SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.4.3b Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Component

SECTION J-LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS
ATTACHMENT J-8.C.3.4.3b Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Component

The following details the expectations for work performed under this Contract when work is ordered or performed.

1) **Roofing Systems.** All roofing systems for facilities shall be inspected, maintained, and repaired in accordance with industry practice and the National Roofing Contractors Association (NRCA) "Roofing and Waterproofing Manual." All maintenance and repairs shall be accomplished to ensure that the roofing systems remain as watertight assemblies, that water does not enter the interior of the building or the insulating layer, and that the water drains freely from the roof surface at all times. Damaged, deteriorated, or missing roofing, sheathing, flashing, gravel stops, miscellaneous roof structures and components, and structural supports shall be repaired or replaced as required to provide a watertight seal and to retain the original whole condition of the roof system.

2) **Structural Components.** In the inspection, installation, maintenance, and repair to assets, the Contractor shall develop standards as required. The Contractor shall inspect all structural components that shall include: foundations and exterior walls, interior walls and ceilings, chimneys and stacks, porches and decks, structural elements, loading ramps and platforms, exterior and interior stairs, sub-floors, windows, glazing, and thermal and moisture protection.

3) **Interior Walls, Ceilings, and Trim.** Damaged and deteriorated walls, ceilings, and related trim shall be repaired or replaced to provide an attractive surface which is free of noticeable cracks, rips, scars, spalls, raised areas, holes and dents, broken or missing components, and marks and stains. Trim items and ceiling fixtures shall be removed as necessary to provide access to the damaged area. Upon completion of the repair activity, fixtures and trim shall be reinstalled, and items repainted or refinished to restore them to their original condition. Broken and stained ceiling tiles shall be replaced with tiles of the same material, style, size, and color. A damaged or broken suspended grid system shall be repaired or replaced as necessary to provide a suspended ceiling system as designed.

4) **Interior Doors.** Interior doors shall be maintained and repaired, as necessary to operate smoothly without binding or sticking. Damaged, deteriorated, or missing doors and associated hardware shall be repaired or replaced as required. The replaced doors shall be the same type and have the same finish as the original doors. Scarred areas of doors shall be sanded, sealed and finished to match the surrounding door surface.

5) **Doors, Windows, and Screens.** Doors, windows, and screens shall operate smoothly without binding or sticking in accordance with the manufacturer's design. Damaged, deteriorated, or missing doors, windows, and screens, and associated components shall be repaired or replaced as required. Caulking, glazing, and weather stripping shall be fully intact to maintain a completely weather tight seal. Replacement glass shall be of the same size, type, and quality as the existing glass. Safety glass shall be provided where required by building codes regardless of the existing type of glass. Damaged, deteriorated, warped,

swollen, and sagging doors shall be repaired/replaced with doors of the same type and size. Damaged, inoperable, or missing hardware such as hinges, locks, striker plates, latches, keepers, window operating mechanisms, door closures, springs, etc. shall be adjusted, repaired, or replaced as required. Replacement hardware shall match existing hardware in type, size, quality, and finish and meet the Building Hardware Manufacturers Association (BHMA) Product Standards. Hardware shall be installed in accordance with the manufacturer's recommendations.

6) **Stairs and Stairwells.** The Contractor shall repair or replace damaged or deteriorated stairs and stairways, including treads, risers, nosings, stringers, brackets, balustrades, handrails, and other components, as required. The Contractor shall secure loose treads, risers, stringers, handrails, brackets, and other components. Stair and handrail components shall be refinished to match original components, as required.

7) **Cabinets and Countertops.** Damaged or deteriorated cabinets, shelving, and countertops shall be repaired or replaced as required. Missing or inoperative hardware shall be replaced. Countertops shall be free of warped, chipped, burned, cut, or otherwise marred areas.

8) **Interior Accessories.** The Contractor shall repair or replace all damaged, inoperative, or missing interior accessories, paper holders, soap trays, dispensers, towel bars, shower curtain rods, medicine cabinets, mirrors, and doorstops. Loose accessories shall be re-secured by tightening or replacing screws or by using a suitable adhesive. Damaged or missing items shall be replaced with items matching the original.

9) **Flooring and Floor Covering.** Damaged or deteriorated flooring, subflooring, and structural members shall be repaired or replaced to provide a structurally sound, uniform, and aesthetic surface which is free of cracks, breaks, chips, tears, gouges, stains, and buckling. Damaged flooring to be replaced shall be removed without affecting adjacent areas. Impacted trim and molding will be replaced. In the installation, maintenance and repair of floor covering, the Contractor shall follow generally accepted trade practices recognized by industry related trade associations or written instructions from the floor-covering manufacturer. The following classifications of floors and floor coverings are found at the PGDP: concrete, vinyl asbestos tile, asphalt tile, resilient floor covering, carpet, and rugs.

10) **Baseboards.** Deteriorated or damaged sections of baseboard shall be removed. Wall and floor surfaces shall be cleaned of all dirt, oil, grease, mildew, moisture, adhesive, and debris. Loose baseboards shall be re-secured to the wall and damaged, deteriorated, or missing baseboard sections shall be replaced.

11) **Exterior Walls.** Damaged or deteriorated wall areas shall be repaired or replaced to restore to a serviceable, structurally sound, and watertight condition. This work includes, but is not limited to, replacing damaged masonry units, tuckpointing loose or eroded mortar joints, sealing penetrations in wall openings; replacing damaged or deteriorated structural members, siding, underlayment, and exterior trim; replacing miscellaneous hardware items; and removal of vegetation, discoloration, graffiti, or other defects which will render an unsightly appearance to exterior walls.

12) **Exterior Trim.** Exterior trim, including all exterior moldings, shall be repaired or replaced as required. Surfaces to receive trim shall be thoroughly cleaned of sealant and paint build-up prior to installation of trim. Damaged or deteriorated insulation board or underlayment shall be replaced with material of the same type, thickness, and quality. Bird screens and soffit vents shall be intact and free of corrosion and missing pieces.

13) **Roof Drains, Gutters and Downspouts.** Clogged roof drains, gutters and downspouts shall be cleaned out. Broken, damaged, misaligned, or leaking roof drains, gutters and downspouts shall be repaired or replaced with new material to match original as to gauge, type of material and finish. Loose hangers and fasteners shall be tightened. Missing or broken wire guards, hangers and fasteners for gutters and downspouts, and splash blocks shall be replaced.

14) **Exterior Concrete and Masonry Structures.** Exterior concrete (Portland cement and asphaltic) surfaced areas such as patios, sidewalks, and steps shall be repaired so they are structurally sound, at original alignment and grade, and are free of damage and major cracks. Masonry fences and steps shall be repaired to replace missing or broken masonry units. Deteriorated mortar parts, gaps, breaks, and loose components shall be repaired.

15) **Exterior Accessories.** Damaged, deteriorated, or missing building accessories, exhaust fan vent caps, chimney caps, lighting, and other miscellaneous components and hardware shall be installed, repaired, or replaced as required.

16) **Painting.** In the maintenance and repair of painted surfaces, the Contractor shall prepare and paint surfaces in accordance with manufacture's recommendations and standard industry practice. The Contractor shall accomplish color-coding and directional markings of pipes and conduits, various safety markings on floors and walls, and all other painting tasks needed for safe operation and maintenance of facilities. The Contractor shall not paint over manufacturers' data plates or other items such as outlet covers, hardware, and windows. All furnishings, equipment, floor coverings, and other surfaces that are not to be painted shall be carefully moved, covered, or otherwise protected prior to painting. Items such as hardware, hardware accessories, machined surfaces, blinds, curtains, plates, light fixtures, and similar items in contact with painted surfaces shall be removed, masked, or otherwise protected prior to surface preparation. All removed items shall be reinstalled and furnishings and other property returned to its original position. Painted items shall operate without binding. The Contractor shall be responsible for the cost of repairing any damage caused to Government property. Prior to painting, surfaces to be painted shall be cleaned to remove all dirt, dust, rust, scale, grease, oil, and other deleterious substances. All scratches, nicks, cracks, gouges, spalls, or peeling paint shall be repaired. Paint shall be carefully applied to provide smooth finished surfaces free from runs, drops, ridges, waves, variations in color, or other defects.

17) **Plumbing Systems.** The Contractor shall maintain plumbing systems and their associated components in accordance with State and local plumbing codes. The Contractor's plumbing work shall include the PM of these systems and the repair or replacement of their associated components. The quality of workmanship shall always be equal to, or better than, the minimum specified by the applicable code. Plumbing systems and fixtures shall be free flowing, in good, safe operating condition, and free of leaks and drips. All sinks, tubs,

toilets, urinals, basins, and faucets, lavatories, showers, drain lines, and other plumbing shall be free of leaks and drips, operate properly, drain freely, and be free of cracks. All fixtures and components that cannot be repaired shall be replaced. The Contractor shall mop up, vacuum, or otherwise remove water resulting from overflowing fixtures, leaks, or clogged drains. Surfaces and areas exposed to wastewater shall be disinfected. Walls, ceilings, and other structures, paved areas such as sidewalks and roads, grassed areas, etc. which are damaged by and/or removed to gain access to leaks, clogs, or other defects shall be restored by the Contractor to original condition. Water heaters shall be repaired or replaced as required to provide hot water without leaks. Controls, control devices, and safety devices shall operate safely and properly.

18) **Electrical Material and Equipment.** All electrical equipment, service connections, distribution panels, connections, grounds, outlets, switches, wiring, branch circuits, ground fault circuits, lighting fixtures, and photo cells shall be repaired or replaced as required so as to operate as originally intended and designed, and in a safe manner. Cracked, broken, or missing receptacle and switch faceplates shall be replaced with new plates of the same/original color and size. Light fixture lenses and globes that are damaged or missing shall be replaced. All exterior lighting shall also be repaired/replaced, including light bulb replacement as required so as to operate as originally intended and designed, and in a safe manner. Electrical materials and equipment utilized by the Contractor shall comply with existing codes of the National Fire Protection Association (NFPA), Bureau of Standards, and the American Safety Code. All work shall conform to the requirements of the latest editions of the NFPA-70 (National Electrical Code) and the National Electrical Safety Code (NESC). All electrical equipment, devices, and replacement parts installed shall be approved by a Nationally Recognized Testing Laboratory (NRTL) (e.g., Underwriter's Laboratory, CSA Group, ETL Entertek).

19) **Metal/Sheet Metal Working.** The Contractor shall maintain the capability to repair, replace, or construct metal components of buildings and structures, install building equipment, and construct and install metal components in support of other maintenance activities. Metalworking includes the full range of metalworking and sheet metal activities: heating and bending to form metal shapes, drilling, torch cutting, hammer forging, grinding, and sawing and fitting of metal parts. Processes include preheating, brazing, bead welding, flame cutting pressure welding, and heat-treating. The Contractor shall also weld all types of metals using electric, acetylene, and/or inert gas shielded welding processes. Welding shall be performed on light, heavy gauge, and hardened metals using flat, vertical, horizontal, and overhead positions.

20) Keys and Locks. As indicated in Section C.3.2, S&S, the Contractor shall manage a security lock and key program. The Contractor shall also, for assigned facilities, install, maintain, adjust, repair or replace electrical, mechanical, and combination locks, latches, panic devices, door closers, and keys. These may be installed in buildings or building components. The Contractor's work shall include setting and changing lock combinations, recovering locks, and making/replacing keys. The Contractor shall repair or replace, and install locks. Locking systems shall be inspected, maintained and repaired as per manufacturer's instructions and applicable guidance. The Contractor shall comply with the requirements of the CCSA Safeguards and Security Program (see Section C.3.2).

21) **Fire Protection.** The fire protection system is assigned to and maintained and operated by the D&D contractor.

22) **Miscellaneous.** For any facility attribute, system or component not specifically covered (e.g., structures, bus stops, ceiling tiles) the Contractor shall inspect, maintain and repair as required an in accordance with nationally recognized standards or industry best practices.

23) **Furnishing and Fixtures.** The Contractor shall provide routine and reoccurring miscellaneous services for relocation, installation, replacement of furnishing and fixtures within assigned facilities. For example, the Contractor shall respond to service requests for relocation of desks, cabinets, file cabinets, bookshelves, cubicles, etc.; anchoring and hanging maps, pictures, plaques, white boards, projectors, etc.; installing, repairing, and replacing blinds, partitions, or solar screens; hanging banners; remounting and/or adjusting key boards, shelving, etc.; and repairing and replacing drawers, shelves, etc. The Contractor will install and/or relocate electrical switches and outlets.