	0-1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4-6	Trees	Grounds	Acres

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BY		EFFECTIVE	4-15-87	SUPERSEDES	

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WORK ACTIVITY	CLEAR VISTAS	CODE	3250
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DESCRIPTION	The cleaning of vistas and lookout areas of encroaching trees, brush and other vegetation to provide safe and unobstructed views.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
		X	X	X	X	X	X					

Perform prior to park opening and regularly as required to preserve unobstructed views.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Verify location of approved vista locations. 2. Remove only as much vegetation as necessary to protect and preserve views around the vista point. 3. Remove cut material and dispose of properly.
Laborer	2	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Chain Saw	2	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1-2	Vistas	Vistas	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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WORK ACTIVITY	PLANT TREE/SHRUBS	CODE	3260
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DESCRIPTION	Planting trees and shrubs on grounds in accordance with park's landscape plan. Includes site preparation, placement, watering and staking as required.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X				X

Perform in accordance with seasonal requirements and landscape plans.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Determine quantities and types of plants needed. 2. Excavate individual holes, plant tree or shrub in correct manner. 3. Water and place new soil as needed. 4. Stake tree/shrub as needed.
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup Crewcab	1	

MATERIALS	REFERENCE AND SAFETY
Trees/Shrubs Top Soil	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10-20	Trees/Shrubs	Grounds	Acres

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
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WORK ACTIVITY	PERFORM PEST MANAGEMENT	CODE	3270
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DESCRIPTION	The control of pests, noxious plants and diseases through an integrated program of cultural and/or chemical treatments to reduce or eliminate damage to trees, shrubs and turf.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Perform during spring and summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Inspect area and establish program for monitoring and treatment. 2. Sample pest populations, determine injury levels and select treatments. 3. Perform treatment program to utilize various biological, physical and chemical controls least disruptive to the environment.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Pest Control Chemicals	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Grounds	Acres

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL LANDSCAPED AREA MAINTENANCE	CODE	3290
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DESCRIPTION	All landscaped area maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Grounds	Acres

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR OUTSIDE LIGHTS	CODE	3310
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DESCRIPTION	Routine maintenance and repair of outside lighting for park buildings, walkways, parking lots and grounds to provide safety and security.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Replace burned out bulbs as soon as possible. Perform annual servicing and regular night time inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect and service luminaire components. 2. Replace burned out lamps. 3. Repair or replace faulty luminaires. 4. Clean lighting fixtures. 5. Replace and straighten poles.

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
Lighting Fixtures Lighting Luminaires Lighting Poles	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
12-16	Lights	Outside Lights	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR FLAG POLES/BENCHES	CODE	3320
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DESCRIPTION	The maintenance and repair of flag poles, benches, platforms and other miscellaneous grounds structures in park facilities. Includes painting and structural repairs for aesthetic and safety purposes.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform on an annual basis, and when deficiencies are noted.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Inspect poles, benches and other grounds structures; identify needed work. 2. Eliminate dangerous protrusions on benches and ensure their stability. 3. Post "wet paint" signs as required.
Laborer	2	
EQUIPMENT	QUANTITY	
Pickup	1	
Bucket Truck	0-1	

MATERIALS	REFERENCE AND SAFETY
Paint (Other As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4-6	Structures	Flagpoles/Benches	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	CLEAN/MAINTAIN DRAINAGE STRUCTURES	CODE	3330
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DESCRIPTION	The cleaning and maintenance of drains, drop inlets, manholes and other grounds drainage structures to provide unobstructed water flow and to ensure proper grounds drainage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
						X	X	X				

Inspect and perform prior to wet seasons, and during heavy rainfalls to prevent blockages and subsequent flooding.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Inspect and identify work needs prior to scheduling this activity. 2. Clean drainage structures as required. 3. Completely remove and dispose of materials.
Laborer	1	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
6-8	Drainage Struct.	Grounds Drain. Struct.	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR RETAINING WALLS	CODE	3340
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DESCRIPTION	The repair or replacement of grounds retaining walls due to weathering, erosion and other damage. Includes all types of materials such as concrete, stone (dry) or masonry/mortar.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Schedule and perform work as needed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect damaged location to determine the needed materials.
Equipment Operator	1	2. Repair dry walls with native stone.
Motor Vehicle Operator	1	3. Replace rocks with fresh mortar for mortar walls.
Laborer	2	4. Other retaining wall repairs are to match existing materials.

EQUIPMENT	QUANTITY
Dump Truck (5CY)	1
Stake Truck	1
Loader	0-1
Cement Mixer	0-1

MATERIALS	REFERENCE AND SAFETY
Mortar Mix Concrete Mix Stone	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
100-150	Square Feet	Retaining Walls	Square Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL GROUNDS STRUCTURES MAINTENANCE	CODE	3390
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DESCRIPTION	All grounds structure maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Grounds Structures	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/STRAIGHTEN FENCES	CODE	3410
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DESCRIPTION	The straightening and repair of broken or damaged fencing around park facilities to provide safety and security. Includes all types of fencing and corrals.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X				X

Schedule and perform work needed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	1. Repair or replace all broken or damaged fence sections and posts.
Laborer	2	2. Install appropriate gates and locks.

EQUIPMENT	QUANTITY	
Stake Truck	1	
Power Auger	1	

MATERIALS	REFERENCE AND SAFETY
Fence Posts Fence Rails Fence Fabric	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
150-200	Linear Feet	Fence	Linear Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	PAINT FENCE	CODE	3420
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DESCRIPTION	Painting or staining of wooden fences and gates to restore and provide protection from weathering and to retard deterioration.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X					X	X	X	X	X	X

Perform as identified by annual or periodic inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Clear fence/gates of vegetation and other obstructions to gain unobstructed access to surfaces to be painted. 2. Paint or stain fences and gates with approved material and color. 3. Post "wet paint" notices as required.
Laborer	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Paint/Stain Wood Preservative	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
60-80	Linear Feet	Paintable Fence	Linear Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR BOUNDARY MARKERS	CODE	3430
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DESCRIPTION	The maintenance and repair of park boundary markers to retain integrity of boundary demarcations.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X				X

Perform as required based on inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Verify correct location if marker is missing or displaced. 2. Ensure repairs retain the integrity of materials and appearance.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8-12	Markers	Boundary Markers	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR MASONRY BOUNDARY WALLS	CODE	3440									
DESCRIPTION	The maintenance and repair of masonry/stone park facility boundary walks due to loose stone, missing mortar, dislodged stone and other deterioration.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X	X	X	X	X
Perform as required based on inspections and priority level.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Maintenance Mechanic	1		1. Perform repairs by using existing stones if possible. 2. Ensure repairs made match existing structure in terms of treatment, type of material, and configuration.									
Laborer	2											
EQUIPMENT	QUANTITY											
Dump Truck (5CY)	1											
MATERIALS			REFERENCE AND SAFETY									
Mortar Mix												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE					UNIT				
100-150	Square Feet		Masonry Boundary Walls					Square Feet				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	GENERAL FENCE/BOUNDARY MARKER MTCE	CODE	3490
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DESCRIPTION	All fence and boundary marker maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Fence	Linear Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPEN/CLOSE GRAVESITES	CODE	3510
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DESCRIPTION	The excavation of graves for burials and refilling. Includes resodding and the removal of excess material and storage for use in filling settlements.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Confirm/verify gravesite location to be opened. 2. Place all excavated material on ground along one side. 3. Refill grave after services are over and attendees departed. 4. Remove excess material and store for use in filling settlements.
Laborer	1	
EQUIPMENT	QUANTITY	
Stake Truck	1	
Backhoe	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Graves	Graves	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	PLACE/REMOVE GRAVE MARKERS	CODE	3520
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DESCRIPTION	The placement, removal and relocation of grave markers in park cemeteries.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as directed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Perform work as directed by supervisors and in accordance with cemetery standards and guidelines.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Grave Markers	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10-20	Grave Markers	Graves	Numbers

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR GRAVE MARKERS	CODE	3530
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DESCRIPTION	The cleaning, repair, and realignment of damaged or deteriorated grave markers.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Straighten and realign grave markers as required. Reset with mortar/epoxy. 2. Clean and remove any foreign markings from grave markers.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Mortar Mix Epoxy	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6 - 8	Grave Markers	Grave Markers	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR SETTLEMENT OF GRAVE SITES	CODE	3540
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DESCRIPTION	The filling of sunken gravesites to restore proper ground elevation. Includes resodding as required.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none">1. Replace top soil or fill material in sunken gravesites or other eroded areas.2. Compact firmly and level with adjacent ground surface, or mounded depending on cemetery standards.3. Place sod or reseed as required.
Laborer	1	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
Top Soil Sod Grass Seed	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8 - 12	Graves	Graves	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL CEMETERY MAINTENANCE	CODE	3590
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DESCRIPTION	All cemetery maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Graves	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN ALL-YEAR CAMPGROUNDS	CODE	3610									
DESCRIPTION	The maintenance of campground and picnic areas that are open to the public during the entire year. Includes all custodial services and maintenance of campground facilities to ensure the safety and comfort of campground users.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Perform required custodial services. 2. Police area for litter/debris.
EQUIPMENT	QUANTITY	
Pickup	1	
MATERIALS		REFERENCE AND SAFETY
(As Required)		
AVERAGE DAILY PRODUCTION	INVENTORY	
QUANTITY	WORK UNIT	FEATURE
	Person Hours	All Year Campground
		UNIT
		Number
PLANNING GUIDELINE APPROVAL		
BY	EFFECTIVE	SUPERSEDES
	4-15-87	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN SEASONAL CAMPGROUNDS	CODE	3620
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DESCRIPTION	The maintenance of seasonal campgrounds, picnic areas and other user areas. Includes opening and closing work, such as the storage, removal or replacement of tables and other portable fixtures associated with the area.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work daily while the facility is open. Open and close facility at the beginning and end of the season.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Perform required custodial services. 2. Police area for litter/debris. 3. Close and secure or remove all portable fixtures subject to weathering or vandalism at the end of the season. 4. Arrange for water deactivation and activation as required.
Laborer	2	

EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Seasonal Campgrounds	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR PICNIC TABLES	CODE	3630
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DESCRIPTION	The maintenance and repair of picnic tables on park grounds, including assembly, structural repairs, painting and relocation.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
		X	X	X	X	X						

Perform during season as required based on inspections with major emphasis during winter months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Transport table to shop for major repairs or replacement. 2. Store tables during the off-season and perform required repairs prior to painting or staining.
Laborer	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Paint/Stain Solvent Lumber	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
8-12	Picnic Tables	Picnic Tables	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	CLEAN/REPAIR FIRE GRATES	CODE	3640
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DESCRIPTION	The cleaning and repair of fire grates on park grounds to ensure availability to users. Includes removal and disposal of ashes and other fire grate debris.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X	X	X	X	X

Perform work as required throughout use period.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Inspect and remove ashes from fire grates to ensure proper operation. 2. Repair/replace grate if required. 3. Replace loose, missing mortar on masonry enclosures.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	1

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8-12	Fire Grates	Fire Grates	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN BACKCOUNTRY CAMPSITES	CODE	3650
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DESCRIPTION	The maintenance of backcountry campsites including tent pads, fire enclosures, toilets and other features.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Perform work on a scheduled basis during use period.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Pick up litter and refuse at site. 2. Check fire enclosures and replace stones as required. 3. Restock supplies provided at toilet facilities.

EQUIPMENT	QUANTITY	
Pickup	1	
Scooter	1	

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6 - 10	Campsites	Backcountry Campsites	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN COMFORT STATIONS	CODE	3660									
DESCRIPTION	The cleaning and maintenance of facilities at comfort stations. Includes restocking supplies, disinfecting and related custodial services.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Perform work on a regular schedule during use period.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> Pick up litter around comfort stations and campsites. Perform required custodial services.
EQUIPMENT	QUANTITY	
Pickup	1	
MATERIALS		REFERENCE AND SAFETY
Plastic Litter Bags		
AVERAGE DAILY PRODUCTION		INVENTORY
QUANTITY	WORK UNIT	FEATURE
8 - 12	Comfort Stations	Comfort Stations
		UNIT
		Number
PLANNING GUIDELINE APPROVAL		
BY	EFFECTIVE	SUPERSEDES
	4-15-87	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL CAMPGROUNDS/PICNIC AREAS MTCE	CODE	3690
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DESCRIPTION	All campground and picnic area maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Cmpgnds/Picnic Areas	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	GENERAL GROUNDS MAINTENANCE	CODE	3990
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DESCRIPTION	All grounds maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform work as needed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Grounds	Acres

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	REPAIR/REPLACE EXTERIOR WALL STRUCTURE	CODE	4110
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DESCRIPTION	The repair or replacement of exterior wall structure to provide support for roof and floor systems and framework for exterior covering.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as needed; emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	2	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. Order required materials before scheduling work. 3. Remove excess material from work area.
Carpenter Helper	1	

EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Lumber	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20 - 40	Square Feet	Exterior Wall	Square Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE EXTERIOR WALL COVERING	CODE	4120
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DESCRIPTION	The repair or replacement of exterior wall covering and related trim to provide a protective shield from exterior environment and to prevent damage to interior structure.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as needed; emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. Order required materials before scheduling work. 3. Repair/replacement material is to match existing covering. 4. Remove excess material from work area.
Carpenter Helper	2	
EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Siding	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
40 - 60	Square Feet	Exterior Wall	Square Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE PORCHES/DECKS/STEPS	CODE	4130
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DESCRIPTION	The repair or replacement of exterior porches and decks including steps, rails, posts, and other porch elements for safety considerations.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as needed, normally during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. Order required materials before scheduling work. 3. Remove excess materials from work area.
Carpenter Helper	1	
EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Lumber	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
40 - 60	Square Feet	Porches/Decks/Steps	Square Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	REPAIR/REPLACE EXTERIOR WINDOWS						CODE	4140					
DESCRIPTION	The repair or replacement of exterior windows, associated sashes, shutters, frames and hardware. Includes glass, screens and other window coverings but excludes windows in doors.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	

Perform work as needed through the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter Carpenter Helper	1 1	
EQUIPMENT	QUANTITY	
Pickup	1	
MATERIALS		REFERENCE AND SAFETY
Glass (Window)		
AVERAGE DAILY PRODUCTION		INVENTORY
QUANTITY	WORK UNIT	FEATURE
4 - 6	Windows	Exterior Windows
		UNIT
		Number
PLANNING GUIDELINE APPROVAL		
BY		EFFECTIVE
		4-15-87
		SUPERSEDES

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE EXTERIOR DOORS	CODE	4150
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DESCRIPTION	The repair or replacement of exterior doors, associated frames and hardware. Includes associated glass, screens, and weather stripping.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. All locks must be secure and functional.
Carpenter Helper	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Doors Glass Screen Lumber	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Doors	Exterior Doors	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
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PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	PAINT EXTERIOR SURFACE	CODE	4160
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DESCRIPTION	The painting or staining of exterior surfaces such as walls, trim, window and door frames, doors, shutters and porches. Includes scraping, caulking, priming and other preparation prior to painting.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform according to scheduled frequency and after repairs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Painter	1	1. Remove loose paint and dirt by washing, scraping and sanding. 2. Caulk around windows, doors and other areas. 3. Prime and repaint with approved exterior finish.
Painter Helper	1	

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Paint Stain Solvent Caulk	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
300-400	Square Feet	Painted Exterior	Square Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
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SERVICEWIDE**

WORK ACTIVITY	GENERAL EXTERIOR ENVELOPE MAINTENANCE	CODE	4190									
DESCRIPTION	All exterior envelope maintenance not specifically selected as a separate work activity.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS	
(As Required)		Work considerations vary depending on type of work performed.	
EQUIPMENT	QUANTITY		
(As Required)			
MATERIALS		REFERENCE AND SAFETY	
(As Required)			
AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number
PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	REPAIR/REPLACE INTERIOR STRUCTURE	CODE	4210
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DESCRIPTION	The repair or replacement of building interior structure components such as walls, ceilings, floors and stairs. Includes the repair and replacement of insulation and vapor barriers.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed; major emphasis during winter months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	1. Inspect to determine extent of repairs. 2. Order required materials before scheduling work.
Carpenter Helper	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Lumber	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
40-50	Square Feet	Floor Area	Square Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE INTERIOR DOORS	CODE	4220
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DESCRIPTION	The repair or replacement of interior doors, associated frames and hardware.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	1. Inspect to determine extent of repairs.
Carpenter Helper	1	2. Hinges and locks must be secure and functional.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Doors	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Doors	Interior Doors	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/REPL INT WALL/CEILING CVRNGS	CODE	4230
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DESCRIPTION	The repair or replacement of interior wall and ceiling coverings such as ceiling tile, plaster, drywall and wallpaper. Excludes painting surfaces.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. Order required materials before scheduling work. 3. Repair/replacement material is to match existing covering. 4. Remove excess material from work area.
Helper	1	
EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Ceiling Tile Sheetrock Paneling Wallpaper	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
200-300	Square Feet	Wall/Ceiling Coverings	Square Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR INTERIOR FLOOR COVERINGS											CODE	4240
DESCRIPTION	<p>The maintenance and repair of floor covering to eliminate hazards, protect the flooring and structure and to prolong life of floor covering. Includes all types of covering such as carpet, tile, slate and others.</p>												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	
Perform work as needed throughout the year.													
CREW SIZE	QUANTITY				WORK CONSIDERATIONS								
Maintenance Mechanic	1				<p>1. Floor coverings must be securely fastened to floor.</p> <p>2. Covering repairs are to match existing covering.</p>								
Helper	1												
EQUIPMENT	QUANTITY												
Van	1												
MATERIALS					REFERENCE AND SAFETY								
Carpet/Padding													
Floor Tile													
Linoleum													
Baseboard Trim													
AVERAGE DAILY PRODUCTION					INVENTORY								
QUANTITY	WORK UNIT				FEATURE				UNIT				
200-300	Square Feet				Floor Coverings				Square Feet				
PLANNING GUIDELINE APPROVAL													
BY					EFFECTIVE	4-15-87				SUPERSEDES			

**U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	REPLACE INTERIOR FLOOR COVERINGS	CODE	4250
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DESCRIPTION	The replacement of damaged and worn floor coverings to provide a safe and smooth floor surface, as well as for aesthetic purposes.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Measure area of floor covering to be replaced. 2. Order required materials before scheduling work. 3. Remove excess materials from work area.
Helper	1	
EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Carpet/Padding Floor Tile Linoleum Baseboard Trim	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
400-600	Square Feet	Floor Covering	Square Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	PAINT INTERIOR SURFACES	CODE	4260
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DESCRIPTION	The painting or staining of interior surfaces such as walls, ceilings, floors, trim, window and door frames, shutters, doors, cabinets and stairs. Includes the initial preparation prior to painting and clean-up.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X					

Perform according to scheduled frequency and after repairs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Painter	1	<ol style="list-style-type: none"> 1. Wash, spackle and prepare surfaces to be painted. 2. Cover furniture/other areas with drop cloths. 3. Prime and paint surface with interior finish. 4. Clean up work area.
Painter Helper	1	

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
Paint Stain Solvent	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
400-500	Square Feet	Painted Interior	Square Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	SUPERSEDES
		4-15-87	

U.S. Department of the Interior
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PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL INTERIOR ENVELOPE MAINTENANCE	CODE	4290
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DESCRIPTION	All interior envelope maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	MAINTAIN/REPAIR ROOF COVERING	CODE	4310
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DESCRIPTION	The maintenance and repair of roof coverings to prevent water or moisture from entering the structure and causing interior damage. Includes wood, slate, asphalt, tile, built-up, metal and rubber/vinyl.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as needed with emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Roof coverings must be securely fastened to roof structure.
Maintenance Worker	1	2. Covering repairs are to match existing covering.
Laborer	1	3. Flashing must be secure and sealed.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Roll Roofing Shingles Metal Roofing Flashing Felt	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Squares	Roof Squares	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	REPLACE ROOF COVERING	CODE	4320
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DESCRIPTION	The replacement of damaged and deteriorated roof covering to prevent water or moisture from entering the structure and causing interior damage. Includes wood, slate, asphalt, tile, build-up, metal and rubber/vinyl.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as needed with emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect to determine extent of replacement.
Maintenance Worker	2	2. Order required materials before scheduling work.
Laborer	2	3. Schedule any required structural repairs.
		4. Install flashing and approved roof covering.
		5. Remove excess material from work area.
EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck (5CY)	1	

MATERIALS	REFERENCE AND SAFETY
Roll Roofing	
Shingles	
Metal Roofing	
Flashing	
Felt	
Plywood	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6-8	Squares	Roof Squares	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
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SERVICEWIDE**

WORK ACTIVITY	REPAIR ROOF STRUCTURE	CODE	4330
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DESCRIPTION	The repair or replacement of damaged or deteriorated structural roof elements to provide adequate support for roof covering, including associated dead and live loadings.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as needed with emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	1. Inspect to determine extent of repairs.
Maintenance Worker	2	2. Order required materials before scheduling work.
Laborer	1	3. Remove excess materials from work area.

EQUIPMENT	QUANTITY
Pickup	1
Dump Truck (5CY)	2

MATERIALS	REFERENCE AND SAFETY
Lumber Plywood	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
100-120	Square Feet	Roof Squares	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPAIR ROOF FLASHING/VENTS	CODE	4340
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DESCRIPTION	The repair of roof flashing to seal roof joints and prevent the entry of water into interior structure. Includes the repair of roof vents to provide adequate ventilation and prevent condensation.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X							X	X	X	X	X

Perform work as needed; emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. Caulk/roof cement all flashing/vent joints. 3. Clean up area after work completion.
Laborer	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Flashing Vent Roof Cement Caulk	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Linear Feet	Buildings	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR GUTTERS/DOWNSPOUTS	CODE	4350
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DESCRIPTION	The maintenance and repair of roof gutters and downspouts to catch water runoff from the roof and drain it away from the building foundation. Includes the periodic cleaning and removal of leaves and debris from gutters to maintain proper drainage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X					X	X	X			X	X

Perform work as needed with emphasis in spring and fall.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect to determine extent of repairs.
Laborer	1	2. Solder/roof cement all seams.
		3. Remove leaves/debris from gutters.
		4. Adjust hangers as required for proper slope.
		5. Clean up area after work completion.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Gutter	
Downspout	
Roof Cement	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-40	Linear Feet	Buildings	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	PAINT/TREAT ROOF	CODE	4360
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DESCRIPTION	The painting or treating of designated roofs to prevent deterioration that will cause the roof covering to fail and allow the entry of water into the interior structure.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform according to scheduled frequency and after repairs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Painter	1	<ol style="list-style-type: none"> 1. Remove loose paint and dirt. 2. Caulk around flashing, vents and other areas. 3. Apply roof paint or other approved treatment. 4. Clean up work area.
Painter Helper	1	

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
Paint Stain Solvent Caulk	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
300-400	Square Feet	Roof Squares	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL ROOF MAINTENANCE	CODE	4390
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DESCRIPTION	All roof maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR FOUNDATION WALLS	CODE	4410
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DESCRIPTION	The interior and exterior repair of all types of foundation walls such as timber, concrete and masonry.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X							X	X	X	X	X

Perform work as needed with emphasis during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Inspect to determine extent of repairs.
Maintenance Mechanic	1	2. Order required materials before scheduling work.
Laborer	1	3. Remove excess material from work area.

EQUIPMENT	QUANTITY
Pickup	1
Stake Truck	1
Cement Mixer	0-1

MATERIALS	REFERENCE AND SAFETY
Lumber Portland Cement Concrete Concrete Blocks Stone (Foundation)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10-30	Linear Feet	Foundation Walls	Linear Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR FOOTING/PIERS	CODE	4420									
DESCRIPTION	The repair or replacement of damaged or deteriorated foundation footings/piers to provide adequate structural support to foundation walls. Includes all types of footing materials.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X
Perform work as needed with emphasis during summer months.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Foreman	1		1. Inspect to determine extent of repairs. 2. Order required materials before scheduling work. 3. Remove excess materials from work area.									
Maintenance Mechanic	2											
Laborer	1											
EQUIPMENT	QUANTITY											
Pickup	1											
Stake Truck	1											
Cement Mixer	0-1											
MATERIALS			REFERENCE AND SAFETY									
Portland Cement Concrete												
Concrete Blocks												
Stone (Foundation)												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE					UNIT				
2 - 3	Footings/Piers		Footings/Piers					Number				
PLANNING GUIDELINE APPROVAL												
BY			EFFECTIVE	4-15-87		SUPERSEDES						

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR CHIMNEYS/FLUES	CODE	4430
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DESCRIPTION	The cleaning, maintenance and repair of chimneys and flues associated with fireplaces and wood burning stoves. Includes soot removal and repointing mortar on brick and stone chimneys.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X										X	X

Perform work as needed with emphasis before winter months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Clean soot and debris from flue and clean up residue. 2. Replace chimney cap if required. 3. Repoint masonry/brick chimneys. 4. Clean up work area after completion.
Helper	1	

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Mortar Mix	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Chimney/Flues	Chimney/Flues	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL FOUNDATION MAINTENANCE	CODE	4490
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DESCRIPTION	All foundation maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR FURNITURE/APPLIANCES	CODE	4510
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DESCRIPTION	The maintenance and repair of building furniture and major appliances. Includes refinishing, recovering and mechanical repairs.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Perform routine servicing and minor repairs. 2. Make necessary repairs to finish or covering, matching original material.

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4 - 6	Items	Maj Furniture Appl	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPLACE FURNITURE/APPLIANCES	CODE	4520
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DESCRIPTION	The replacement of major appliances and furniture when the cost of repair or restoration and remaining useful life makes replacement more cost effective.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	0-1	1. Identify furniture and major appliances to be replaced.
Electrician	0-1	2. Order replacement and have delivered.
Maintenance Worker	0-1	3. Make necessary electrical and plumbing connections.
		4. Retain service manuals and warranties.

EQUIPMENT	QUANTITY
(As Required)	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4 - 6	Items	Maj Furniture Appl	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	INSTALL BUILT-IN CABINETS/BOOKCASES	CODE	4530
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DESCRIPTION	The fabrication and installation of built-in cabinets and bookcases into the wall structure of buildings.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required through out the year with emphasis in winter months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Carpenter	1	<ol style="list-style-type: none"> 1. Fabricate built-in unit in shop or at work site. 2. Install unit and fasten securely. 3. Clean up work area after completion.
Carpenter Helper	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Lumber	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1 - 2	Cabinets	Building Interior	Square Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL FURNISHINGS MAINTENANCE	CODE	4590
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DESCRIPTION	All interior furnishings maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR PLUMBING SYSTEMS	CODE	4610
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DESCRIPTION	The maintenance and repair of interior plumbing systems, including pipes, valves, vents, waste water lines, fixtures and related plumbing.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	1. Respond to service requests. 2. Perform required maintenance and repairs.

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Plumbing Hardware	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings w/Plumbing	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPLACE PLUMBING SYSTEMS	CODE	4620									
DESCRIPTION	The replacement of interior plumbing systems, including faucets, sinks, tubs, showers, hot water heaters, garbage disposals and other plumbing fixtures.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work as needed throughout the year.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Plumber	1		<ol style="list-style-type: none"> 1. Inspect to determine the extent of replacement. 2. Order required materials before scheduling work. 3. Remove old fixtures and excess materials from building. 									
Plumber Helper	1											
EQUIPMENT	QUANTITY											
Van	1											
MATERIALS			REFERENCE AND SAFETY									
Pipe, Plumbing Plumbing Fixtures Plumbing Hardware												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE					UNIT				
	Person Hours		Buildings w/Plumbing					Number				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR ELECTRICAL SYSTEMS	CODE	4630
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DESCRIPTION	The maintenance and repair of interior electrical systems including wiring, switches, outlets, lighting fixtures, fuse/circuit breaker boxes and other electrical wiring components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician	1	1. Respond to service requests. 2. Perform required maintenance and repairs.

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Electrical Hardware	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Bldgs w/Electricity	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPLACE ELECTRICAL SYSTEMS	CODE	4640									
DESCRIPTION	The replacement of interior electrical systems, including wiring, switches, outlets, lighting fixtures, fuse/circuit breaker boxes and other electrical wiring components.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform as needed throughout the year.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Electrician	1		<ol style="list-style-type: none"> 1. Inspect to determine extent of replacement. 2. Order required materials before scheduling work. 3. Remove old components and excess materials from building. 									
Electrician Helper	1											
EQUIPMENT	QUANTITY											
Van	1											
MATERIALS			REFERENCE AND SAFETY									
Electrical Hardware												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE							UNIT		
	Person Hours		Bldgs w/Electricity							Number		
PLANNING GUIDELINE APPROVAL												
BY						EFFECTIVE	4-15-87		SUPERSEDES			

**U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR HVAC SYSTEMS	CODE	4650									
DESCRIPTION	The routine maintenance and repair of the heating, ventilating and air conditioning (HVAC) systems in all structures. Includes all duct work and solar panels.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Check heating systems in fall and air conditioners in spring.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS	
Maintenance Mechanic	1	1. Respond to service requests. 2. Perform required maintenance and repairs.	
EQUIPMENT	QUANTITY		
Van	1		
MATERIALS		REFERENCE AND SAFETY	
HVAC Hardware			
AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	HVAC System	Number
PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	REPLACE HVAC SYSTEMS	CODE	4660
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DESCRIPTION	The replacement of existing heating, ventilating and air conditioning (HVAC) systems when the cost of repairs and remaining useful life make replacement more cost effective.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform replacements as required with emphasis in fall and spring.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Determine specifications for replacement HVAC systems. 2. Order HVAC sytem and have delivered. 3. Install HVAC system per manufacturers specifications. 4. Remove old components and excess materials from building.
Helper	1	
EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
HVAC System	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1 - 2	HVAC Systems	HVAC Systems	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR PROTECTIVE SYSTEMS	CODE	4670
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DESCRIPTION	The routine maintenance and repair of building protective systems including entry/security alarms, smoke alarms, fire alarms and fire sprinkler systems.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work on a regular schedule throughout the year; emergency work performed immediately.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician Plumber	1 0-1	1. Respond to service requests. 2. Perform required maintenance and repairs.

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Electrical Hardware Sprinkler System Hardware	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Protective Systems	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPLACE PROTECTIVE SYSTEMS	CODE	4680
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DESCRIPTION	The replacement of building protective systems including entry/security alarms, smoke alarms, fire alarms and fire sprinkler systems.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform replacements as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician Plumber	1 0-1	1. Determine specifications for replacement protective systems. 2. Order protective system and have delivered. 3. Install protective systems per manufacturer's specifications. 4. Remove old components and excess materials from building.
EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Protective Systems	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Protective Systems	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR ELEVATOR/CONVEYING SYS	CODE	4690
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DESCRIPTION	The inspection maintenance and repair of elevators and other conveying systems in buildings and other facilities.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year. Inspect and service annually by private contractor.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician	1	1. Perform inspection servicing and respond to service requests. 2. Complete minor repairs and/or arrange for private contractor service.

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Elevator/Conveying Sys	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	REPLACE ELEVATORS/CONVEYING SYSTEMS	CODE	4700
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DESCRIPTION	The replacement of elevators and other conveying systems in buildings and other facilities.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform replacements as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician	1	1. Determine specifications for replacement conveying system.
Electrician Helper	1	2. Order system components and have delivered.
		3. Install system per manufacturer's specifications.
		4. Remove old components and excess materials from building.
EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Elevator/Conveying Sys	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL BUILDING UTILITY MAINTENANCE	CODE	4790
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DESCRIPTION	All building utility maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings w/Utilities	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	INTERIOR CUSTODIAL SERVICES	CODE	4810
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DESCRIPTION	<p>All interior custodial services associated with park buildings. Includes all interior cleaning such as sweeping, dusting, mopping, waxing, shampooing carpet, washing windows, and other cleaning on a regular or as needed basis.</p>
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Clean designated buildings on a daily, or periodic, basis during hours of non-public use.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Custodial Worker	1	<ol style="list-style-type: none"> Follow schedule for custodial services. Perform cleaning of offices, furniture, trash containers, restrooms, reception areas, work rooms and other building areas used by employees and public. Perform services per list of custodial services to be provided for each building.
EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Custodial Buildings	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	EXTERIOR CUSTODIAL SERVICES	CODE	4820
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DESCRIPTION	All exterior custodial services associated with park buildings. Includes all exterior cleaning of building such as washing window exterior, sweeping porch, steps and walks on a regular or as needed basis.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform designated exterior services on a daily or periodic basis.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Custodial Worker	1	1. Follow schedule for exterior custodial services.

EQUIPMENT	QUANTITY
(As Required)	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Custodial Buildings	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	PERFORM INSECT/PEST MANAGEMENT						CODE	4830					
DESCRIPTION	<p>The regular monitoring of building interiors and exteriors to determine if insects, rodents and other pests which damage structures are present.</p>												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	
<p>Consult with Integrated Pest Management Coordinator to determine if treatment is necessary.</p>													
CREW SIZE		QUANTITY		WORK CONSIDERATIONS									
Maintenance Worker		1		<ol style="list-style-type: none"> 1. Determine by regular monitoring if pests are present and determine if management is necessary. 2. Notify supervisor of any structural damage. 3. Perform all non-chemical management methods such as trapping and structural modification. 4. If pesticide treatment is necessary, obtain WASO approval and then purchase approved chemical. 5. Apply pesticides according to EPA approved label instructions. Wear Personal Protective Equipment when applying pesticides. 6. Secure and properly store unused chemicals. 									
EQUIPMENT		QUANTITY											
Van		1											
MATERIALS				REFERENCE AND SAFETY									
Insecticide													
AVERAGE DAILY PRODUCTION				INVENTORY									
QUANTITY	WORK UNIT		FEATURE		UNIT								
4 - 8	Buildings		Buildings		Number								
PLANNING GUIDELINE APPROVAL													
BY					EFFECTIVE	4-15-87		SUPERSEDES					

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MOVE/DEMOLISH BUILDINGS	CODE	4840
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DESCRIPTION	The moving and relocation of storage sheds and other portable buildings or demolishing existing buildings.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as authorized by Supervisor.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Relocate/move building as directed by supervisor.
Equipment Operator	1	2. Remove demolished building materials and restore site.
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck (5CY)	1	
Loader	0-1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	CONSTRUCT AUXILIARY/SUPPORT STRUCTURES	CODE	4850
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DESCRIPTION	The construction of new buildings to support park operations such as equipment shops, materials storage, garages and minor auxiliary structures.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Perform work as authorized by Supervisor and in accordance with plans and specifications.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	<ol style="list-style-type: none"> Review plans and specifications. Order required materials and supplies and have delivered to job site if possible. Construct building per plans and specifications. Clean up building site.
Carpenter	2	
Maintenance Worker	2	
Laborer	1	

EQUIPMENT	QUANTITY
Pickup	1
Van	1
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
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 SERVICEWIDE

WORK ACTIVITY	WINTERIZE/DEWINTERIZE BUILDINGS	CODE	4860
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DESCRIPTION	All work associated with opening and closing buildings used only during the summer months. Includes the draining of plumbing systems, cleaning and securing waste disposal units and the protection of outdoor equipment.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X					X	X				

Perform in fall and spring for seasonal use buildings.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Closing-Shut down all utility systems and secure/lock building. 2. Opening-Restore all utility systems and ensure proper operation.
Laborer	1	

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Seasonal Bldgs	Seasonal Buildings	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	GENERAL CUSTODIAL/SPECIAL SERVICES MTCE	CODE	4890									
DESCRIPTION	All custodial and special services maintenance not specifically selected as a separate work activity.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.
EQUIPMENT	QUANTITY	
(As Required)		
MATERIALS		REFERENCE AND SAFETY
(As Required)		
AVERAGE DAILY PRODUCTION	INVENTORY	
QUANTITY	WORK UNIT	FEATURE
	Person Hours	Buildings
		UNIT
		Number
PLANNING GUIDELINE APPROVAL		
BY	EFFECTIVE	SUPERSEDES
	4-15-87	

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL BUILDINGS MAINTENANCE	CODE	4990									
DESCRIPTION	All building maintenance not specifically selected as a separate work activity.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS	
(As Required)		Work considerations vary depending on type of work performed.	
EQUIPMENT	QUANTITY		
(As Required)			
MATERIALS		REFERENCE AND SAFETY	
(As Required)			
AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Buildings	Number
PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
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SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN WATER TREATMENT PLANT	CODE	5110
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DESCRIPTION	The operation, inspection and maintenance of water treatment plant. Includes the routine cleaning and maintenance of plant components, the collection of water samples and addition of disinfectants and other chemicals to the water systems.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as a continuous operation throughout the year for water plants that are operated the entire year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Water Treatment Plant Operator	1	1. Operate and maintain water treatment plant in accordance with (State Name) <u>Drinking Water Regulations.</u>
EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Chemicals, Water Treatment	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Water Treatment Plnts	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	TEST WATER SAMPLES	CODE	5120
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DESCRIPTION	The testing of water samples in accordance with standardized testing procedures including tests for conductivity, pH, turbidity and acid rain. Include the analysis of tests, record keeping, maintenance of laboratory equipment and transmittal of test results to the State.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform daily five times per week throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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Water Treatment Plant Operator	1	1. All sampling, testing, record keeping, reporting, procedures and methods will comply with <u>(State Name) Drinking Water Regulations</u> and <u>Standard Methods</u> .
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EQUIPMENT	QUANTITY	2. Maintain records and submit reports to state as required.
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(As Required)		
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MATERIALS	REFERENCE AND SAFETY
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Chemicals, Water Treatment	
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AVERAGE DAILY PRODUCTION	INVENTORY
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QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Tests	Water Treatment Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	ACTIVATE/DEACTIVATE WATER SYSTEMS	CODE	5130
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DESCRIPTION	The activation and deactivation of seasonal water systems including the draining and blow-out of all water lines after system shut-off. Activation includes the disinfecting of water lines, tanks and reservoirs, testing of system for damage and leakage, installing filtration materials and servicing of pumps, valves and chlorinators.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X				X

Activate seasonal water systems in the spring before the facility is opened; deactivate systems in the fall after the facility is closed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	<u>Activate Water System</u>
Plumber Helper	1	1. Check tank or reservoir for visual damage.
		2. Activate system in accordance with standardized procedure.
EQUIPMENT	QUANTITY	<u>Deactivate Water System</u>
Pickup	1	1. Deactivate system in accordance with standardized procedures.
		2. Check system components for damage.

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1 - 2	Systems	Seasonal Water Sys	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	PERFORM HYDRANT PREVENTIVE MAINTENANCE	CODE	5140
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DESCRIPTION	The periodic inspection, maintenance and testing of fire hydrants to verify rated capacity and operating condition of hydrants and valves.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	

Inspect, open and shut all hydrants once per year during summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	1. Open hydrant and let water run for designated amount of time to clean out the waterline and hydrant. 2. Check for leaks or defects on hydrant.

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20 - 25	Hydrants	Fire Hydrants	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

**U.S. Department of the Interior
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SERVICEWIDE**

WORK ACTIVITY	REPAIR/REPLACE WATER LINES	CODE	5150
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DESCRIPTION	The repair or replacement of damaged or deteriorated exterior water lines to restore normal water distribution services. Includes the disinfecting and flushing of dewatered lines prior to restoring normal service.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as needed during the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	1. Inspect location to determine extent of repairs.
Equipment Operator	1	2. Have equipment and materials at work site before shutting water off.
Laborer	1	3. After completing repairs, turn water on to test for leaks and also clean dirt out of pipe at nearest faucet or valve.

EQUIPMENT	QUANTITY	4. After verification of non-leakage, cover pipe with soil, rake and reseed if necessary.
Pickup	1	
Backhoe	1	
Air Compressor	1	
Semitrailer (Lowboy)	0-1	
Dump Truck (5CY)	0-1	

MATERIALS	REFERENCE AND SAFETY
Water Line Pipe	
Water Line Pipe Fittings	
Valve	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10 - 20	Linear Feet	Water Lines	Linear Feet

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE WATER SYSTEM COMPONENTS	CODE	5160
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DESCRIPTION	The repair or replacement of deteriorated or damaged water system components, including pumps, valves, chlorinators and other parts.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as needed throughout the year. Chlorinators are replaced on a periodic basis.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	<ol style="list-style-type: none"> 1. Inspect and test system to determine extent of repairs. 2. After completing repairs turn water on and test for leaks and system operation.
Maintenance Worker	1	
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	
Backhoe	0-1	

MATERIALS	REFERENCE AND SAFETY
Water Treatment Plant Components	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Water Trtmt Sys	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	CLEAN/REPAIR TANKS/RESERVOIRS	CODE	5170
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DESCRIPTION	The cleaning and repair of water tanks and reservoirs to remove sludge/algae and to prevent water loss by seepage through structural failures. Includes the draining, cleaning and removal of sludge/algae from bottom of tank or reservoir.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X											X

Perform every two years or more frequently if needed. Usually performed in the fall.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	<ol style="list-style-type: none"> 1. Drain water from tank or reservoir as required. 2. Clean sides and remove sludge from bottom. 3. After completing repairs and cleaning refill tank/reservoir, disinfect and check for leakage.
Maintenance Mechanic	1	
Laborer	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Tanks/Reservoirs	Water Tanks/Resrv	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
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SERVICEWIDE

WORK ACTIVITY	HAUL POTABLE WATER	CODE	5180
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DESCRIPTION	The hauling of potable water to facilities not served by water systems or to provide supplemental supply to existing systems. Includes the loading, unloading, filling tanks and maintenance of potable water holding tanks.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Haul potable water to seasonal use facilities that do not have a water system or potable water source.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none"> 1. Disinfect water tank before loading potable water. 2. Inspect tank and valves of potable water holding tank before unloading.

EQUIPMENT	QUANTITY	
Water Tank Truck	1	

MATERIALS	REFERENCE AND SAFETY
Potable Water	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6000-10,000	Gallons Water	Potable Water Facilit	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL WATER TREATMENT SYSTEM MTCE							CODE	5190				
DESCRIPTION	All water treatment system maintenance not specifically selected as a separate work activity.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	
Perform work as needed throughout the year.													
CREW SIZE	QUANTITY				WORK CONSIDERATIONS								
(As Required)					Work considerations vary depending on type of work performed.								
EQUIPMENT	QUANTITY												
(As Required)													
MATERIALS					REFERENCE AND SAFETY								
(As Required)													
AVERAGE DAILY PRODUCTION					INVENTORY								
QUANTITY	WORK UNIT			FEATURE				UNIT					
	Person Hours			Water Treatment Sys				Number					
PLANNING GUIDELINE APPROVAL													
BY					EFFECTIVE	4-15-87		SUPERSEDES					

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN WASTE WATER TRTMNT PLNT	CODE	5210
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DESCRIPTION	The operation, inspection and maintenance of waste water treatment plant. Includes the routine cleaning and servicing of plant components, lagoons, aeration tanks, and the addition of chlorine and other chemicals to the waste treatment systems.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform daily five times per week as a continuous operation throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Sewage Treatment Plant Operator	1	1. Operate and maintain waste water treatment plant to ensure effluents discharged meet Federal and State standards.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Chemicals, Waste Water Treatment	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Waste Wtr Trtmnt Plnts	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	SAMPLE/TEST WASTE WATER SAMPLES	CODE	5220
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DESCRIPTION	The sampling and testing of waste water samples in accordance with standard testing procedures. Includes the analysis of tests, record keeping, maintenance of laboratory equipment and the transmittal of results to the State.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform daily five times per week throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Sewage Treatment Plant Operator	1	1. All sampling, testing, record-keeping, reporting, procedures and methods will comply with (State Name) Waste Water Regulations and Standard Methods.
EQUIPMENT	QUANTITY	2. Maintain records and submit reports to State as required.
(As Required)		

MATERIALS	REFERENCE AND SAFETY
Chemicals, Waste Water Treatment	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20 - 30	Tests	Waste Wtr Trmnt Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE SEWER LINES	CODE	5230
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DESCRIPTION	The repair or replacement of deteriorated or damaged exterior sewer line pipes and manholes to restore normal sewage flow and distribution.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as needed.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Plumber	1	1. Inspect location to determine extent of repairs. 2. Assemble equipment and materials at work site before shutting system down. 3. After repairs are completed test system for leakage.
Equipment Operator	1	
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	
Backhoe	1	
Sewage Pumper Truck	1	
Semitrailer Lowboy	0-1	
Dump Truck (5CY)	0-1	

MATERIALS	REFERENCE AND SAFETY
Sewer Line Pipe Sewer Line Pipe Fittings	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10 - 20	Linear Feet	Sewer Lines	Linear Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR SEPTIC TANK FACILITIES	CODE	5240
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DESCRIPTION	The maintenance and repair of septic tanks, vaults and associated drain fields, sand filters and drain tiles.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as needed. Inspect septic tanks annually.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Inspect septic tanks annually to ensure proper operation and compliance with Public Health Service and State Standards. 2. Report need for pumping septic tanks or vault.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Septic Tanks	Septic Tanks	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	OPERATE/MAINTAIN PUMP/TRANSFER STATIONS	CODE	5250
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DESCRIPTION	The operation and maintenance of pump, transfer and lift stations for redistribution of waste water sewage. Includes the routine cleaning and servicing of station components and the addition of chemicals to the sewage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work regularly throughout the year in accordance with all applicable rules and regulations.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Pump, transfer and lift stations are to be operated and maintained in accordance with all State waste water regulations.

EQUIPMENT	QUANTITY
(As Required)	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Pump/Trans/Lift Sta	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	PUMP/HAUL SEWAGE						CODE	5260				
DESCRIPTION	<p>The pumping of sewage from septic tanks, vaults, lift stations, transfer stations and other sewage holding facilities. Includes the hauling and disposal of pumped sewage.</p>											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
<p>Pump all sewage holding facilities on a regularly scheduled basis depending on use.</p>												
CREW SIZE		QUANTITY		WORK CONSIDERATIONS								
Maintenance Mechanic		1		<ol style="list-style-type: none"> 1. Clean and disinfect sewage holding facility after pumping. 2. Flush gates and pit after dumping sewage at dump station. 								
EQUIPMENT		QUANTITY										
Sewage Pumper Truck		1										
MATERIALS				REFERENCE AND SAFETY								
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY		WORK UNIT		FEATURE				UNIT				
6,000 - 8,000		Gallons Sewage		Sewage Holdg Fac				Number				
PLANNING GUIDELINE APPROVAL												
BY				EFFECTIVE	4-15-87			SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL WASTE WATER SYSTEM MAINTENANCE	CODE	5290
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DESCRIPTION	All waste water system maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed on waste water system.

EQUIPMENT	QUANTITY
(As Required)	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Waste Wtr Trtmt Sys	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	COLLECT/DISPOSE SOLID WASTE/LITTER	CODE	5310
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DESCRIPTION	The regular collection and disposal of solid waste and litter from solid waste bins and other designated locations.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work in accordance with scheduled pickups.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Clean up debris and waste around waste containers. 2. Clean and wash residue from vehicle at end of shift.
Laborer	1	

EQUIPMENT	QUANTITY	
Solid Waste Truck	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
150-200	Bags (30 gal.)	Solid Waste Locations	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN LANDFILL	CODE	5320
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DESCRIPTION	The operation and maintenance of designated landfills in accordance with State and local solid waste disposal regulations. Includes the covering of solid waste dumped at the end of the day.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work daily in accordance with days of operation.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Landfills are to be operated and maintained per all State and local regulations for landfills.
EQUIPMENT	QUANTITY	
Pickup	1	
Frontend Loader	0-1	
Bulldozer	0-1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Landfills	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL SOLID WASTE MAINTENANCE	CODE	5390
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DESCRIPTION	All solid waste maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Solid Waste Locations	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN ELECT GENERATING SYS	CODE	5410
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DESCRIPTION	The operation and maintenance of electrical generating systems for parks when no commercial source is available.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work on a daily or scheduled basis.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician	1	1. Operate and maintain electrical generating systems per designated procedures.

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Electrical Generating System Parts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Elect Gen Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN PRIMARY DIST SYS	CODE	5420
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DESCRIPTION	The operation, routine servicing and maintenance of primary electrical distribution systems that receive power from the generating system and reduce the voltage for transfer to the secondary distribution systems. Includes both overhead and underground distribution components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician	2	1. Operate and maintain primary electrical distribution systems per designated procedures.

EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Electrical Primary Distribution Systems Parts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Primary Distr Sys	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN SECONDARY DIST SYS	CODE	5430
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DESCRIPTION	The operation, routine servicing and maintenance of secondary electrical distribution systems that receive power from primary systems and reduce the voltage for transfer to the electric power users. Includes both overhead and underground distribution components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Electrician	1	1. Operate and maintain secondary electrical distribution systems per designated procedures.
Maintenance Worker	1	

EQUIPMENT	QUANTITY
Van	1
Bucket Truck	0-1
Chain Saw	1

MATERIALS	REFERENCE AND SAFETY
Electrical Secondary Distribution System Parts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Secondary Dist Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL ELECTRICAL SYSTEM MAINTENANCE	CODE	5490
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DESCRIPTION	All electrical system maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Electrical Systems	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR TELECOMMUNICATION SYS					CODE	5510					
DESCRIPTION	<p>The maintenance and repair of park telecommunication systems including base stations, transmitting towers, mobile units and related equipment to provide communications among park personnel and with other agencies.</p>											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
<p>Perform work as required throughout the year.</p>												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Maintenance Mechanic	1		<p>Work considerations vary depending on type of maintenance and repair work performed on telecommunication system.</p>									
EQUIPMENT	QUANTITY											
Van	1											
MATERIALS			REFERENCE AND SAFETY									
Telecommunication System Parts												
AVERAGE DAILY PRODUCTION					INVENTORY							
QUANTITY		WORK UNIT		FEATURE				UNIT				
		Person Hours		Telecommunication Sys				Number				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPLACE TELECOMMUNICATION SYSTEMS	CODE	5520									
DESCRIPTION	The replacement of unrepairable telecommunication equipment to provide reliable communications equipment for park personnel.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work as required throughout the year.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Maintenance Mechanic	1		1. Prepare specifications and order telecommunications equipment. 2. Install new equipment per manufacturer's specifications. 3. Test operation of replaced equipment.									
EQUIPMENT	QUANTITY											
Van	1											
MATERIALS			REFERENCE AND SAFETY									
Telecommunications System Parts												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE					UNIT				
0.5 - 1.0	Systems		Telecom Systems					Number				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL TELECOMMUNICATION SYSTEM MTCE	CODE	5590
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DESCRIPTION	All telecommunication system maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on work performed and type of telecommunication system.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Telecommunication Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN ALTERNATING ENERGY SYS	CODE	5610
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DESCRIPTION	The operation and maintenance of solar and other alternative energy power systems including collector panels, photovoltaic cells, and related components for solar, wind and other systems.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	Work considerations vary depending on type of maintenance and repair work performed and type of alternative energy system.

EQUIPMENT	QUANTITY	
Van	1	

MATERIALS	REFERENCE AND SAFETY
Alternative Energy System Components	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Altern Energy Sys	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPLACE ALTERNATIVE ENERGY SYSTEMS	CODE	5620
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DESCRIPTION	The replacement of deteriorated and unrepairable alternative energy power systems components, including individual parts and complete systems, to ensure proper operation of systems.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Prepare specifications and order alternative energy equipment. 2. Install new equipment per manufacturer's specifications. 3. Test operation of replaced equipment.

EQUIPMENT	QUANTITY	WORK CONSIDERATIONS
Van	1	

MATERIALS	REFERENCE AND SAFETY
Alternative Energy System Components	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
0.5 - 1.0	Systems	Altern Energy Sys	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL ALTERNATIVE ENERGY	CODE	5690
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DESCRIPTION	All alternative energy system maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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(As Required)

Work considerations vary depending on work performed and type of alternative energy system.

EQUIPMENT	QUANTITY
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(As Required)

MATERIALS

(As Required)

REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Altern Energy Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	TEST FUEL STORAGE TANKS	CODE	5710
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DESCRIPTION	The periodic testing of fuel storage tanks to ensure compliance with designated standards and to identify deficiencies.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work in accordance with testing schedule.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Test fuel storage tanks in accordance with standardized testing procedures. 2. Prepare and submit required test reports.

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8-12	Tests	Fuel Storage Tanks	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR FUEL STORAGE TANKS	CODE	5720
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DESCRIPTION	The maintenance and repair of fuel storage trucks for gas, oil and other liquified/gaseous fuels. Includes supply lines, valves, regulators and other components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect tank to determine work required.
Equipment Operator	1	2. Perform necessary maintenance and repair
Laborer	1	per fuel tank maintenance specifications.

EQUIPMENT	QUANTITY
Pickup	1
Dump Truck (5CY)	0-1
Backhoe	1
Air Compressor	1
Semitrailer Lowboy	0-1

MATERIALS	REFERENCE AND SAFETY
Fuel Storage Line	
Fuel Storage Valves	
Fuel Storage Regulators	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2-4	Tanks	Fuel Storage Tanks	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPLACE FUEL STORAGE TANKS	CODE	5730
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DESCRIPTION	The replacement of defective fuel storage tanks for gas, oil and other liquid/gaseous fuels.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	2	1. Prepare specifications and order fuel storage tanks.
Equipment Operator	1	2. Install fuel tank and equipment per manufacturer's specifications.
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck (5CY)	1	
Backhoe	1	

MATERIALS	REFERENCE AND SAFETY
Fuel Storage Tank	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
1-2	Replaced	Fuel Storage Tanks	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL FUEL SUPPLY STORAGE SYS MTCE	CODE	5790
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DESCRIPTION	All fuel supply storage system maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work on fuel supply storage systems.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Fuel Storage Tanks	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL UTILITIES MAINTENANCE	CODE	5990
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DESCRIPTION	All utilities maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Utility Systems	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN DAMS/WTR CNTRL DEVICES	CODE	6110
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DESCRIPTION	The routine inspection, maintenance and servicing of dams reservoirs and other facilities controlling and measuring the flow of waterways. Includes gates, seals, control switches, instrumentation, warning systems and other components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform work on a periodic basis. Emphasis during low water levels and prior to heavy inflows.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Test operation of tide gates, valves, spillway gates and other mechanical components. 2. Clean, lubricate, adjust and service gates, seals, control switches, instrumentation, warning systems and other components.
Maintenance Worker	1	
EQUIPMENT	QUANTITY	
Pickup	1	
Boat	1	
Boat Trailer	1	

MATERIALS	REFERENCE AND SAFETY
Water Control Device Components	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Dams/Devices	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR/REHAB DAMS/WATER CNTRL DEVICES	CODE	6120
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DESCRIPTION	The repair, rehabilitation or replacement of deteriorated or damaged operating or structural components of reservoirs, dams and other water control, measuring and warning devices/facilities to restore normal operations.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Inspect to determine extent of repairs.
Maintenance Mechanic	1	2. Order required materials before scheduling work.
Maintenance Worker	2	3. Repaired or replaced parts/components must comply with specifications.
Laborer	2	

EQUIPMENT	QUANTITY
Pickup	1
State Truck	1
Boat	1
Boat Trailer	1

MATERIALS	REFERENCE AND SAFETY
Water Control Device Components	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Dams/Devices	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL DAMS APPURTENANT MAINTENANCE	CODE	6190
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DESCRIPTION	All dams and appurtenant maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work conditions vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Dams/Devices	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN NAVIGABLE WATERWAYS	CODE	6210
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DESCRIPTION	The inspection and maintenance of navigable waterways for canals, channels, rivers, lakes and other waterways. Includes the removal of logs, excess vegetation, rocks and other debris to provide clear and unobstructed waterway opening.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform on a periodic basis to provide clear and unobstructed waterway openings.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Captain	1	1. Inspect canal, channel, turning basin and other navigable waterways for logs, floating debris, rocks, silt and other debris. 2. Remove minor obstructions and debris within the capability of onboard equipment. 3. Obtain additional removal equipment and complete removal of debris.
Maintenance Mechanic	2	
Maintenance Worker	2	
EQUIPMENT	QUANTITY	
Work Boat		

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Navigable Waterways	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN SHORELINE	CODE	6220
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DESCRIPTION	The removal of litter, trees, brush, excess vegetation and other features from maintained shorelines to prevent potential waterway debris. Includes reseeding, maintenance of trees, shrubs and other erosion control along the shoreline.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform throughout the year at designed locations.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Remove trees and other debris.
Maintenance Worker	2	2. Replace/install riprap and other erosion controls.
Laborer	2	

EQUIPMENT	QUANTITY
Pickup	1
Dump Truck (5CY)	1
Stake Truck	1
Chain Saw	1

MATERIALS	REFERENCE AND SAFETY
Riprap (Rock)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Maintained Shoreline	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR LOCKS	CODE	6230
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DESCRIPTION	The routine maintenance and repair of damaged or deteriorated locks. Includes walks, gates, controls, hydraulics, machinery, seals and other lock components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform routine maintenance on a periodic basis and complete necessary repairs.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Perform inspection, testing and servicing of controls, seals and other lock components. 2. Perform minor repairs and identify additional parts required. 3. Test operation of replaced components, seals, and other lock components; adjust as required.
Maintenance Mechanic	1	
Maintenance Worker	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Lock Equipment Lock Hardware	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Locks	Square Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR CULVERTS/INLETS	CODE	6240
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DESCRIPTION	The periodic inspection, cleaning and repair of culverts and inlets related to canals, channels and other waterways.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Inspect culvert/inlet for silt, debris, damage or deteriorated section.
Equipment Operator	1	2. Remove debris and silt from culvert/inlet to restore waterway opening.
Motor Vehicle Operator	1	3. Repair/replace damaged pipe/inlet ends.
Laborer	2	

EQUIPMENT	QUANTITY
Stake Truck	1
Dump Truck (5CY)	1
Loader	1
Vibrator Tamper	1

MATERIALS	REFERENCE AND SAFETY
Pipe Ends Base Aggregate	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Culverts/Inlets	Culverts/Inlets	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR TOWPATH	CODE	6250
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DESCRIPTION	The maintenance and repair of towpath tread adjacent to canals to correct abrupt depressions, surface and edge failures and other potential surface hazards.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none"> 1. Inspect towpath to determine extent of required work. 2. Reshape eroded areas and fill in depressions comparable tread material. 3. Compact repaired area firmly and bring up to grade. 4. Remove excess material and restore cross-section.
Laborer	2	
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Bobcat Loader	1	

MATERIALS	REFERENCE AND SAFETY
Aggregate/Surfacing	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
30-50	Linear Feet	Towpath	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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WORK ACTIVITY	MAINTAIN/REPAIR CAUSEWAY							CODE	6260				
DESCRIPTION	The maintenance and repair of eroded causeways, including the replacement of missing rip rap, fill materials and other structural materials.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	
Perform work as required throughout the year to restore and retain the structural stability of causeway.													
CREW SIZE		QUANTITY		WORK CONSIDERATIONS									
Foreman		1		1. Inspect causeway to determine extent of required work. 2. Add riprap, fill material and/or other structural materials. 3. Repair all eroded areas, reshape and restore structural stability.									
Equipment Operator		1											
Maintenance Worker		2											
Laborer		2											
EQUIPMENT		QUANTITY											
Pickup		1											
Dump Truck (5CY)		1											
Frontend Loader		1											
MATERIALS				REFERENCE AND SAFETY									
Riprap (Rock) Fill Material													
AVERAGE DAILY PRODUCTION				INVENTORY									
QUANTITY	WORK UNIT		FEATURE		UNIT								
	Person Hours		Causeway		Linear Feet								
PLANNING GUIDELINE APPROVAL													
BY					EFFECTIVE	4-15-87		SUPERSEDES					

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR AQUEDUCT	CODE	6270
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DESCRIPTION	The maintenance and repair of damaged or deteriorated aqueducts to provide adequate passage of water and to prevent water loss and avoid potential damage.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	<ol style="list-style-type: none"> 1. Inspect aqueducts to determine extent of repairs. 2. Order required materials before scheduling work. 3. Structural repairs must comply with specifications.
Maintenance Mechanic	1	
Laborer	2	

EQUIPMENT	QUANTITY	
Pickup	1	
Dump Truck	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Aqueduct	Square Feet

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL WATERWAYS MAINTENANCE	CODE	6290
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DESCRIPTION	All waterways maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Waterways	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR NAVIGATIONAL AIDS	CODE	6310
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DESCRIPTION	The cleaning, painting, repair and replacement of damaged or deteriorated buoys to restore visibility, buoyancy and adequate navigational delineation. Includes the replacement of anchors, cables, bulbs, batteries and wiring.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule work on a periodic basis to maintain visibility. Replace/relocate missing or misplaced buoys immediately.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Boat Captain	1	<ol style="list-style-type: none"> 1. Remove damaged or deteriorated navigational aid. 2. Clean and repair onboard or stow for repairs at shop. 3. Place navigational aid at proper location.
Maintenance Mechanic	1	
Maintenance Worker	2	

EQUIPMENT	QUANTITY
Work Boat	1

MATERIALS	REFERENCE AND SAFETY
Buoys Navigational Lights Anchors Batteries Chain	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
10 - 15	Navigational Aids	Navigational Aids	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR BREAKWATER FLOATS	CODE	6320
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DESCRIPTION	The repair or replacement of damaged or deteriorated breakwater floats to provide effective breakwater system.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Boat Captain	1	1. Remove damaged or deteriorated floats. 2. Replace floats and secure in place.
Maintenance Mechanic	1	
Maintenance Worker	2	

EQUIPMENT	QUANTITY	
Work Boat	1	

MATERIALS	REFERENCE AND SAFETY
Floats Cable Rope Chain	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
200-400	Linear Feet	Breakwater Floats	Linear Feet

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL NAVIGATIONAL AIDS MAINTENANCE	CODE	6390
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DESCRIPTION	All navigational aids maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Navigational Aids	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE DOCK PILINGS	CODE	6410
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DESCRIPTION	The repair or replacement of damaged or deteriorated pilings to provide adequate support for docks and wharves.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Boat Captain	1	1. Repair/splice piling if structural integrity can be obtained.
Equipment Operator	1	2. Drive new piling until specified bearing is obtained.
Maintenance Mechanic	2	3. Saw piling to proper elevation.
Maintenance Worker	2	4. Replace docking and components.
EQUIPMENT	QUANTITY	
Work Boat	1	
Pile Driver	1	
Crane Truck	1	
Stake Truck	1	
Pole Trailer	1	

MATERIALS	REFERENCE AND SAFETY
Pilings Lumber	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Dock Piling	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE DOCK DECK/SKIRTING	CODE	6420
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DESCRIPTION	The repair or replacement of damaged or deteriorated dock decks, skirting, and fittings to provide structural stability and safety to dock users.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Inspect to determine extent of repairs/replacements. 2. Install new dock timbers and/or skirting as required.
Maintenance Mechanic	1	
Maintenance Worker	2	

EQUIPMENT	QUANTITY
Pickup	1
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
Dock Hardware Lumber Dock Skirting	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
80 - 100	Square Feet	Docks	Square Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE DOCK/ANCHORING EQUIPMENT	CODE	6430
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DESCRIPTION	The repair or replacement of damaged or deteriorated dock and anchoring equipment, such as winches, cables and anchors to provide moorage and safety.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Check all bolts, fasteners and cables for tightness; tighten as required. 2. Check winches for proper adjustment. 3. Repair/replace damaged or deteriorated docks and anchoring equipment.
Maintenance Worker	2	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
Dock Equipment Dock Hardware	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Docks	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	RELOCATE FLOATING DOCKS	CODE	6440
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DESCRIPTION	The installation, transporation or removal of floating docks on a seasonal basis or as required.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X					X	X				

Relocate seasonal floating docks in spring and fall. Perform other relocations as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Boat Captain	1	1. Transport floating dock to designated location and secure.
Maintenance Mechanic	1	
Maintenance Worker	2	

EQUIPMENT	QUANTITY	
Work Boat	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Floating Docks	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE BULKHEADS/SEAWALLS	CODE	6450									
DESCRIPTION	<p>The repair or replacement of damaged or deteriorated bulkheads, seawalls, and sheet piling to provide protection from tides, currents and other water flows. Includes the repair or replacement of piling to provide adequate support for protective devices.</p>											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work as required throughout the year.												
CREW SIZE	QUANTITY		WORK CONSIDERATIONS									
Boat Captain	1	<ol style="list-style-type: none"> 1. Repair/splice bulkheads/seawalls if structural integrity can be obtained. 2. Remove deteriorated bulkheads/seawalls. 3. Drive sheet piling until specified bearing is obtained. 4. Repair/replace piling as required. 										
Equipment Operator	1											
Maintenance Mechanic	1											
Maintenance Worker	2											
EQUIPMENT	QUANTITY											
Work Boat	1											
Pile Driver	1											
Crane Truck	1											
Stake Truck	1											
Pole Trailer	1											
MATERIALS			REFERENCE AND SAFETY									
Piling												
Sheetpiling												
AVERAGE DAILY PRODUCTION			INVENTORY									
QUANTITY	WORK UNIT		FEATURE					UNIT				
	Person Hours		Bulkheads/Seawalls					Linear Feet				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR BOAT LAUNCHING RAMPS	CODE	6460
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DESCRIPTION	The maintenance and repair of boat launching ramps for safe and convenient use by motor vehicles with towed boat trailers. Also includes mechanical launching devices.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout boating season, with emphasis prior to seasonal use.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Equipment Operator	1	1. Inspect to determine extent of repairs.
Maintenance Worker	1	2. Repair rampway and add aggregate or other material in depressions.
Laborer	1	3. Repair/replace guide markers and signs.
		4. Service and maintain mechanical lifts as required.
EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	
Frontend Loader	1	

MATERIALS	REFERENCE AND SAFETY
Dock Hardware Aggregate	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
100-200	Square Yards	Launching Ramps	Square Yards

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	GENERAL DOCKS BULKHEADS/RAMPS MTCE	CODE	6490
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DESCRIPTION	All docks, bulkheads and ramps maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Docks/Blkheads/Rmps	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR SHIPS/BOATS	CODE	6510
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DESCRIPTION	The cleaning, scraping, painting and repair of ship and boat interiors and exteriors including dry docking. Includes the inspection and replacement of safety equipment and lines.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work on a periodic basis; emphasis during low use periods.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	2	1. Inspect interior and exterior for required repairs.
Maintenance Mechanic	0-1	2. Scrape and clean interior and exterior.
		3. Waterproof all wood and refinish exterior.
		4. Repair/replace all broken or missing interior and exterior components.

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Ships/Boats	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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WORK ACTIVITY	REPAIR/REPLACE BOAT ENGINES						CODE	6520				
DESCRIPTION	Routine maintenance repair and replacement of boat engines including inboat and outboard engines. Includes stern drives, transmissions and other mechanical equipment.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work as required throughout the year.												
CREW SIZE	QUANTITY			WORK CONSIDERATIONS								
Mechanic	1			1. Inspect, repair or replace engine and components as required. 2. Perform all servicing in accordance with manufacturer's recommendations.								
EQUIPMENT	QUANTITY											
Pickup	1											
MATERIALS				REFERENCE AND SAFETY								
Engine Parts, Boat												
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY	WORK UNIT			FEATURE				UNIT				
	Person Hours			Boat Engines				Number				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAN/REPAIR BOAT TRAILERS	CODE	6530
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DESCRIPTION	The periodic servicing and repair of boat trailers including winches and cables.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Mechanic	1	1. Schedule and perform all servicing in accordance with manufacturer's recommendations. 2. Repair/replace damaged tires and winch cables.
Helper	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Boat Trailers	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	GENERAL SHIP/BOAT MAINTENANCE	CODE	6590
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DESCRIPTION	All ship and boat maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Ships/Boats	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL MARINE/WATERWAYS MAINTENANCE	CODE	6990
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DESCRIPTION	All marine and waterways maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Shoreline	Miles

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR OUTDOOR SCULPTURE	CODE	7110
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DESCRIPTION	The maintenance and repair of outdoor statues, monuments, memorials and plaques.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Perform work as required, normally in summer months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Inspect to determine extent of repairs. 2. Obtain material and parts for repair or arrange to have components fabricated. 3. Repair all components or install replacement part. 4. Verify lightning protection devices are in place and properly grounded.
Laborer	1	
EQUIPMENT	QUANTITY	
Pickup	1	
Bucket Truck	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Outdoor Sculptures	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	PROVIDE CONSERVATION TREATMENT	CODE	7120
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DESCRIPTION	Professional conservation treatment to restore and maintain outdoor historical monuments and statues to prevent additional deterioration.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
							X	X	X	X	X	X

Perform in accordance with conservation treatment plans.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	Work considerations vary depending on type of conservation treatment performed.
Laborer	1	

EQUIPMENT	QUANTITY
Bucket Truck	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Outdoor Sculptures	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR ARCHITECTURAL FOUNTAINS					CODE	7130					
DESCRIPTION	The maintenance and repair of architectural fountains including the drainage, cleaning and removal of debris, as well as seasonal opening and closing.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X
Seasonal fountains are to be activated in the spring and deactivated in the fall. Perform other work as required.												
CREW SIZE		QUANTITY		WORK CONSIDERATIONS								
Maintenance Mechanic		1		1. Inspect for visual damage and missing components. 2. Perform needed repairs, including mechanical and electrical. 3. Remove trash, debris and other foreign objects from basin.								
Laborer		1										
EQUIPMENT		QUANTITY										
Pickup		1										
MATERIALS				REFERENCE AND SAFETY								
Fountain Parts, Architectural												
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY		WORK UNIT		FEATURE				UNIT				
4 - 6		Fountains		Architect Fount				Number				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

**U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	GENERAL OUTDOOR SCULPTURE MAINTENANCE	CODE	7190
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DESCRIPTION	All outdoor sculpture maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Outdoor Sculptures	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR RUINS	CODE	7210									
DESCRIPTION	The maintenance and repair of ruins components, including framing and repointing.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	Work considerations vary depending on type of ruins maintenance performed.
Laborer	2	
EQUIPMENT	QUANTITY	
State Truck	1	
MATERIALS		REFERENCE AND SAFETY
(As Required)		
AVERAGE DAILY PRODUCTION		INVENTORY
QUANTITY	WORK UNIT	FEATURE
	Person Hours	Ruins
		UNIT
		Number
PLANNING GUIDELINE APPROVAL		
BY		EFFECTIVE
		4-15-87
		SUPERSEDES

U.S. Department of the Interior
National Park Service
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PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR FORTIFICATIONS	CODE	7310
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DESCRIPTION	The maintenance and repair of fortifications including earthworks, wood stockades, masonry forts and masonry/concrete batteries.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	Work considerations vary depending type of fortification maintenance performed.
Laborer	2	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Fortifications	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR ARCHEOLOGICAL SITES	CODE	7410
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DESCRIPTION	The maintenance and repair of designated archeological sites.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	Work considerations vary depending on type of archeological site maintenance performed.
Laborer	2	

EQUIPMENT	QUANTITY
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Archeological Sites	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR MUSEUM COLLECTIONS	CODE	7510
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DESCRIPTION	The maintenance and repair of museum collections.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Exhibit Specialist	1	Work considerations vary depending on type of museum collection maintenance is performed.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Museum Collections	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	OPERATE/MAINTAIN SWIMMING POOLS	CODE	7610
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DESCRIPTION	The operation and routine maintenance of swimming pool facilities and equipment including pumping, and filtration components. Includes the seasonal preparation and close-down of pool.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform routine maintenance daily during months of pool operation. Open pool in early summer and close in late summer.~

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Operate swimming pools in accordance with State and local regulations. 2. Service and maintain pumps, filtration equipment and other mechanical equipment in accordance with manufacturer's specifications.
Laborer	1	

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
Chemicals, Swimming Pool Pool Tiles Epoxy	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Pools	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	REPAIR/REPLACE SWIMMING POOL EQUIPMENT	CODE	7620
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DESCRIPTION	The repair or replacement of damaged or deteriorated swimming pool and associated equipment such as pumps, filtration and chlorination equipment.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as required during months of pool operation.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	1. Inspect pool equipment to determine extent of needed repairs. 2. Test operation of pool equipment to ensure proper pumping, filtering and chemical treatment.

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
Pool Pump/Parts Pool Chlorinator/Parts Pool Filter/Parts	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Pools	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	CLEAN/MAINTAIN BEACH AREAS	CODE	7630
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DESCRIPTION	The cleaning and routine maintenance of beach areas at designated natural swimming areas at lakes, rivers, seashores and other areas. Includes the installation and repair of floating docks and boundary lines and buoys as well as maintenance of beach areas.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work daily during months natural swimming areas are open.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Maintain beach areas in accordance with applicable State and local regulations. 2. Pickup litter and debris, empty litter containers, and rake sand beaches as required. 3. Inspect floating docks and placement of boundary lines and markers. Repair/replace as required. 4. Verify specified life saving equipment is available and in good condition.
Laborer	1	
EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
Plastic Litter Bags	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Beach Areas	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR LIFEGUARD FACILITIES	CODE	7640
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DESCRIPTION	The maintenance and repair of lifeguard stands and other facilities at designated swimming areas staffed with lifeguards. Includes the seasonal installation and removal, as well as periodic painting.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
								X	X	X	X	X

Perform work as required during months natural swimming areas are open.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	<ol style="list-style-type: none"> 1. Inspect lifeguard stands and other facilities and perform minor repairs. 2. Provide replacement stand when it is necessary to remove stand from swimming area for major repairs. 3. Lifeguard stands are removed from the swimming area when the season is over and stored until the next season.
Laborer	1	
EQUIPMENT	QUANTITY	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Lumber Paint Stain	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Lifeguard Stands	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL SWIMMING AREA/BEACH MTCE	CODE	7690
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DESCRIPTION	All swimming area and beach maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2	Person Hours	Pools/Beaches	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	MAINTAIN/REPAIR TRACKBED	CODE	7710
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DESCRIPTION	The repair and maintenance of railroad trackbed including ballast, rails, ties, switches, grade crossing and other roadbed elements to restore or retain the proper vertical and horizontal alignment and load carrying capability.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work identified from track inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	1. Realign and grade rails as required.
Maintenance Mechanic	1	2. Replace damaged or deteriorated ties and restore ballast and tamp.
Laborer	2	3. Clean, adjust and repair switches as required.
		4. Repair deteriorated grade crossing.

EQUIPMENT	QUANTITY	
Pickup	1	
Stake Truck	1	

MATERIALS	REFERENCE AND SAFETY
Ballast	
Ties	
Rails	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
200-300	Linear Feet	Rail Trackbed	Miles

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR TRESTLES	CODE	7720
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DESCRIPTION	The maintenance and repair of deteriorated or damaged railroad trestles to provide structural stability with adequate load carrying capacity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work identified from track inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	<ol style="list-style-type: none"> 1. Inspect trestle to identify extent of repairs. 2. Repair damaged or deteriorated trestle component. 3. Check grade and alignment of rail and restore to specifications.
Maintenance Mechanic	1	
Laborer	2	

EQUIPMENT	QUANTITY
Pickup	1
Stake Truck	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
50-100	Linear Feet	Trestles	Linear Feet

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR LOCOMOTIVE/ROLLING STOCK	CODE	7730
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DESCRIPTION	The routine maintenance/servicing and minor repair of rail locomotive and rolling stock, including passenger and freight railcars.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform on a daily basis when passenger and freight railcars are operated.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Mechanic	1	1. Perform all servicing and repairs in accordance with manufacturer's specifications.
Helper	1	

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Locomotives/Rlng Stk	Linear Feet

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	GENERAL RAILROAD MAINTENANCE	CODE	7790
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DESCRIPTION	All railroad maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Rail Trackbed	Miles

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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 SERVICEWIDE

WORK ACTIVITY	MAINTAIN LIVESTOCK	CODE	7810
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DESCRIPTION	The daily feeding and care of livestock maintained for park use. Includes shoeing and dispensing of veterinary supplies to livestock, as well as the disposal of animal wastes.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform daily during period livestock are at facility.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Feed, groom and inspect livestock for general health. 2. Dispense veterinary supplies under guidance of Veterinarian. 3. Clean and repair pack and riding equipment. 4. Clean stables and corrals.
EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
Hay Grain Veterinary Supplies	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Livestock	Number

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	DISPOSAL OF ANIMALS	CODE	7820
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DESCRIPTION	The disposal of dead, fatally injured or terminally ill livestock and wildlife animals in accordance with State and local regulations.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	1	1. Dispose of animals in accordance with State and local regulations.
Laborer	1	

EQUIPMENT	QUANTITY	
Dump Truck (5CY)	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Livestock	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL LIVESTOCK/ANIMAL MAINTENANCE	CODE	7890
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DESCRIPTION	All livestock and animal maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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(As Required)

Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
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(As Required)

MATERIALS	REFERENCE AND SAFETY
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(As Required)

AVERAGE DAILY PRODUCTION	INVENTORY
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QUANTITY	WORK UNIT	FEATURE	UNIT
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Person Hours

Livestock

Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	PROVIDE SPECIAL/SEASONAL EVENT SUPPORT								CODE	7910			
DESCRIPTION	Providing support and assistance for special and seasonal events including setup and breakdown of support facilities, area cleanup, traffic control, information services, and related assistance.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	
Provide assistance during special events and other park activities.													
CREW SIZE	QUANTITY				WORK CONSIDERATIONS								
Maintenance Worker	2				1. Setup stands, bleachers and other user facilities, including barricades, fencing and other crowd controls as required. 2. Provide assistance and support as required.								
EQUIPMENT	QUANTITY												
Pickup	1												
MATERIALS					REFERENCE AND SAFETY								
(As Required)													
AVERAGE DAILY PRODUCTION					INVENTORY								
QUANTITY	WORK UNIT			FEATURE					UNIT				
	Person Hours			Special Events					Number				
PLANNING GUIDELINE APPROVAL													
BY					EFFECTIVE	4-15-87			SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR AMPHITHEATER	CODE	7920
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DESCRIPTION	The routine maintenance and repair of amphitheaters including litter and debris removal, repair of seating and other components.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Provide assistance during special events and other park activities.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	2	1. Pickup litter, sweep and perform other cleaning during periods of use. 2. Perform structural repairs as required.
Laborer	1	

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Amphitheaters	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL SPECIAL/SEASONAL EVENT MTCE	CODE	7980
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DESCRIPTION	All special and seasonal events maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Provide assistance during special events and other park activities.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Special Events	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL SPECIAL FEATURES MAINTENANCE	CODE	7990
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DESCRIPTION	All related park special features maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Provide assistance during special events and other park activities.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Crew size and work method will vary depending on work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	TRANSPORTING EQUIPMENT	CODE	8110									
DESCRIPTION	The loading, hauling, unloading or pickup at the job site or garage any heavy equipment such as bulldozers and draglines.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work as required throughout the year.												
CREW SIZE	QUANTITY				WORK CONSIDERATIONS							
Equipment Operator	1				<ol style="list-style-type: none">1. Arrange for the delivery of equipment before or when the work is to begin.2. Schedule pickup of equipment as soon as work is completed to minimize potential vandalism.							
EQUIPMENT	QUANTITY											
Truck Tractor	1											
Semitrailer Lowboy	1											
MATERIALS					REFERENCE AND SAFETY							
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY	WORK UNIT			FEATURE				UNIT				
	Person Hours			Special Equipment				Number				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	SERVICE/MAINTAIN VEHICLES/EQUIPMENT	CODE	8120
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DESCRIPTION	The routine servicing, fueling and maintenance of vehicles and equipment used in park work including the repair of flat tires.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule and perform throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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Mechanic

1

1. Refer to equipment/vehicle maintenance manual for recommended servicing, oils, lubricants, and frequencies.
2. Schedule and perform all servicing in accordance with manufacturer's recommendations.

EQUIPMENT	QUANTITY
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Pickup

1

MATERIALS	REFERENCE AND SAFETY
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(As Required)

AVERAGE DAILY PRODUCTION	INVENTORY
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QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Vehicles/Equipment	Number

PLANNING GUIDELINE APPROVAL			
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BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	MINOR REPAIR OF VEHICLES/EQUIPMENT	CODE	8130
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DESCRIPTION	The minor repair of vehicles and equipment owned by the park.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Mechanic	1	1. Check operation of vehicle/equipment to determine extent of repairs. 2. Repairs and replacement parts must conform to manufacturer's specifications.

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Vehicle Parts Equipment Parts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Park Vehicles/Equip	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	OPERATE TRANSPORTATION SYSTEMS	CODE	8140
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DESCRIPTION	The operation and maintenance of transportation systems owned by the Park Service.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on the type of transportation system involved.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Transportation Sys	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL VEHICLE/EQUIPMENT MAINTENANCE	CODE	8190
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DESCRIPTION	All vehicle and equipment maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Vehicles/Equip	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	HAUL/STOCKPILE MATERIALS	CODE	8210
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DESCRIPTION	The hauling and stockpiling of materials used in park operations, including stone, gravel, sand, surfacing materials, ice control chemicals, piling, lumber and other materials. Does not include the hauling of materials to the job site that are used immediately, such as paving material.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	Arrange to have materials hauled and stockpiled during non-peak work periods.

EQUIPMENT	QUANTITY	
Dump Truck (5/10 CY)	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
6-10	Loads	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	OPERATE STOCKROOM	CODE	8220
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DESCRIPTION	The operation of the park's stockroom, including the procurement, distribution and storing of supplies, parts and tools.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Maintain supply levels as necessary to support park activities.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Clerk	1	<ol style="list-style-type: none"> 1. Maintain inventory of all supplies, parts and tools. 2. Maintain complete records of items ordered, received and issued.

EQUIPMENT	QUANTITY

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Stockrooms	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL MATERIALS MAINTENANCE	CODE	8290
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DESCRIPTION	All materials maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR SIGNS	CODE	8310
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DESCRIPTION	The maintenance and repair of all signs not on roads or trails, including straightening replacement, and cleaning to promote positive guidance to park users.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work on a regular basis and as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	<ol style="list-style-type: none"> 1. Replace signs which are damaged or difficult to read. 2. Place sign posts in concrete when subject to vandalism.
Maintenance Worker	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Signs Posts	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
8-12	Signs	Signs	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE**

WORK ACTIVITY	FABRICATE SIGNS	CODE	8320
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DESCRIPTION	The fabrication of park signs to provide markings, delineation and information for park users.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform as needed throughout the year as generated by sign requests and inspections.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	Fabricate signs in accordance with specifications for size, shape, color, legend and material types.
Maintenance Worker	0-1	

EQUIPMENT	QUANTITY
(As Required)	

MATERIALS	REFERENCE AND SAFETY
Plywood Sign Sheeting	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
2 - 4	Signs	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	PAINT SIGNS/POSTS	CODE	8330
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DESCRIPTION	Painting or staining of sign backs and posts for preservation and aesthetics.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X						X	X	X	X	X	X

Paint sign backs and posts on a regular basis.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Motor Vehicle Operator	1	1. Paint or stain must comply with sign color specifications. 2. Group signs/posts by geographic area for work scheduling.
Maintenance Worker	1	

EQUIPMENT	QUANTITY
Pickup	1

MATERIALS	REFERENCE AND SAFETY
Paint	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
20-30	Signs/Posts	Signs	Numbers

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTAIN/REPAIR INTERPRETIVE DEVICES	CODE	8340
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DESCRIPTION	The maintenance and repair of interpretive devices to provide information to park users. Includes animated and unanimated devices.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Exhibit Specialist	1	<ol style="list-style-type: none"> 1. Perform preventive maintenance in accordance with device manuals or experience. 2. Identify needed repair and repair/replace of damaged part. 3. Test operation as required.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4 - 6	Devices	Interpretive Devices	Number

PLANNING GUIDELINE APPROVAL			
BY		EFFECTIVE	4-15-87
		SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	CONSTRUCT INTERPRETIVE DEVICES	CODE	8350
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DESCRIPTION	The construction and fabrication of animated and un-animated interpretive devices to provide information to park users.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required with emphasis during winter months.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Exhibit Specialist	1	Fabricate interpretive devices in accordance with designated specifications.
Maintenance Worker	1	

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
1 - 3	Devices	Interpretive Devices	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL SIGN MAINTENANCE	CODE	8390
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DESCRIPTION	All sign maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Signs	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	TESTING HAZARDOUS WASTE	CODE	8410
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DESCRIPTION	The testing of potentially hazardous waste materials to determine chemical content/mixture in accordance with standardized hazardous waste testing procedures.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required and in response to emergencies.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	2	<ol style="list-style-type: none"> Testing procedures will vary depending on materials being tested. Conduct all tests in accordance with prescribed hazardous waste testing procedures.

EQUIPMENT	QUANTITY
Van	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
4 - 6	Tests	Hazard Waste Loctns	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	COLLECT HAZARDOUS WASTE	CODE	8420
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DESCRIPTION	The collection of hazardous waste material from the storage or spillage sites in accordance with collection and handling procedures for the hazardous waste involved.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	1	<ol style="list-style-type: none"> 1. Collection procedures will vary depending on materials being collected. 2. Collection of all hazardous waste to be performed in accordance with prescribed hazardous waste collection procedures.

EQUIPMENT	QUANTITY
Pickup (Other as Required)	1

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Hazard Waste Loctns	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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**U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE**

SERVICEWIDE

WORK ACTIVITY	TRANSFER/TRANSPORT HAZARDOUS WASTE	CODE	8430
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DESCRIPTION	The transfer and hauling of hazardous waste material from the collection location to the disposal site in accordance with transfer and transport procedures for the hazardous waste involved.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Mechanic	2	<ol style="list-style-type: none"> 1. Transfer and hauling hazardous waste procedures will vary depending on materials being hauled. 2. Transfer/hauling of all hazardous waste to be performed in accordance with prescribed hazardous waste transfer/hauling procedures.

EQUIPMENT	QUANTITY
(As Required)	

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Hazard Waste Loctns	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	DISPOSAL OF HAZARDOUS WASTE	CODE	8440
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DESCRIPTION	The disposal of hazardous waste material at designated sites and in accordance with all Federal, State and local regulations for the type(s) of hazardous waste involved.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		<ol style="list-style-type: none"> 1. Disposal of hazardous waste procedures will vary depending on materials being disposed. 2. Disposal of all hazardous waste to be performed in accordance with prescribed hazardous waste disposal procedures.
EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Hazard Waste Loctns	Number

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL HAZARDOUS WASTE MAINTENANCE	CODE	8490
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DESCRIPTION	All hazardous waste maintenance not specifically selected as a separate activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as needed throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of hazardous waste maintenance performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Hazard Waste Loctns	Number

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	REPAIR VANDALISM DAMAGE						CODE	8510					
DESCRIPTION	The repair of park facilities, structures and equipment due to vandalism to restore the facility to its original condition.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	

Respond as necessary to repair damage.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Maintenance Worker	2	Work considerations will vary depending on type of damage being repaired.
EQUIPMENT	QUANTITY	
Stake Truck	1	
MATERIALS		REFERENCE AND SAFETY
(As Required)		
AVERAGE DAILY PRODUCTION		INVENTORY
QUANTITY	WORK UNIT	FEATURE
	Person Hours	Year
		One
PLANNING GUIDELINE APPROVAL		
BY		EFFECTIVE
		4-15-87
		SUPERSEDES

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	REPAIR STORM DAMAGE	CODE	8520
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DESCRIPTION	The repair of park facilities and structures due to storms, flooding and other natural causes. Also includes emergency repairs to provide park access.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required following storm damage.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations will vary depending on type of damage being repaired.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL DAMAGE MAINTENANCE	CODE	8590
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DESCRIPTION	All damage related maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	WORK FOR OTHER AGENCIES	CODE	86(10)
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DESCRIPTION	To be assigned and defined by each park.											
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations will vary depending on work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	SPECIAL PROJECTS	CODE	87(10)
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DESCRIPTION	To be assigned and defined by each park.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
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(As Required)

Work considerations will vary depending on work performed.

EQUIPMENT	QUANTITY
------------------	----------

(As Required)

MATERIALS	REFERENCE AND SAFETY
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(As Required)

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	GENERAL SUPPORT/MISCELLANEOUS MTCE	CODE	8990
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DESCRIPTION	All support or miscellaneous maintenance not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of work performed.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION	INVENTORY		
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	ADMINISTRATIVE/OFFICE	CODE	9110
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DESCRIPTION	The performance of all administrative and office duties related to maintenance work including time spent by clerical and office support maintenance personnel related to park operations, such as payroll, bookkeeping, telephone answering and other support activities.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Supervisor Secretary Clerk Typist Clerk	As Required As Required As Required As Required	Perform all administrative and office work related to maintenance of park facilities.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
Office Supplies	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL				
BY		EFFECTIVE	4-15-87	SUPERSEDES

U.S. Department of the Interior
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Maintenance Management
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WORK ACTIVITY	SUPERVISION	CODE	9120									
DESCRIPTION	The supervision by field personnel in maintenance related activities including all time spent by supervisors and foremen in supervisory and administrative duties. Excludes field maintenance inspections.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work throughout the year.												
CREW SIZE	QUANTITY				WORK CONSIDERATIONS							
Supervisor	1				1. Provide instructions to working crews prior to starting assigned work. 2. Field supervision of one or more field crews while work is in progress.							
EQUIPMENT	QUANTITY											
Pickup	1											
MATERIALS					REFERENCE AND SAFETY							
AVERAGE DAILY PRODUCTION				INVENTORY								
QUANTITY	WORK UNIT			FEATURE				UNIT				
	Person Hours			Year				One				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	MAINTENANCE INSPECTION	CODE	9130
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DESCRIPTION	The periodic inspection of park facilities and structures to identify maintenance requirements and to document physical conditions. Includes the preparation of inspection and maintenance needed reports.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule inspections far enough in advance to provide condition information to prepare the annual workload for each activity.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Foreman	1	Perform inspections and identify maintenance requirements.

EQUIPMENT	QUANTITY	
Pickup	1	

MATERIALS	REFERENCE AND SAFETY

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	CONTRACT ADMINISTRATION/INSPECTION	CODE	9140									
DESCRIPTION	Time spent by maintenance personnel in the administration and inspection of contract work for park maintenance, rehabilitation and new construction to ensure contractor compliance with all contract provisions.											
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X
Perform work required to ensure compliance with contract provision.												
CREW SIZE	QUANTITY				WORK CONSIDERATIONS							
(As Required)					<ol style="list-style-type: none">1. Perform field inspections and testing as required to ensure compliance with contract provisions.2. Follow-up to ensure modifications and change-orders are properly executed.3. Perform final inspection prior to acceptance.							
EQUIPMENT	QUANTITY											
(As Required)												
MATERIALS					REFERENCE AND SAFETY							
(As Required)												
AVERAGE DAILY PRODUCTION					INVENTORY							
QUANTITY		WORK UNIT		FEATURE				UNIT				
		Person Hours		Year				One				
PLANNING GUIDELINE APPROVAL												
BY					EFFECTIVE	4-15-87		SUPERSEDES				

U.S. Department of the interior
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SERVICEWIDE

WORK ACTIVITY	MEETINGS	CODE	9150
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DESCRIPTION	Time spent by maintenance personnel in safety meetings, conferences and other job-related meetings.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Attend scheduled meetings as required.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Participate actively in meetings.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS		REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
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SERVICEWIDE

WORK ACTIVITY	GENERAL ADMINISTRATION	CODE	9190
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DESCRIPTION	All maintenance administration not specifically selected as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of administrative work involved.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	PAID LEAVE	CODE	9210
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DESCRIPTION	All paid leave time taken by park personnel, including annual leave, sick leave, military and other authorized paid leave.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Schedule all leave time except sick leave.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Not Applicable		<ol style="list-style-type: none"> 1. Obtain advance leave requests from employees. Ask for alternative times and priorities on alternative. 2. Schedule leave to cause least impact on park operations.

EQUIPMENT	QUANTITY
Not Applicable	

MATERIALS	REFERENCE AND SAFETY
Not Applicable	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-18-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
SERVICEWIDE

WORK ACTIVITY	UNPAID LEAVE	CODE	9220
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DESCRIPTION	All unpaid leave including disciplinary or leave without pay.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Unauthorized absences from work shift and designated leave without pay in accordance with established policies and procedures of the National Park Service.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
Not Applicable		1. Charge all unauthorized leave and/or leave without pay including: <ul style="list-style-type: none"> o Absence without leave (AWOL) o Authorized leave without pay o Disciplinary time assigned without pay o Other time without pay approved by Supervisor

EQUIPMENT	QUANTITY	
Not Applicable		

MATERIALS	REFERENCE AND SAFETY
Not Applicable	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL					
BY		EFFECTIVE	4-15-87	SUPERSEDES	

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	TRAINING	CODE	9230
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DESCRIPTION	Time spent by maintenance or supervisory personnel in presenting or attending training sessions.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X						

Training schedule to be determined by park management.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		1. Determine training needs. 2. Schedule sessions. 3. Implement sessions. 4. Get feedback on effectiveness of training.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	REFERENCE AND SAFETY
(As Required)	

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL OVERHEAD							CODE	9290				
DESCRIPTION	All maintenance overhead not specifically selected as a separate work activity.												
PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
	X	X	X	X	X	X	X	X	X	X	X	X	
Perform work as required throughout the year.													
CREW SIZE	QUANTITY				WORK CONSIDERATIONS								
(As Required)				Work considerations vary depending on type of overhead work involved.									
EQUIPMENT	QUANTITY												
(As Required)													
MATERIALS					REFERENCE AND SAFETY								
(As Required)													
AVERAGE DAILY PRODUCTION					INVENTORY								
QUANTITY	WORK UNIT			FEATURE				UNIT					
	Person Hours			Year				One					
PLANNING GUIDELINE APPROVAL													
BY					EFFECTIVE	4-15-87		SUPERSEDES					

U.S. Department of the Interior
National Park Service
Maintenance Management
PLANNING GUIDELINE
 SERVICEWIDE

WORK ACTIVITY	GENERAL ADMINISTRATION/OVERHEAD	CODE	9990
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DESCRIPTION	Any other administrative or overhead maintenance related work performed by maintenance personnel and not listed as a separate work activity.
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PLANNING CRITERIA	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
	X	X	X	X	X	X	X	X	X	X	X	X

Perform work as required throughout the year.

CREW SIZE	QUANTITY	WORK CONSIDERATIONS
(As Required)		Work considerations vary depending on type of administrative or overhead work involved.

EQUIPMENT	QUANTITY	
(As Required)		

MATERIALS	QUANTITY	REFERENCE AND SAFETY
(As Required)		

AVERAGE DAILY PRODUCTION		INVENTORY	
QUANTITY	WORK UNIT	FEATURE	UNIT
	Person Hours	Year	One

PLANNING GUIDELINE APPROVAL

BY		EFFECTIVE	4-15-87	SUPERSEDES	
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Resource Lists

NATIONAL PARK SERVICE
MAINTENANCE MANAGEMENT
RESOURCE LISTS

A park accomplishes its maintenance work by expending the resources of labor, equipment and material. In Maintenance Management, resources must be defined before the work program and budget is calculated. A resource is defined by a four-character, alphanumeric code, a classification, a unit cost and a measurement unit.

Suggested lists for labor, equipment and materials are provided. The measurement unit is listed for materials only. The measurement units for labor and equipment are hours. The unit cost will be provided at each park for applicable resources.

These lists may be used without change, in part or not at all. Management at each park should review the lists to determine the appropriateness of the coding scheme and each resource item. These lists are suggestions from which each park can define their own lists.

The lists are coded as follows:

- 0 - 1099 Open for use.
- 1100 - 2999 Labor Resource Code
- 3000 - 4999 Equipment Resource Code
- 5000 - 8999 Material Resource Code
- 9000 - 9999 Contract Data

Labor Resource List

The labor classifications are grouped generally by level of responsibility, e.g., 1400's, Foremen; 1500's, Operators; 1600's, Specialists. If this system is used, sufficient space has been left in the codes for additional classifications related to the general groupings represented.

The measurement unit for all labor classifications is hour. The unit cost provided by individual parks will be hourly labor rates.

Equipment Resource List

The equipment classifications are grouped into the general categories of vehicles, roads and trails, grounds and marine equipment. Sufficient space has been left in the codes for additional equipment related to the general groupings represented.

Material Resource List

The material classifications are grouped into the general categories of roads/trails/walks, grounds, buildings, utilities, marine and miscellaneous. The material classifications are listed in alphabetical order within each group to aid in finding a specific material. Sufficient space has been left in the codes for additional classifications related to the general groupings represented.

Contract Data

A suggested list is not provided. The codes 9000 - 9999 can be used to plan and account for the costs of individual contracts. For example: It is planned to chip seal certain designated sections of paved roadway next July. The estimated cost is \$12,000. This "material resource" could be coded 9000; Classification: Chip Seal Contract, Unit Cost: \$12,000; Measurement Unit: Lump Sum. Each contract is assigned a "material resource" code.

As costs are incurred by the parks for each contract, these costs are reported to the specific "material resource" code for the contract. This provides a uniform method to input all maintenance costs into the computerized Maintenance Management work accomplished and cost files.

**NATIONAL PARK SERVICE
Maintenance Management**

LABOR RESOURCE LIST *

<u>Code</u>	<u>Classification</u>
1100	Supervisor
1110	Chief of Maintenance
1120	Facility Manager
1130	Park Engineer
1140	Architect
1150	Landscape Architect
1200	Technician
1210	Engineering Technician
1220	Computer Assistant
1230	Facility Management Specialist
1300	Secretary
1310	Clerk
1320	Clerk Typist
1330	Budget Clerk
1400	Roads and Trails Foreman
1410	Buildings and Utilities Foreman
1420	Maintenance Mechanic Foreman
1430	Maintenance Worker Foreman
1440	Boat Captain
1450	Foreman (Specify Electrician, Carpenter, etc.)
1500	Equipment Operator
1510	Boat Operator
1520	Engineering Equipment Operator
1530	Sewage Treatment Plant Operator
1540	Water Treatment Plant Operator
1600	Maintenance Mechanic
1610	Mason
1620	Electrician
1630	Roofer
1640	Carpenter
1650	Painter
1660	Plumber
1670	Welder
1680	Exhibit Specialist

* All Measurement Units are hours.

<u>Code</u>	<u>Classification</u>
1700	Motor Vehicle Operator
1710	Tractor Operator
1800	Maintenance Leader
1810	Maintenance Mechanic Leader
1820	Maintenance Worker Leader
1830	Grounds Maintenance Leader
1840	Tree Worker Leader
1900	Mechanic
1910	Equipment Mechanic
2000	Maintenance Worker
2010	Helper (Carpenter, Painter, Plumber, etc.)
2020	Worker (Electrician, Carpenter, Custodial, etc.)
2100	Laborer
2110	Janitor

NATIONAL PARK SERVICE
MAINTENANCE MANAGEMENT
EQUIPMENT RESOURCE LIST*

<u>Code</u>	<u>Classification</u>
3010	Auto
3020	Station Wagon
3030	Pickup
3040	Crewcab Pickup
3050	Van
3060	Utility Truck
3070	Carry All
3080	Stake Truck
3090	Dump Truck (5 CY)
3100	Dump Truck (10 CY)
3110	Truck Tractor
3120	Oil Distributor
3130	Water Tank Truck
3140	Sewage Pumper Truck
3150	Solid Waste Truck
3160	Bucket Truck
3170	Crane Truck
3180	Scooter
3190	All Terrain Vehicle
3200	Snow Mobile
3310	Motor Grader
3320	Front-end Loader
3330	Backhoe
3340	Bobcat Loader
3350	Bulldozer
3360	Fork Lift
3370	Tractor
3380	Tractor Mower
3390	Power Broom
3400	Asphalt Roller
3410	Striping Machine
3510	Snow Plow
3520	Rotary Snow Plow
3530	Sand Spreader
3540	Chip Spreader
3550	Vibratory Tamper

* All Measurement Units are hours.

CodeClassification

3560	Semitrailer Lowboy
3570	Air Compressor
3580	Cement Mixer
3590	Concrete Saw
3600	Sand Blaster
3610	Asphalt Curb Machine
3620	Riding Lawn Mower
3630	Push Mower
3640	Weed Trimmer
3650	Mechanical Edger
3660	Hedge Trimmer
3670	Equipment Trailer
3680	Hydro Seeder
3690	Fertilizer Spreader
3700	Brush Chipper
3710	Stump Grinder
3720	Power Auger
3730	Ditch Witch
3740	Chain Saw
3750	Portable Generator
3760	Stationary Generator
3770	Pole Trailer
3910	Motor Boat
3920	Air Boat
3930	Jon Boat
3940	Work Boat
3950	Landing Craft
3960	Boat Trailer
3970	Pile Driver

NATIONAL PARK SERVICE
Maintenance Management
MATERIALS RESOURCE LIST

ROADS/TRAILS/WALKS

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
5010	Abrasives (Ice Control)	cubic yard
5020	Aggregate, Chip Seal	cubic yard
5030	Aggregate, Other	cubic yard
5040	Asphalt, Emulsion	gallon
5050	Asphalt, Liquid	gallon
5060	Asphalt, Tack	gallon
5070	Barricades	each
5080	Base Aggregate	cubic yard
5090	Chemicals (Dust Control)	pounds
5100	Chemicals (Ice Control)	pounds
5110	Concrete Mix	pounds
5120	Concrete Pipe	feet
5130	Concrete Pipe End Section	each
5140	Corrugated Metal Pipe (CMP)	feet
5150	CMP End Sections	each
5160	Curing Compound	gallon
5170	Epoxy	gallon
5180	Fence Fabric	square feet
5190	Fence Posts, Metal	each
5200	Fence Posts, Wooden	each
5210	Fence Rails	feet
5220	Gates	each
5230	Guardrail Posts	each
5240	Guardrail Sections	feet
5250	Guardrail Spacer	each
5260	Joint Filler	gallon
5270	Lighting Fixtures	each
5280	Lighting Luminaires	each
5290	Lighting Poles	each
5300	Mortar Mix	pound
5310	Paint	gallon
5320	Portland Cement Concrete	cubic yard
5330	Premix, Asphalt	ton
5340	Reinforcing Bars (Steel)	pound
5350	Rip Rap (Rocks)	cubic yard
5360	Safety Railing	linear feet
5370	Sand	cubic yard
5380	Sealant, Crack	gallon
5390	Signs	each

ROADS/TRAILS/WALKS

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
5400	Sign Posts	each
5410	Snow Fence	feet
5420	Snow Poles	each
5430	Stone, Paving	cubic yard
5440	Thermo Plastic Marking	feet
5450	Timber Planks	linear feet
5460	Traffic Marking Paint	gallon
5470	Water	gallon
5490	Miscellaneous Materials	\$

GROUNDS

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
5500	Bulbs/Plants	each
5510	Fertilizer	pound
5520	Flower Seed	pound
5530	Grass Seed	pound
5540	Grave Markers	each
5550	Irrigation System Parts	\$
5560	Lime	pound
5570	Mulch	cubic yard
5580	Pest Control Chemicals	gallons
5590	Plastic Litter Bags	each
5600	Shrubs	each
5610	Sod	square feet
5620	Stone (Landscaping)	cubic yard
5630	Straw	bale
5640	Top Soil	cubic yard
5650	Trees	each
5990	Miscellaneous Grounds Materials	\$

NATIONAL PARK SERVICE

Maintenance Management

MATERIALS RESOURCE LIST

BUILDINGS

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
6010	Appliance	each
6020	Brick	each
6030	Carpet	square yard
6040	Caulk	tube
6050	Ceiling Tile	square feet
6060	Concrete Block	each
6070	Door	each
6080	Door Frame	each
6090	Door Hardware	\$
6100	Downspout	linear feet
6110	Electrical Hardware	\$
6120	Felt (Roofing)	square yard
6130	Flashing	square feet
6140	Floor (Linoleum)	square feet
6150	Floor (Tile)	square feet
6160	Furniture	each
6170	Glass (Door)	square feet
6180	Glass (Window)	square feet
6190	Gutter	linear feet
6200	HVAC Hardware	\$
6210	HVAC System	\$
6220	Insecticide	gallon
6230	Joint Compound	pound
6240	Lumber	board feet
6250	Masonry Mix	pound
6260	Metal Roofing	square
6270	Molding	linear feet
6280	Padding (Carpeting)	square yard
6290	Paint (Interior/Exterior)	gallon
6300	Paneling	square feet
6310	Pipe (Plumbing)	linear feet
6320	Plumbing Fixtures	each
6330	Plumbing Hardware	\$
6340	Plywood	square feet
6350	Protective System	\$
6360	Roof Cement	pound
6370	Screen	square feet

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BUILDINGS

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
6380	Sheet Metal	square feet
6390	Sheetrock	square feet
6400	Shingles	square
6410	Siding (Exterior)	square feet
6420	Solvent	gallon
6430	Sprinkler System Hardware	\$
6440	Stain	gallon
6450	Stone (Foundation)	cubic yard
6460	Tile (Roofing)	square
6470	Trim (Interior/Exterior)	linear feet
6480	Vent	each
6490	Wallpaper	roll
6500	Window Frame	each
6510	Window Hardware	\$
6520	Wood Preservative	gallon
6530	Wood Roofing	square feet
6990	Miscellaneous Buildings Materials	\$

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UTILITIES

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
7010	Alternative Energy System Components	\$
7050	Chemicals, Waste Water Treatment	pounds
7060	Chemicals, Water Treatment	pounds
7070	Chlorinator	each
7100	Electrical Generating System Parts	\$
7150	Electrical Primary Distribution System Parts	\$
7200	Electrical Secondary Distribution System Parts	\$
7210	Fuel Storage Line	linear feet
7220	Fuel Storage Regulators	each
7230	Fuel Storage Tank	each
7240	Fuel Storage Valve	each
7250	Hydrant Parts	\$
7260	Pole, Power	each
7270	Pump	each
7280	Sewerline Pipe	linear feet
7290	Sewerline Pipe Fittings	each
7300	Solar System Parts	\$
7350	Telecommunication System Parts	\$
7400	Transformer	each
7410	Valve	each
7450	Waste Water Treatment Plant Components	\$
7500	Waterline Pipe	linear feet
7510	Waterline Pipe Fittings	each
7550	Water Treatment Plant Components	each
7600	Wind Power System Parts	\$
7650	Wire, Electrical Distribution	linear feet
7990	Miscellaneous Utility Materials	\$

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MARINE

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
8010	Anchor	each
8020	Battery	each
8050	Bulkhead Hardware	\$
8100	Buoy	each
8110	Cable	linear feet
8120	Chain	linear feet
8150	Dock Equipment	\$
8200	Dock Hardware	\$
8230	Dock Skirting	\$
8250	Engine Parts, Boat	\$
8300	Float, Marker	each
8310	Light, Navigational	each
8320	Lock Equipment	\$
8350	Lock Hardware	\$
8400	Piling, Cylindrical	linear feet
8410	Piling, Sheet	square feet
8420	Rope	linear feet
8450	Water Control Device	\$
	Components	
8490	Miscellaneous Marine	\$
	Materials	

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MISCELLANEOUS

<u>Code</u>	<u>Classification</u>	<u>Measurement</u>
8500	Ballast, Trackbed	cubic yard
8510	Custodial Supplies	\$
8520	Equipment Parts	\$
8530	Fountain Parts, Architectural	\$
8540	Grain	bushel
8550	Hay, Bales	each
8560	Office Supplies	\$
8570	Pool, Chlorinator	each
8580	Pool, Filter	each
8590	Pool, Pump	each
8600	Pool, Tile	square feet
8610	Rail, R.R.	linear feet
8620	Sign Sheeting	square feet
8630	Ties, R.R.	each
8640	Vehicle Parts	\$
8650	Veterinarian Supplies	\$
8990	Other Miscellaneous Materials	\$

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