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EXHIBIT E MAINTENANCE PLAN

INTRODUCTION

This Maintenance Plan between insert concessioner name (hereinafter referred to as the "Concessioner") and the National Park Service (hereinafter referred to as the "Service") sets forth the maintenance responsibilities of the Concessioner and the Service with regard to those lands and facilities within Muir Woods National Monument (hereinafter referred to as the "Area") that are assigned to the Concessioner for the purposes authorized by the Contract. In the event of any apparent conflict between the terms of the main body of the Contract and this Maintenance Plan, the terms of the Contract, including its amendments, will prevail. Full compliance with the requirements of this Maintenance Plan is required in order to satisfy the Concessioner's Maintenance obligations under the terms of the Contract.

This plan will remain in effect until superseded or amended. It will be reviewed annually by the Superintendent in consultation with the Concessioner and revised as determined necessary by the Superintendent of the Area. Revisions may not be inconsistent with the terms and conditions of the main body of the Contract. Any revisions must be reasonable and in furtherance of the purposes of this Contract.

PART A – GENERAL STANDARDS

1) General Concession Facilities Standards

Pursuant to the Contract, the Concessioner is solely responsible for the maintenance of all Concession Facilities to the satisfaction of the Service.

The Concessioner must conduct all maintenance activities in compliance with Applicable Laws. Applicable Laws include, but are not limited to Service standards, DOI and NPS Asset Management Plans, NPS Management Policies, and manufacturer recommendations and specifications.

2) Definitions

In addition to the defined terms contained or referenced in the Contract, the following definitions apply to Part A of this Maintenance Plan.

Asset – Real Property that the Service desires to track and manage as a distinct identifiable entity. It may be a physical structure or grouping of structures, land features, or other tangible property that has a specific service or function such as an office building, lodge, motel, cabin, residence, campground, marina, etc.

Capital Improvement - A structure, fixture, or non-removable equipment.

Component – A portion of an Asset or system.

Component Renewal (CR) – The planned Replacement of a Component at the end of its Useful Life. Component Renewal/Replacement examples include the replacement of roofs; electrical distribution systems; heating and cooling systems; pavement replacement for roads, parking lots and walkways; and the rehabilitation of windows and/or replacement of windows and doors. Component Renewal includes the deconstruction of the existing Component and Replacement with a new Component of equal capability and performance. These actions recur on a periodic cycle of greater than seven years.

Concession Facilities - Concession Facilities, as defined in the main body of the Contract, are all Area lands assigned to the Concessioner under the Contract and all real property improvements assigned to or constructed by the Concessioner under the Contract.

Deferred Maintenance (DM) – Maintenance that was not timely or properly conducted. Continued Deferred Maintenance will result in Deficiencies.

Deficiencies – Defects in an Asset or Component that result when Maintenance is not performed in a timely manner. Deficiencies may not have immediately observable physical consequences, but when allowed to accumulate uncorrected, lead to deterioration of performance, loss of Asset value, or both.

Facility Operations – Operational actions performed by the Concessioner on a recurring basis that meet daily operational needs of Concession Facilities. Typical work performed under Facility Operations includes janitorial and custodial services, snow removal, operation of utilities, and grounds keeping. Certain Facility Operations requirements may be included in Exhibit B (Operating Plan) to the Contract.

Maintenance – The maintenance of Concession Facilities as described in this Maintenance Plan. Maintenance includes, but is not limited to, actions taken under the following maintenance categories: Component Renewal; Recurring Maintenance; Facility Operations; Preventive Maintenance; and Repair.

Major Rehabilitation – A planned, comprehensive rehabilitation of an existing structure that exceeds fifty percent of the pre-rehabilitation value of the structure.

Personal Property – For purposes of this Maintenance Plan, manufactured items of independent form and utility including equipment and objects solely for use by the Concessioner to conduct business. Personal Property includes, without limitation, removable equipment, furniture and goods, necessary for Concessioner operations under the Contract. Personal Property may be Government assigned property.

Preventive Maintenance (PM) – Planned, scheduled periodic Maintenance activities that are performed weekly, monthly, quarterly, semi-annually, or annually on selected Assets or Components, typically including, but not limited to, inspection, lubrication, and adjustment.

Recurring Maintenance (RM) – Planned work activities that reoccur on a periodic cycle of greater than one year to sustain the useful life of an Asset or Component. Typical projects include, but are not limited to painting, pump and motor replacement, cleaning, repair and replacement of lighting, engine overhaul, replacement of carpeting, and refinishing hardwood floors.

Repair – Work undertaken to restore damaged or worn out Assets or Components to a fully functional operating condition.

Replacement – Exchange or substitution of one Asset or Component for another that has the capacity to perform the same function at a level of utility and service equivalent to the original Asset or Component.

Useful Life – The serviceable life of an Asset or Component.

3) Concessioner Responsibilities

A) In General

- (1) All personnel conducting Maintenance must have the appropriate skills, experience, licenses and certifications to conduct such work.
- (2) The Concessioner, where applicable, must submit project plans to the Service that are stamped by a Professional Engineer or Registered Architect licensed in the applicable State.
- (3) The Concessioner, where applicable, must obtain the appropriate permits required by State or local law, U.S. Environmental Protection Agency, and other regulatory agencies and provide copies of the permits to the Service.
- (4) The Concessioner must comply with the Americans with Disabilities Act and the Architectural Barriers Act guidelines where applicable.
- (5) The Concessioner must not construct or install real property improvements (including, without limitation, Capital Improvements and Major Rehabilitations).

B) Environmental, Historic, and Cultural Compliance

- (1) Certain Maintenance actions may be subject to compliance procedures under the National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and other Applicable Laws.
- (2) Any proposed Maintenance actions that require review under these procedures must be submitted to the Service by the Concessioner in the format required.

4) Service Responsibilities

Nothing in this Maintenance Plan will be construed as requiring the Service to conduct Maintenance of Concession Facilities of any kind except as otherwise expressly stated by the terms of this Maintenance Plan. Part B of this Maintenance Plan may describe certain Service responsibilities for particular elements of Maintenance of Concession Facilities. Any approval or consent given by the Service, whether of any plan, permit, report, inspection, or otherwise, under this Maintenance Plan does not relieve the Concessioner or the Concessioner's contractors of any responsibility for any errors or omissions or from the responsibility to comply with the requirements of this Maintenance Plan or the Contract.

A) Inspections

The Service from time to time (as determined necessary by the Service but no less than annually) will inspect the condition of Concession Facilities and the progress and quality of Maintenance activities. The Concessioner must provide qualified personnel to accompany the Service when a Concession Facilities inspection is performed.

B) Evaluation of Concessioner Maintenance

The Service will provide the Concessioner with an annual evaluation of Concession Facilities. The evaluation will be provided to the Concessioner as a record of Concession Facilities condition documenting the Concessioner's compliance with its obligation to perform all necessary Maintenance. The findings and results of the evaluation will be documented on the Asset Management Program Evaluation Report (form 10-AMP) and will be incorporated into the Concessioner's Annual Overall Rating (AOR).

PART B – PARK REQUIRED CONCESSIONER RESPONSIBILITIES

1) Concessioner Responsibilities**A) Janitorial Standards for Assigned Areas**

- (1) Flooring. The Concessioner must keep floors clean and free of litter and stains. Vinyl floor coverings must be clean, waxed or buffed, free of cracks, chips, and worn places. Masonry must be clean and in good repair. Wood floors must be clean and waxed or otherwise sealed.
- (2) General Office Space Interior. The Concessioner must ensure that all interior spaces are clean, properly illuminated, and well maintained, including the following:
 - (a) The Concessioner must maintain walls, ceilings and floor surfaces free of breaks and stains, with a fresh appearance.
 - (b) Windows must be clean and unbroken.
 - (c) The Concessioner must maintain interior and exterior lighting as appropriate for its use.
 - (d) Where feasible and appropriate, the Concessioner must replace incandescent lights with current Best Management Practice lights (e.g. compact fluorescent) and incandescent exit lights with light emitting diode (LED) lights.

B) Concessioner Facility Visitor Restrooms:

- (1) All Concessioner Facility restrooms will be well maintained and cleaned to maintain a sanitary condition and orderly appearance.
- (2) Daily cleaning scope shall include:
 - (a) The visitor restrooms will be cleaned and well stocked prior to the opening of the Park each day. During each day, the restrooms will be inspected every hour and cleaned and restocked as necessary. The Concessioner will be required to develop and use a system that demonstrates that hourly inspections and cleaning is taking place.
 - (b) Clean and Disinfect. Thoroughly clean and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, baby changing stations, dispensers, plumbing fixtures, partitions, dispensers, doors, walls, and other such surfaces, using an approved germicidal detergent.
 - (c) Empty all waste receptacles and transport all garbage to Service-provided dumpster.
 - (d) Toilet bowls, urinals and baby changing stations descaling shall be performed as often as needed to keep areas free of scale, soap films, and other deposits.
 - (e) Sweep and mop floor. After sweeping and mopping, the entire floor surface, including grout, shall be free from litter, dirt, dust and debris. Floors shall be stripped, scrubbed, waxed, etc. as necessary to maintain sanitary conditions and a clean, uniform appearance.
- (3) Monthly Cleaning Services shall include:
 - (a) Strip, scrub, seal, and wax floors as necessary to maintain a uniform glossy appearance. A non-skid wax is required.
 - (b) Clean interior windows.
 - (c) Clean exterior windows.
- (4) A posted log of daily cleaning times will be maintained.
- (5) Concessioner must maintain fixtures. Concessioner must maintain all sink drains, toilets and urinals free of clogs or debris. Concessioner must immediately address any clogged fixtures upon notification of problem. Any clogs that are determined to extend beyond the fixture (i.e. clogs in the sewer lateral or main line) must be brought to the attention of Service within twenty-four hours. The Service will replace fixtures as need is determined.

C) Utilities

- (1) The Concessioner at its sole expense shall make all arrangements with appropriate utility providers (including the Service where applicable), for all utilities furnished to the Concession Facilities, and Concessioner assigned Electric Vehicle Servicing Equipment, including, without limitation, gas, electricity,

other power, water, sewer, cable, telephone and other communication services. The Service shall provide gas, electricity, water, and sewer for the assigned office space. The Service shall provide electricity, water and sewage to the Concessioner-assigned visitor restroom. Concessioner is responsible for providing electricity to the assigned electric vehicle charging stations. Concessioner will be responsible for cable, telephone, and internet utility systems.

- (a) (a) Internet Services. Concessioner will be responsible for procurement of internet service from a third party provider. Satellite internet service is available in this location. Wi-Fi infrastructure is the responsibility for the Concessioner to provide if desired by Concessioner. Service approval will be required for any infrastructure improvements supporting Wi-Fi.
- (c) Telephone. The Concessioner must repair and maintain on-premises telephone equipment and wiring on the user side of the connections and panels.
- (d) The Concessioner must repair or replace all electrical system damage at its expense within Concession Facilities and damage occurring beyond the Concession Facilities that result from actions of the Concessioner, its employees, agents, or contractors.
- (e) Water.
 - The Concessioner must repair or replace any water system damage within its assigned areas and damage occurring beyond the Concessioner's assigned areas, which results from actions of the Concessioner, its employees, agents, or contractors.

D) Signs

- (1) The Concessioner must maintain all concessioner signage and ensure the information is accurate. The Concessioner must replace any defaced or removed signs within seven days unless the sign addresses a life safety issue, in which case the Concessioner must replace it immediately with a professional looking temporary sign.
- (2) Public signs for which the Concessioner is responsible must be appropriately located, accurate, and well maintained. Signs that are permanent or moveable will be prepared in a professional manner, appropriate for the purpose they serve, and consistent with Service guidelines, including but not limited to, NPS Directors Order 52, Park Signage.
- (3) The Concessioner must install, maintain, and replace all interior and exterior signs relating to its operations and services within the Concession Facilities. Examples of this responsibility are signs identifying the location of functions (when attached to Concessioner-operated buildings or on grounds assigned to the Concessioner), signs identifying operating hours, closed parking areas, and signs identifying the Concessioner's rules or policies. Exterior signs will require Service approval prior to fabrication and installation.
- (4) The Service may install signs within the areas assigned to the Concessioner.

E) Solid Waste

- (1) Responsibilities.
 - (a) On a regular basis, the Concessioner must check the exterior and interior of all facilities and assigned land for, and promptly pick up, all litter.
 - (b) The Concessioner is responsible for the collection of all litter and garbage within the Concessions Facilities and assigned land, and disposal of it properly.
- (2) Receptacles.
 - (a) Trash cans: The Concessioner must keep all receptacles including the restroom receptacles clean, well maintained, and serviceable.
 - (b) Dumpster: The Concessioner must keep service-provided dumpster securely covered to prevent pest intrusion, and must keep dumpster area free of any litter or debris.

F) Recycling and Conservation

- (1) Recycling Program. The Concessioner must participate in the existing recycling program that fully supports the efforts of the Service. The program will include, but not be limited to the following:

- (a) Sort and empty parking lot recycling receptacles into service provided recyclable materials dumpster. Remove any garbage or other non-recyclable materials before placement in recyclable materials dumpster.
- (b) Sort any recyclable litter (e.g. cans and bottles) into appropriate recycling bins.
- (2) Use of Recycled Products. The Concessioner must implement a source reduction program designed to minimize its use of disposable products in its operations. Reusable and recyclable products are preferred over single-service items. Where the Concessioner must use disposable products, it may use only products that have the least impact on the environment. Use of post-consumer recycled products is encouraged whenever possible. The Concessioner must purchase and incorporate environmentally preferred products or services for use and for sale.
- (3) Alternative Fuel Vehicles. The Concessioner must use alternative fuel vehicles to the greatest extent possible.

G) Grounds, Landscaping, and Pest Management

- (1) General.
 - (a) Smoking is prohibited at the Park except in parking lots. Concessioner must provide and service cigarette receptacles in the Main Lot near the garbage/recycling containers. Other locations may be necessary, as determined by the Service in consultation with the Concessioner, in managing proper capture and disposal of cigarette butts. As a component of litter management program, concessioner will pick up cigarette butts from parking lots and adjacent areas.
 - (b) The Concessioner must conduct its business and daily activities in such a manner as to minimize adverse effects to the natural scene including, without limitation, the protection of native vegetation and control of erosion.
 - (c) The Concessioner must take adequate steps to prevent the introduction and importation of exotic plants and species into the Park.
- (2) Parking Lot Areas.
 - (a) The Concessioner will maintain and clean the parking areas with a frequency that provides for the area to be kept free of clutter, garbage, litter, tree branches, leaves or other natural debris at all times.
 - (b) The Concessioner will perform repair and preventive maintenance for wheel stops and/or parking space markings.
 - (c) The Concessioner will perform repair and preventive maintenance for Electric Vehicle Servicing Equipment (EV Charging Stations).
- (3) Walkway Area.
 - (a) The Concessioner will maintain the Main Lot walkway area with a frequency that provides for the area to be kept free of clutter, garbage, litter, tree branches, leaves or other natural debris at all times.

H) Personal Property Repair/Replacement

- (1) General. The Concessioner must maintain all Personal Property free of defects and according to industry standards for public use. The Concessioner must maintain, service, and repair its appliances, machinery, and equipment, including parts, supplies, and related materials, per the manufacturer's recommendations and replace them as necessary. The Concessioner must ensure that new equipment is Energy Star® labeled or in the top 25th percentile of energy efficiency in its class, in accordance with Federal Energy Management Standards.
- (2) Government Personal Property.
 - (a) Concessioner must maintain and replace when necessary all government assigned personal property, including but not limited to government furnished waste receptacles, cigarette receptacles and signs.

2) Service Responsibilities

The Service will assist the Concessioner in its maintenance program by executing the following responsibilities subject to the availability of funds.

A) Utilities

- (1) General.
 - (a) When caused by actions of the Service, the Service repairs or replaces any damage occurring to all utility systems assigned to the Concessioner.
 - (b) The Service, or the utility company that has the easement, is responsible for all utility systems running through the Concession Facilities.
 - (c) The Service repairs roads, parking areas, trails, and walkways in areas that are disturbed by Service-related utility construction.
- (2) Electricity.
 - (a) The Service will provide electricity to the MW-110 Office and the MW-17 Restroom facilities.
 - (b) The Service will be responsible for electricity expenses for MW-17 Restroom facility.
- (3) Water and Sewer.
 - (a) The Service will be responsible for maintaining the sewer system.
 - (b) The Service repairs water and sewer lines.
 - (c) The Service provides bacteriological monitoring and chemical analysis of potable water as required by all Applicable Laws. The Service performs major rehabilitation on the storage and distribution system.
 - (d) If the Service needs access to a main within the Concession Facilities, the Service will restore the area of disturbance unless the Concessioner (including its employees and contractors) has caused the need to access the main.
 - (e) The Service will be responsible for water and sewer expenses for the MW-17 Restroom facility.
- (4) Refuse.
 - (a) The Service will be responsible for providing servicing of the 1 shared refuse dumpster and 1 shared recycling dumpster. The locations of the dumpsters are identified within the Land Assignment Area. The Service and the Concessioner will review the schedule of dumpster servicing and evaluate if it meets the volume of visitor demand.

B) Service Construction and Capital Improvements

- (1) From time to time, the Service will undertake and fund construction and Capital Improvements within Concession Facilities.
- (2) The Service will work with the Concessioner to minimize impacts from these projects upon Visitor Services and Concessioner operations.
- (3) The Concessioner must cooperate with the Service to achieve Service objectives and complete these projects in a timely and workmanlike manner.
- (4) The Service provides and maintains regulatory, traffic control, or information signs that serve the interest of the Service; examples include information signs along roadways, directional signs along trails, and interpretive signs.
- (5) The Service installs, maintains, and replaces the main entrance signs and major junction signs.

C) Fixture replacement

- (1) The Service is responsible for fixture replacement within Concessioner facilities

D) Grounds, Landscaping, and Pest Management

- (1) The Service periodically monitors and identifies hazardous trees and wildland-urban interface clearance standards in the Concession Facilities.
- (2) Parking Lot Areas-The Service is responsible for preventive maintenance, recurring maintenance, major rehabilitation, capital improvements, and striping of parking lot areas.

- (a) The Service will ensure the parking lots are clearly marked with stripes, wheel stops, and/or applicable markings, as appropriate.
- (3) Trails, walkways, fences, and benches- The Service is responsible for preventive maintenance, recurring maintenance, major rehabilitation and capital improvements of trails, fences, and benches in and adjacent to Concessioner Facilities.

E) Exterior Lighting

The Service maintains all exterior lighting within entrance plaza and parking lot areas

F) Exterior Fire Equipment and Fire Hydrants

The Service maintains all fire hydrants on water mains within and adjacent to the Concession Facilities, including the maintenance, repair, replacement, and testing.

PART C – CONCESSIONER ENVIRONMENTAL RESPONSIBILITIES

The following Concessioner environmental responsibilities are specified for Maintenance. Park-required Concessioner responsibilities provided in Part B may provide more specific and/or additional environmental requirements. When in conflict, responsibilities described in Part B supersede those identified in this part.

1) General

The Concessioner must conduct Maintenance activities in a manner that, to the extent feasible, minimizes environmental impact and utilizes principles of Preventive Maintenance, Waste Prevention and Waste Reduction, Sustainable Design and Sustainable Practices/Principles and incorporates best management practices. Feasible means technically possible, economically reasonable, appropriate for the location and the use identified, and consistent with industry best management practices.

A) Air Quality

- (1) The Concessioner must minimize impacts to air quality in Maintenance under this Contract through the use of appropriate control equipment and practices.
- (2) The Concessioner must use diesel fuel/heating oil containing no more than 500 parts per million (ppm) sulfur (i.e., low sulfur fuel).
- (3) The Concessioner must obtain Service approval to use halon fire suppression systems.

B) Hazardous Substances

- (1) The Concessioner must minimize the use of Hazardous Substances for Maintenance purposes under this Contract where feasible.
- (2) The Concessioner must provide secondary containment for Hazardous Substances storage where there is a reasonable potential for discharge to the environment. At a minimum, the Concessioner must provide secondary containment for Hazardous Substances located in outside storage areas, in interior storage areas in the proximity of exterior doorways or floor drains, on docks and on vessels.
- (3) All flammable Hazardous Substances materials must be stored in UL approved flammable storage cabinets, rooms or buildings as defined by the National Fire Prevention Association.

C) Hazardous, Universal and Other Miscellaneous Maintenance Wastes

- (1) The Concessioner must minimize the generation of Hazardous Waste, Universal Waste and miscellaneous maintenance waste where feasible.
- (2) The Concessioner must recycle Hazardous Waste, Universal Waste, and miscellaneous maintenance wastes, where feasible, including but not limited to, used oil, used oil contaminated with refrigerant, used solvents, used antifreeze, paints, used batteries, and used fluorescent lamps (including CFLs).
- (3) Concessioner must obtain approval from the Service for Hazardous Waste, Universal Waste, and miscellaneous maintenance waste storage area siting and designs.
- (4) If a Conditionally Exempt Small Quantity Generator (CESQG) of hazardous waste as defined under Applicable Laws, the Concessioner must follow small quantity generator (SQG) requirements, related to container labeling, storage, accumulation times, use of designated disposal facilities, contingency planning, training, and recordkeeping.
- (5) The Concessioner must manage Universal Waste as defined under Applicable Law (i.e., storage, labeling, employee training, and disposal) in accordance with federal universal waste regulations irrespective of hazardous waste generator status.

D) Pest Management

- (1) The Concessioner must eradicate any pest infestation in personal or other property and in all Concession Facilities, including infestation that requires fumigation/tenting for termites or other pests.
- (2) The Concessioner must conduct pesticide management activities in accordance with NPS Integrated Pest Management (IPM) procedures contained in NPS 77 and the Park IPM Plan.

- (3) The Concessioner must obtain Service approval to control pests utilizing chemicals or by other means. The Concessioner must submit by January 15 of each calendar year a Pesticide Use Request Form for anticipated pesticide use and a Pesticide Use Log which tracks the pesticide use for the current year.
- (4) The Concessioner must obtain Service approval for pesticide storage area siting and design.
- (5) The Concessioner must obtain Service approval to use contracted pesticide applicators

E) Solid Waste Reduction, Storage and Collection and Disposal

- (1) The Concessioner must implement a source reduction program designed to minimize its use of disposable products in its operations. Purchase and reuse of materials is encouraged where feasible as the first choice in source reduction.
- (2) The Concessioner must develop, promote and implement a litter abatement program.
- (3) The Concessioner must provide, at its own expense, an effective management system for the collection, storage and disposal of Solid Waste generated by its facilities and services as well as the Solid Waste generated by the visiting public at its facilities.
- (4) The Concessioner must develop, promote and implement as part of its Solid Waste management system, a recycling program that fully supports the efforts of the Service for all Park specified materials. These include but may not be limited to paper, newsprint, cardboard, bimetals, plastics, aluminum and glass. The plan must address large items such as computers and other electronics, white goods and other bulky items.
- (5) Solid Waste collection and disposal must be conducted on a schedule approved by the Service, on a frequency as necessary to prevent the accumulation of waste.
- (6) The Concessioner must obtain Service approval for any contracted Solid Waste services.

F) Water and Energy Efficiency

- (1) The Concessioner must consider water and energy efficiency in all facility management practices and integrate water-conserving and energy conserving measures whenever feasible.
- (2) In addition to meeting standards established in accordance with Applicable Laws, Concession Facilities equipment and practices must be consistent with water and energy efficiency standards established for federal facilities and operations where feasible. All new equipment must meet Energy Star standards where feasible.

G) Wastewater

- (1) The Concessioner must minimize impacts to water quality in maintenance under this Contract through the use of appropriate control equipment and practices.
- (2) The Concessioner must prevent discharges to the sanitary sewer system that could result in pass through of contaminate or that could interfere with the operation of the sanitary wastewater treatment system.
- (3) The Concessioner must minimize the storage of equipment and materials in the Concession Facilities in a manner that would cause storm water contamination (i.e., storage outside without weather protection).

PART D – CONCESSIONER REPORTING RESPONSIBILITIES

2) General

A) Personal Property Report

The Concessioner must provide the Service with a planned Personal Property replacement, rehabilitation, and repair schedule for the next calendar year annually for review and approval of the Service. The plan must include the specifications, item description, and estimated date of replacement, estimated replacement cost, expected life of replacement property, and expected salvage value of replaced Personal Property at time of replacement.

B) Pesticide Use Log

The Concessioner must submit by December 31st of each calendar year Pesticide Use Log which tracks pesticide use for the current year.

C) Pesticide Use Request Form

The Concessioner must submit by December 31st of each calendar year a pesticide request form requesting approval of anticipated pesticide use for the following year.

3) Reporting Schedule

The following chart summarizes the plan and reporting dates established by Parts A, B and C of this Maintenance Plan.

Report or Plan	Frequency	Due Date
Personal Property Report	Annually	January 15
Pesticide Use Log	Annually	December 31
Pesticide Use Request Form	Annually	December 31