

**Facilities Department Responsibility**

**Shared (Fac. & Occup.) Responsibility**

**Occupant-Contractor's Responsibility**

**Service Contractor's Responsibility (w/ oversight by Facilities)**

**1161 ParaTransit Admin**

WO #	WORK ORDER TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
WO# 01-01	Site Maintenance	MQ	M	M	MQ	M	M	MQ	M	M	MQ	M	M
WO# 01-02	Environmental Inspections are conducted quarterly; Service Contractor is responsible for the site compliance with the SWMP and SPCC	MQ	M	M	MQ	M	M	MQ	M	M	MQ	M	M
WO# 01-03	Universal Waste Disposal				A								
WO# 02-01	Fencing	Q			Q			Q			Q		
WO# 02-02	Sprinkler Heads				1x2	1x2	1x2	1x2	1x2	1x2			
WO# 02-03	Irrigation				A								
WO# 02-05	Landscaping				WA	W	W	W	W	W			
WO# 03-01	Concrete Floors and Retaining Walls	A											
WO# 05-01	Structural Steel Framing	A											
WO# 05-02	Metal Stairs, Railing, and Grating	A											
WO# 06-01	Wood trim and Casework	A											
WO# 07-01	Roofing System - Inspection by COS FAC	A											
WO# 08-01	Personnel Doors	SA						S					
WO# 08-04	Window Glazing Systems	A											
WO# 09-01	Carpeting	DA	D	D	D	D	D	D	D	D	D	D	D
WO# 09-02	Resilient Floors and Concrete Flooring	DWA	DW	DW	DW	DW	DW	DW	DW	DW	DW	DW	DW
WO# 09-03	Tile, Wall and Ceiling finishes	Q			Q			Q			Q		
WO# 10-01	General Maintenance	Q			Q			Q			Q		
WO# 12-01	Furnishings	S						S					
WO# 14-05	Elevator - By Service Contractor (Occupant perform Vis. Inspec.)				S					S			
WO# 15-01	Fire Extinguishers - By Service Contractor				A								
WO# 15-02	Automatic fire Protection System - By Service Contractor				A								
WO# 15-10	Boiler and domestic hot water - COS FAC for service	A											
WO# 15-12	Temperature and Environmental Controls - COS FAC for service	A											
WO# 15-13	HVAC System - COS FAC for service	Q			Q			Q			Q		
WO# 16-01	Electrical Distribution System - COS FAC for service	Q			Q			Q			Q		
WO# 16-02	Lighting Systems	Q			Q			Q			Q		
WO# 16-03	Transformer - CSU / COS FAC for service	Q			Q			Q			Q		
WO# 16-04-05	Structured wiring and Communications	S						S					

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**1165 ParaTransit Maint**

WO#	WORK ORDER TASK	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
WO#01-01	Site Maintenance	M	M	M	M	M	M	M	M	M	M	M	M
WO# 01-02	Environmental Inspections are conducted quarterly; Service Contractor is responsible for the site compliance with the SWMP and SPCC	MQ	M	M	MQ	M	M	MQ	M	M	MQ	M	M
WO# 01-03	Universal Waste Disposal				A								
WO# 02-01	Fencing	A											
WO# 02-05	Landscape Contract Compliance				W	W	W	W	W	W			
WO# 04-01	Concrete Masonry	A											
WO# 05-01	Structural Steel Framing	A											
WO# 07-01	Roofing System	A											
WO# 08-01	Personnel Doors	SA						S					
WO# 08-03	Overhead doors and coiling doors	QS			Q			QS			Q		
WO# 11-08	High Pressure Washer	MQA	M	M	MQ	M	M	MQ	M	M	MQ	M	M
WO# 11-11	Fluid Fuel Management	DQ	D	D	DQ	D	D	DQ	D	D	DQ	D	D
WO# 11-13	Hafovac System	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM	DM
WO# 13-01	Fluid containment Tanks	M	M	M	M	M	M	M	M	M	M	M	M
WO# 13-02	Fuel Storage Tanks	M	M	M	M	M	M	M	M	M	M	M	M
WO# 13-03	1000 Gallon Oil/Water Separator	MS	M	M	M	M	M	MS	M	M	M	M	M
WO# 13-04	1000 Gallon Sand/Oil Separator	MS	M	M	M	M	M	MS	M	M	M	M	M
WO# 13-05	Garage Floor Drains							A					
WO# 13-06	200 Gallon Sand/Oil Trap	MS	M	M	M	M	M	MS	M	M	M	M	M
WO# 15-01	Fire Extinguishers	A											
WO# 15-07	Plumbing and Plumbing fixtures	S						S					
WO# 15-12	Temperature and Environmental Controls	S						S					
WO# 15-13	HVAC System	Q			Q			Q			Q		
WO# 15-14	Air Compressor in bus wash bay	DWM	DWM	DWM	DWM	DWM	DWM	DWM	DWM	DWM	DWM	DWM	DWM
WO# 16-02	Lighting Systems	Q			Q			Q			Q		
WO# 16-03	Transformer	Q			Q			Q			Q		
WO# 16-04 & 16-05	Structured wiring and Communications	S						S					