

Memorandum

City of Lawrence

Public Works Department

TO: Charles Soules, Public Works Director
FROM: Tammy Bennett, Assistant Public Works Director
CC: Mark Thiel, Jason Stowe, Jimmy Wilkins
DATE: July 9, 2015
RE: Parking Garage Maintenance position, budget request

Background

During the 2016 budget process, the Public Works Department requested a maintenance person to assist with parking garage maintenance.

Attached is a list of tasks, with frequency, originally developed for the parking garage maintenance person when we had two structures – Riverfront Parking Garage and the New Hampshire Parking Garage. Parking structures require a high level of maintenance, monitoring, and cleaning. We had one full-time person assigned to parking garage maintenance plus occasional summer help. When available, the summer help would assist with parking stall line painting, as well as other paint and maintenance projects.

The addition of the third garage has made it nearly impossible to keep up with tasks as outlined. Cleaning, striping, graffiti removal, and maintenance are not occurring at the ideal rate. Staff has been supplemented with other building maintenance staff who are skilled trades people. Everyone works together great as a team, but it would be more cost effective to assign entry level maintenance staff to some of these tasks, allowing our tradespeople to complete more technical work in the buildings assigned.

	Riverfront Parking Garage	New Hampshire Garage	Vermont Street Garage
Spaces	510	493	375
Parking levels	2	4	4
Stairwells	2	5	2
Elevators	0	2	1

Budget request

Fund entry level maintenance person through parking garage fund, initial cost of \$43,290 including benefits.

PARKING GARAGE MAINTENANCE CHECKLIST

	daily	semi-weekly	weekly	semi-monthly	monthly	quarterly	semi-annually	annually
1. Inspection								
Drive thru 3 garages noting items	x							
Walk thru NH & Vermont garage, stairs	x							
2. Cleaning								
Sweeping -- Stairwells		x						
Sweeping (mechanical) -- heavy areas			x					
Sweeping (mechanical) -- all areas				x				
Trash cans	x							
Pay station area					x			
Elevator -- floors		x						
Elevator -- walls, windows						x		
Office windows **						x		
Wash parking floors							x	
Wash Stairwells				x				
3. Doors & Hardware								
Check for proper operation doors close and latch properly		x						
Lubricate doors						x		
4. Electrical systems								
Check light fixtures	x							
Relamp fixtures	x							
Inspect Electrical Panels							x	
5. Elevators								
Check for normal operation	x							
Check for indicators and other lights	x							
Preventive maintenance service **								
6. HVAC								
Visual check of outside condensers				x				
Preventive maintenance service *								
7. Landscaping								
Remove trash	x							
Gardening - mow, trim, weed				x				
8. Painting								
Check for rust spots						x		
doors and door frames							x	
handrails and guardrails							x	
pipe guards, pipes, conduit								x
other metal								x
Check for appearance								
Striping					x			

	daily	semi-weekly	weekly	semi-monthly	monthly	quarterly	semi-annually	annually
Signs		x						
Walls				x				
Curbs				x				
Touch up paint						x		
Repaint *							x	
9. Sprinkler System								
Check for proper air pressure	x							
Drain system for winter							x	
Drain water from Lines (condensation)		x						
10. Plumbing Systems								
Check for proper operation								
floor drains				x				
sump pumps		x						
10. Roofing and Waterproofing								
Check for leaks								
joint sealant in floors				x				
expansion joints				x				
windows, doors, walls								
floor membrane						x		
Check for deterioration								
11. Safety Checks								
Carbon monoxide monitor		x						
Handrails and guardrail		x						
Exit lights	x							
Emergency lights	x							
Tripping hazards	x							
12. Pigeon Patrol								
Check for problem areas								
Clean up pigeon poo	x							
remove dead pigeons	x							
remove nests		x						
install pigeon deterrents						x		
13. Signs (graphics)								
Check signs for								
in place	x							
clean				x				
visible		x						
legible			x					
illuminated	x							
14. Snow and Ice Control								
Check for icy spots (in season)	x							
Remove snow and ice (as required)	x							

	daily	semi-weekly	weekly	semi-monthly	monthly	quarterly	semi-annually	annually
15. Structural System								
Check for								
floor surface deterioration								x
water leakage						x		
cracking of concrete			x					
rust of structural steel			x					
Repair (see consultant) *								
Apply protective concrete floor coating *								x
16. Generator maintenance								
Run for 30 min				x				
Run to test emergency lighting					x			
Generator Maintenance **								x
Check fuel, oil, antifreeze			x					
17. Graffiti								
Check for Graffiti ***	x							

* A frequency should be selected that is appropriate for the element in the specific parking garage. Spot repairs or replacement should be done as needed.

** This equipment should be under a service contract for regular preventive maintenance service and emergency service. All manufacturer's recommendations for inspection and maintenance should be followed.

*** All graffiti needs to be photographed and removed in 48 hours. This covers the entire downtown and other areas as assigned.