

# Transit Asset Management Plan

## final report

*prepared for*

**Orange County Department of Planning**

*prepared by*

**Cambridge Systematics, Inc.**



*draft report*

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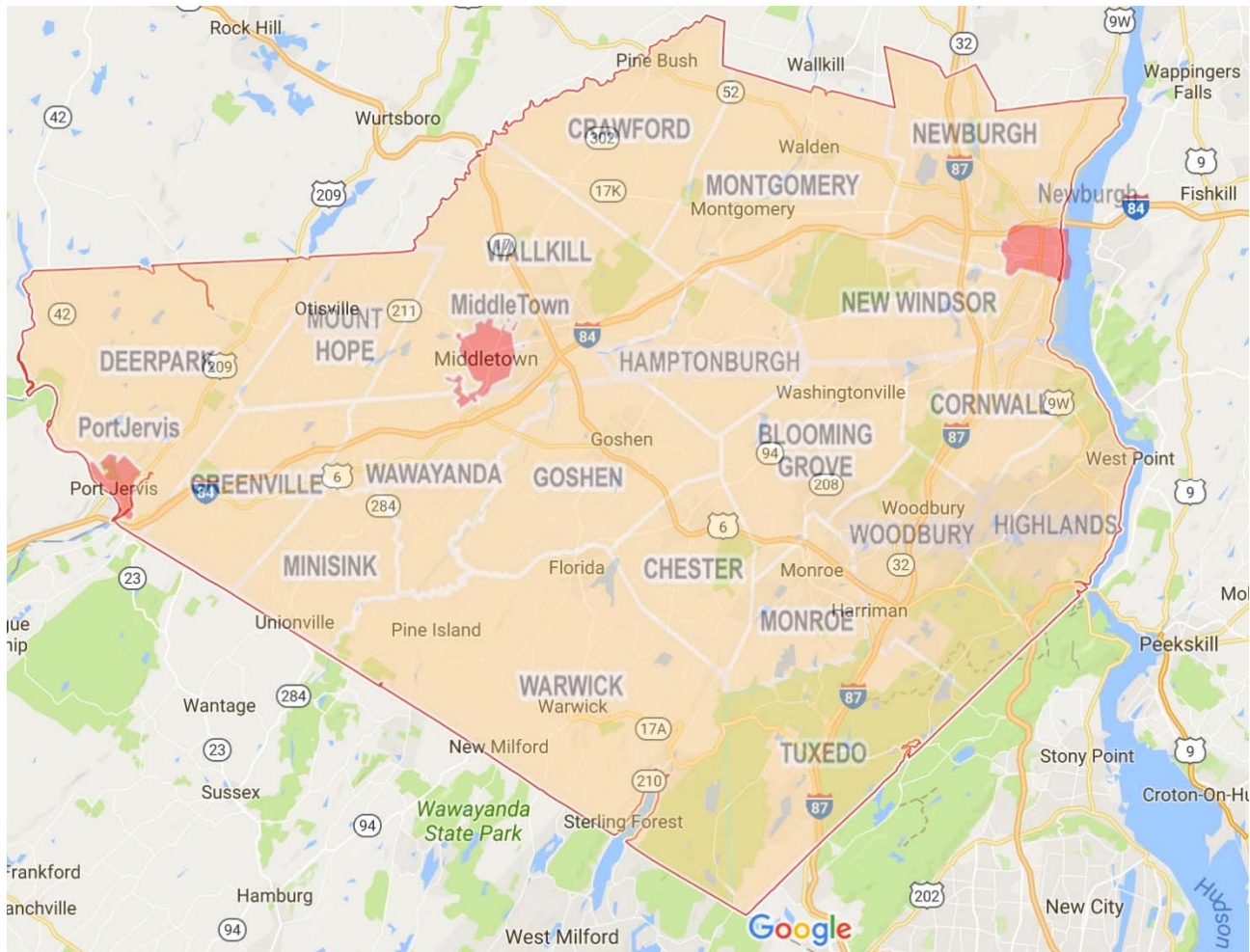
## 1.0 Introduction

### 1.1 Overview of Orange County

Situated on the northwest outskirts of the New York-Newark-Jersey City, NY-NJ-PA Metropolitan Statistical Area (MSA), Orange County ranges from rural to urban in land use character. Located approximately 60 miles upstream from New York City on the Hudson River, Orange County is bordered by Putnam County and Dutchess County to the east, Rockland County, Passaic County, NJ, and Sussex County, NJ to the south, Pike County, PA to the west, and Sullivan County and Ulster County to the north (see Figure 1).

Orange County contains three densely populated centers: Newburgh, Middletown, and to a lesser extent, Port Jervis. These three cities are upwards of 20 miles from one another, while surrounding areas, especially along the Interstate 84 corridor, are sparsely populated. The densest portions of Orange County include Middletown, Newburgh, and the Monroe-Kiryas Joel areas. Outside of these urban centers, densities vary.

**Figure 1 Orange County, New York**



The Orange County Department of Planning (OCDP) is engaged in issues of land use planning, transportation, public transit, education, trends research, resource management, agriculture, open space,

grants, and economic issues that affect the County. For transportation, OCDP principally functions in the areas of grant administration, procurement of rolling stock and other federally funded assets, and oversight of service providers. The existing public transportation overseen by OCDP includes local Dial-A-Bus, fixed-route, and paratransit services operated under Transit Orange, as well as other public transit and human services options. The supply of transportation includes the following types of transportation services:

- Municipal demand-responsive services (Dial-A-Buses)
- Fixed-route transportation
- Paratransit
- Transportation services (vans & buses) provided by other Orange County/regional agencies and organizations
- Municipal shuttles and circulators
- Intra-county & regional transportation
- Commuter services
- Taxis, rideshare, & ride hailing services

## 1.2 About the TAM Plan

As part of MAP-21 and the subsequent *Fixing America's Surface Transportation* (FAST) ACT, the FTA enacted regulations for transit asset management that require transit service providers to establish asset management performance measures and targets, and to develop a TAM Plan. The final TAM rule was published on July 26, 2016 and went into effect on October 1, 2016.

The rule distinguishes requirements between larger and smaller transit agencies. Orange County is a Tier II provider, which the FTA describes as:

A Federal grant recipient that owns, operates, or manages: 1) one hundred (100) or fewer vehicles in fixed-route revenue service during peak regular service across all non-rail fixed route modes or in any one non-fixed route mode, or has one hundred (100) or fewer vehicles in general demand response service during peak regular service hours; 2) a subrecipient under the Section 5311 Rural Area Formula Program; or 3) any American Indian tribe.

The TAM Rule requires that transit agencies establish state of good repair (SGR) performance measures and targets for each asset class. Orange County reports on the following asset performance measures and categories:

- Rolling Stock (Revenue Vehicles): Percent of vehicles that have either met or exceeded their Useful Life Benchmark (ULB).
- Equipment (Equipment and Service Vehicles): Percent of equipment that have either met or exceeded their ULB.

- Facilities: Percent of Facilities rated below condition 3 on the FTA TERM scale.

The Useful Life Benchmark (ULB) is defined as the expected lifecycle of a capital asset for a particular transit provider's operating environment, or the acceptable period of use in service for a particular transit provider's operating environment. The ULB takes into account a provider's unique operating environment such as geography, service frequency, and other factors. Orange County uses FTA default value of 14 years for BU-Bus and BR-Over-the-road Bus; the FTA default value of 8 years for Non Revenue Service Automobile; and a customized ULB value of 5 years for CU-Cutaway Buses and 15 years for Bus Shelters.

This TAM Plan covers 12 transit operators in Orange County, New York. The Plan follows the structure provided in the FTA TAM Plan Template for Small Providers<sup>1</sup>, which includes the following elements:

- Define TAM and SGR policy, TAM goals, and performance targets and measures
- Capital asset inventory summary
- Capital asset condition assessment summary
- Investment prioritization and decision support tool description
- Maintenance, overhaul, disposal, and acquisition and renewal strategies
- Proposed investment and capital investment activity schedules.

This document covers a five (5) year planning horizon, from 2019 through 2023. Orange County fiscal years correspond to calendar years. While the FTA requires transit providers to update TAM Plans in their entirety at least once every four (4) years, with the first completed TAM Plan required by October 1, 2018, Orange County plans to review its TAM Plan annually and update it as needed to reflect its current conditions.

### 1.3 Performance Targets and Measures

Table 1 provides the ULB and a set of performance measures and targets for each asset category. In general, the targets are for revenue vehicles and equipment to have under 5 percent of each category's assets past their ULB, and to have fewer than 5 percent of facilities with a TERM rating below 3.0. Facilities do not have a fixed ULB, but rather specific ULBs for each subsystem, such as roofing; heating, ventilation and air conditioning; plumbing, etc.

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<sup>1</sup> FTA TAM Plan Template for Small Providers. [https://www.transit.dot.gov/TAM/TAMPlans/SmallProviderV2\\_0](https://www.transit.dot.gov/TAM/TAMPlans/SmallProviderV2_0).

**Table 1 Performance Targets and Measures**

Asset Category— Performance Measure	Asset Class	ULB (years)	2019 Target	2020 Target	2021 Target	2022 Target	2023 Target
<b>Revenue Vehicles</b>							
<b>Age</b> —% of revenue vehicles within a particular asset class that have met or exceeded their ULB	<i>BR—Over-the-road Bus</i>	14	5%	5%	5%	5%	5%
	<i>BU—Bus</i>	14	5%	5%	5%	5%	5%
	<i>CU—Cutaway Bus</i>	5	5%	5%	5%	5%	5%
<b>Equipment</b>							
<b>Age</b> —% of assets within a particular asset class that have met or exceeded their ULB	Nonrevenue Automobiles	8	5%	5%	5%	5%	5%
	Bus Shelters	15	5%	5%	5%	5%	5%
<b>Facilities</b>							
<b>Condition</b> —% of facilities with a condition rating below 3.0 on the FTA TERM Scale	Administration	N/A	5%	5%	5%	5%	5%

## 1.4 TAM Vision

The TAM Plan will provide Orange County with a roadmap to systematically identify and address assets and asset management practices in need of improvement. The County will use the plan to establish a benchmark for where their inventory and policies stand; identify gaps in their practice; establish new, measureable key performance indicators, and use a data-driven approach to achieve its goals.

Beyond compliance with legislation, regulations, and statutory requirements, Orange County aims to improve asset management awareness, and ensure employees have the knowledge and skills necessary to successfully carryout their roles.

## 1.5 TAM and SGR Policy

Orange County will establish and maintain investment strategies in order to ensure its capital assets are kept in a state of good repair. State of good repair is defined as the condition in which a capital asset is able to operate at a full level of performance throughout its useful life.

To do this, Orange County will:

- Maintain an inventory of all capital assets, including vehicles, facilities, equipment, and infrastructure;
- Consistently monitor the condition and measure the performance of assets over time and report performance of assets each year to the National Transit Database;
- Project the future performance of assets consistent with FTA guidelines;

- Establish and adhere to plans for maintenance, risk management, disposal, acquisition, and renewal of capital assets;
- Document policies, procedures, investment priorities, and other elements of Orange County’s asset management program in a Transit Asset Management Plan, which will be updated at least once every four years; and
- Develop a communication plan for all Orange County service providers to understand the Transit Asset Management program and how it relates to the County’s mission.

## 1.6 TAM Goals and/or Objectives

Following from the TAM Vision and SGR Policy, Table 2 provides a list of goals and objectives that this TAM Plan is designed to achieve. Measuring each of these objectives allows Orange County to track progress towards its goals, policies, and vision for Transit Asset Management. While OCDP historically has not measured all of these objectives, it is presently implementing all of the key performance indicators listed in Table 2. These will include specific quantifiable benchmarks and goals where relevant.

**Table 2 Goals and Objectives for the Transit Asset Management Plan**

Goals	Objectives and Measures	Desired Direction	Currently Tracked?
Improve reliability and on-time performance of transit in Orange County; reduce in-service transit vehicle failures or breakdowns	Frequency of road calls	Reduced	No
	Percentage of runs completed	Increased	No
Achieve cost savings over the life cycle of assets and responsibly manage public funding	Maintenance cost per mile	Reduced	Yes*
	Fully capitalized cost per mile	Reduced	No*
Ensure that vehicles meet customer expectations for comfort	Customer satisfaction as measured through surveys every three years	Increased	Yes
	Customer complaints related to service quality	Reduced	Yes
	Quantity of onboard HVAC failures	Reduced	No
Ensure the safety of transit riders and employees	Number of injuries, fatalities, and crashes	Reduced	Yes
	Number of lost time reported injuries for workers	Reduced	No
Support environmental stewardship	Fuel consumption per passenger mile	Reduced	Yes*
	Fuel consumption per vehicle mile	Reduced	Yes*
Make the Orange County transit system more resilient to natural and human-made threats	Long-range planning incorporates resiliency	Increased	Yes
	Number of insurance claims	Reduced	Yes

\*Not tracked for contracted services

## 1.7 Roles and Responsibilities

Implementing the TAM Plan requires the shared work and responsibility of many people and groups within Orange County. These specific people are listed in Table 3, and include representatives from OCDP and

each of the operators. The responsibilities include implementing, monitoring, and updating this TAM Plan over time.

**Table 3 Roles and Responsibilities for Transit Asset Management in Orange County**

<b>Name</b>	<b>Role (Title and/or Description)</b>	<b>Agency/Operator</b>
David Church	Planning Commissioner/Accountable Executive	OCDP
Robert Parrington	Senior Transit Planner, Orange County Department of Planning	OCDP
Martha Boulanger	Transit Planner, Orange County Department of Planning	OCDP
Carrie Scali	Planning Assistant, Orange County Department of Planning	OCDP
Amy Kaur	Senior Planning Assistant, Orange County Department of Planning	OCDP
Artemus Lucas	General Manager, Ride Right, LLC (ADA Paratransit)	ADA
Michele Radakovits	Transportation Program Assistant, Goshen Dial-A-Bus	GCDAB
Colleen Solan	Manager, Highlands Dial-A-Bus	HLDAB
Ed Malley	Service Manager, Coach USA	HTL, MTT
Aron Schreiber	Transportation Coordinator, Kiryas Joel Transit	KJ
Joseph Freund	General Manager, Monroe Bus Corporation	MBC
Peter Galati	Manager, Montgomery-Crawford Dial-A-Bus	MCDAB
Tiffany Truex	Manager, Monroe Dial-A-Bus	MONDAB
J.J. Lunger	General Manager, Monsey Trails	MT
Ben Hinson	Service Manager, Leprechaun Lines	NAT
Frank Gallagher	Chief Financial Officer, Leprechaun Lines	NAT
Patricia Gida	Recreation Aide, Newburgh Dial-A-Bus	NEWBDAB
Susan Biccum	Municipal Bus Scheduler, Port Jervis Dial-A-Bus	PJ
Jennifer Crover	Supervisor, Warwick Dial-A-Bus	WALLDAB, WARDAB

## 2.0 Capital Asset Inventory

Table 4 presents a summary of the asset inventory. This plan includes a total of 84 vehicles, with an average age of 6.5 years, made up of a mix of cutaway buses, low-floor transit buses, and over-the-road commuter coach buses. The equipment inventory includes bus shelters and a support vehicle. Also included is a bus maintenance facility for the Warwick Dial-a-Bus system that was placed in service in 2017. Please see Appendix A (Asset Register) for the complete asset inventory listing, and Appendix E for a description of the asset information recorded in TransAM.

**Table 4 Asset Inventory Summary**

Asset Category	Total Number	Avg. Age	Avg. Mileage	Avg. Value
<b>Revenue Vehicles</b>	<b>84</b>	<b>6.5</b>	<b>271,880</b>	<b>\$280,167</b>
BR—Over-the-road Bus	23	10.7	730,802	\$570,000
BU—Bus	19	6.4	163,037	\$395,000
CU—Cutaway Bus	42	4.3	69,803	\$69,500
<b>Equipment</b>	<b>17</b>	<b>20.7</b>	<b>19,158</b>	<b>\$23,333</b>
Nonrevenue/Service Automobile	1	2.0	19,158	\$50,000
Bus Shelters	16	30.0	N/A	\$10,000
<b>Facilities</b>	<b>1</b>	<b>1.0</b>	<b>N/A</b>	<b>\$2,639,276</b>
Administration	1	1.0	N/A	\$2,639,276

Note: vehicle count does not include New York state-dedicated fund (SDF) vehicles.

The condition of these assets is presented in Table 5. Fifty percent of the cutaway bus fleet is currently at or past its ULB, and all bus shelters are beyond their ULB threshold. All other assets are within their useful life benchmarks. A detailed list of asset conditions is included in Appendix B.

**Table 5 Asset Condition Summary**

Asset Category	Total Number	Avg Age	Avg Mileage	Avg TERM Condition	Avg Value	% At or Past ULB
<b>Revenue Vehicles</b>	<b>84</b>	<b>6.5</b>	<b>271,880</b>	<b>N/A</b>	<b>\$280,167</b>	<b>25%</b>
BR—Over-the-road Bus	23	10.7	730,802	N/A	\$570,000	0%
BU—Bus	19	6.4	163,037	N/A	\$395,000	0%
CU—Cutaway Bus	42	4.3	69,803	N/A	\$69,500	50%
<b>Equipment</b>	<b>17</b>	<b>20.7</b>	<b>6,386</b>	<b>N/A</b>	<b>\$23,333</b>	<b>94%</b>
Nonrevenue/Service Automobile	1	2.0	19,158	N/A	\$50,000	0%
Bus Shelters	16	30.0	0	N/A	\$10,000	100%
<b>Facilities</b>	<b>1</b>	<b>1.0</b>	<b>N/A</b>	<b>5.0</b>	<b>\$2,639,276</b>	<b>0%</b>
Administration	1	1.0	N/A	5.0	\$2,639,276	0%





## 3.0 Decision Support

### 3.1 Investment Prioritization

In recent years, OCDP has not been financially constrained in making decisions about maintaining a state of good repair for its bus fleet and other capital assets. To the degree it needs to prioritize investments in the future, the agency will prioritize rolling stock replacement over facilities and equipment.

### 3.2 Decision Support Tools

OCDP uses the TransAM Asset Management system as its primary tool for tracking its capital assets. The software application captures key information on all assets and their related attributes, including classification, purchase date, purchase price, mileage, condition, maintenance history, useful life benchmarks, and other policy information.

For this TAM Plan, the FTA-developed excel template for TAM Plans for Small Providers was used to guide parts of the analysis.

**Table 6 Decision Support Tools**

Process/Tool	Brief Description
TransAM Asset Management System	A software system that maintains Orange Count's asset inventory and records mileage, condition, and maintenance updates. System leverages policy calculators and supports asset management reporting.
TAM Plan Template for Small Providers	An Excel template provided by the FTA to assist small transit service providers in creating their TAM Plans. Specifically, OCDP leverages the Fleet Replacement Module of the template to define priorities.

### 3.3 Risk Management

There are a range of possible risks that could impact the execution of this TAM Plan, along with creating issues related to service delivery or safety. Table 7 acknowledges and describes these risks, and provides a set of mitigation strategies that OCDP will follow to prevent and minimize the impact of each potential risk factor.

**Table 7 Risks and Mitigation Strategy**

Risk	Mitigation Strategy
Safety Issues	<ul style="list-style-type: none"> <li>• Ensure that all recalls are conducted on a timely basis.</li> <li>• All agencies have written maintenance plans.</li> <li>• Full compliance with maintenance strategy.</li> <li>• Driver safety training on regular basis: at a minimum, meet NY State requirements for all drivers to do 19A road tests every two years.</li> </ul>

Risk	Mitigation Strategy
Loss of Federal and/or State funding	<ul style="list-style-type: none"> <li>Keep current assets in a State of Good Repair.</li> <li>Communicate to elected representatives importance of existing funding streams to transit in Orange County.</li> </ul>
Ineffective Maintenance Strategy	<ul style="list-style-type: none"> <li>Regularly review maintenance strategy and adherence to it.</li> <li>Ensure strategy is communicated to each operator.</li> </ul>
“Lemon” Risks	<ul style="list-style-type: none"> <li>Ensure enforceable warranties are included with all major purchases, and operating agencies are appropriately educated</li> </ul>
Vehicle Delivery Delays	<ul style="list-style-type: none"> <li>Use contracting language to protect from delivery delays.</li> <li>Ensure operator fleets have sufficient Spare Ratio to minimize impact of delays on service delivery.</li> </ul>
Decision-making is based on incomplete or inaccurate information	<ul style="list-style-type: none"> <li>Make sure all agencies are keeping asset information up-to-date in TransAM.</li> </ul>

### 3.4 Maintenance Strategy

Maintenance strategies for Orange County operators are presented in Table 8 in summary form, with additional operator-specific information presented in Appendix F. The only facility is the new bus garage in Warwick that was placed in service in 2017 and has its own maintenance plan, shown in Appendix C. Otherwise, vehicles are stored in town-owned facilities that have not been funded by FTA grants.

Average duration and cost of each activity is not included, due to the varied nature of how operators handle maintenance. For example, municipal maintenance departments handle transit bus maintenance for some operators. In this situation, bus maintenance costs are typically covered by municipal public works budgets, and thus are not tracked separately.

**Table 8 Maintenance Strategy**

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU, CU, BR	General preventative maintenance	3,000-6,000 miles	N/A	N/A
Revenue Vehicles	BU, CU, BR	Oil changes	5,000-6,000 Miles	N/A	N/A
Revenue Vehicles	BU, CU, BR	In-service vehicle pre-trip inspection	Daily	N/A	N/A
Revenue Vehicles	BU, CU, BR	Post-trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU, CU, BR	Vehicle repairs	As Needed	N/A	N/A
Revenue Vehicles	BU, CU, BR	Vehicle warranty checking	Constantly	N/A	N/A
Revenue Vehicles	BU, CU, BR	Exterior vehicle wash	Weekly or Bi-Weekly	N/A	N/A
Revenue Vehicles	BU, CU, BR	Internal vehicle dry clean/sweep	Daily	N/A	N/A

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU, CU, BR	Internal vehicle wash/mopping	Daily; Weekly; Monthly	N/A	N/A
Revenue Vehicles	BU	Undercarriage cleaning	Semi-Annually	N/A	N/A
Equipment	Bus Shelters	N/A	N/A	N/A	N/A
Facilities	Administrative	All	As shown in facilities maintenance plan, Appendix C.		
All Categories	All Class/Types	Update records in TransAM	Quarterly	N/A	N/A

The County has a comprehensive inspection program that is used to identify and address maintenance needs on a continuing basis. There is no known deferred maintenance backlog for vehicles and facilities in Orange County.

### 3.5 Overhaul Strategy

OCDP does not use mid-life overhauls to extend the useful life of its vehicle fleet. Instead, vehicles are replaced in accordance with their FTA-compliant service life. This is detailed in Table 9. No changes are anticipated to this strategy during the plan horizon.

**Table 9 Overhaul Strategy**

Asset Category	Asset Class	Overhaul Strategy
Revenue Vehicles	BU - Bus	No mid-life overhaul to extend their useful life. Vehicles are replaced at the end of their FTA service life as described in the acquisition and renewal strategy.
Revenue Vehicles	CU - Cutaway Bus	No mid-life overhaul to extend their useful life. Vehicles are replaced at the end of their FTA service life as described in the acquisition and renewal strategy.
Revenue Vehicles	BR - Over-the-road Bus	No mid-life overhaul to extend their useful life. Vehicles are replaced at the end of their FTA service life as described in the acquisition and renewal strategy.
Equipment	Automotive	No mid-life overhaul to extend their useful life. Vehicles are replaced at the end of their FTA service life as described in the acquisition and renewal strategy.
Equipment	Bus Shelter	N/A
Facilities	Administrative	As described in the facilities maintenance plan, Appendix C.

### 3.6 Disposal Strategy

The OCDP asset disposal strategy is described in Table 10, with a summary listed for each asset category.

**Table 10 Disposal Strategy**

Asset Category	Asset Class	Disposal Strategy
Revenue Vehicles	BU - Bus	<p>When buses reach the end of their useful life (14 years), they are retired. The disposal process includes removing or covering all decals or markings identifying them as OCDP vehicles. They are then disposed of through one of two options:</p> <ul style="list-style-type: none"> <li>• Municipal agencies in Orange County can acquire the retired vehicles through a vehicle title transfer in exchange for a \$1.00 consideration.</li> <li>• Vehicles can be sold at auction, with the proceeds going to Orange County's transit budget line.</li> </ul> <p>The auction option is the most commonly used alternative. After the disposal process, the disposition method is marked within the TransAM Asset Management System.</p>
Revenue Vehicles	BR - Over-the-road Bus	<p>When the over-the-road buses reach the end of their useful life (14 years), they are retired. The disposal process includes removing or covering all decals or markings identifying them as OCDP vehicles. They are then disposed of through one of two options:</p> <ul style="list-style-type: none"> <li>• Municipal agencies in Orange County can acquire the retired vehicles through a vehicle title transfer in exchange for a \$1.00 consideration.</li> <li>• Vehicles can be sold at auction, with the proceeds going to Orange County's transit budget line.</li> </ul> <p>The auction option is the most commonly used alternative. After the disposal process, the disposition method is marked within the TransAM Asset Management System.</p>
Revenue Vehicles	CU - Cutaway Bus	<p>When the cutaway buses reach the end of their useful life (5 years), they are retired. The disposal process includes removing or covering all decals or markings identifying them as OCDP vehicles. They are then disposed of through one of two options:</p> <ul style="list-style-type: none"> <li>• Municipal agencies in Orange County can acquire the retired vehicles through a vehicle title transfer in exchange for a \$1.00 consideration.</li> <li>• Vehicles can be sold at auction, with the proceeds going to Orange County's transit budget line.</li> </ul> <p>The auction option is the most commonly used alternative. After the disposal process, the disposition method is marked within the TransAM Asset Management System.</p>
Equipment	Automobile	<p>When the support vehicles reach the end of their useful life (8 years), they are retired. The disposal process includes removing or covering all decals or markings identifying them as OCDP vehicles. They are then disposed of through one of two options:</p> <ul style="list-style-type: none"> <li>• Municipal agencies in Orange County can acquire the retired vehicles through a vehicle title transfer in exchange for a \$1.00 consideration.</li> <li>• Vehicles can be sold at auction, with the proceeds going to Orange County's transit budget line.</li> </ul> <p>The auction option is the most commonly used alternative. After the disposal process, the disposition method is marked within the TransAM Asset Management System.</p>
Equipment	Bus Shelters	<p>When bus shelters are replaced, the old shelters will be sold for scrap or disposed of.</p>
Facilities	Administrative	<p>As described in the facilities maintenance plan, Appendix C.</p>

### 3.7 Acquisition and Renewal Strategy

Table 11 presents the acquisition and renewal strategy for each asset class, including revenue vehicles, equipment, and facilities.

**Table 11 Acquisition and Renewal Strategy**

<b>Asset Category</b>	<b>Asset Class</b>	<b>Acquisition and Renewal Strategy</b>
Revenue Vehicles	BU - Bus	<p>OCDP acquires new revenue vehicles when existing vehicles reach the end of their 14-year useful life. As buses approach the end of their useful life, OCDP includes replacement vehicles in its capital plan. Procurement is done through a county-administered Request for Bids.</p> <p>Through the forward-looking TAM Plan, OCDP can anticipate when vehicles will need to be replaced. The County should consider potential trade-offs between the efficiencies of larger procurements with the timelines of vehicle replacement in future updates to its vehicle acquisition strategy.</p>
Revenue Vehicles	BR - Over-the-road Bus	<p>OCDP acquires new revenue vehicles when existing vehicles reach the end of their 14-year useful life. As buses approach the end of their useful life, OCDP includes replacement vehicles in its capital plan. Procurement is done through a county-administered Request for Bids.</p> <p>Through the forward-looking TAM Plan, OCDP can anticipate when vehicles will need to be replaced. The County should consider potential trade-offs between the efficiencies of larger procurements with the timelines of vehicle replacement in future updates to its vehicle acquisition strategy.</p>
Revenue Vehicles	CU - Cutaway Bus	<p>OCDP acquires new revenue vehicles when existing vehicles reach the end of their 5 year useful life. As buses approach the end of their useful life, OCDP includes replacement vehicles in its capital plan. Procurement is done through a New York State group procurement process, which leverages the purchasing power of agencies statewide to achieve better pricing.</p> <p>Through the forward-looking TAM Plan, OCDP can anticipate when vehicles will need to be replaced. The County should consider potential trade-offs between the efficiencies of larger procurements with the timelines of vehicle replacement in future updates to its vehicle acquisition strategy.</p>
Equipment	Automobile	<p>OCDP acquires new support vehicles when existing vehicles reach the end of their 8 year useful life. As vehicles approach the end of their useful life, OCDP includes replacement vehicles in its capital plan. Procurement is done through a New York State group procurement process, which leverages the purchasing power of agencies statewide to achieve better pricing.</p> <p>Through the forward-looking TAM Plan, OCDP can anticipate when vehicles will need to be replaced.</p>
Equipment	Bus Shelter	OCDP acquires new bus shelters in compliance with its procurement policies, in close coordination with the municipalities the shelters are located in.
Facilities	Administrative	New buildings will be acquired on an as-needed basis. Renewal of buildings is condition-based, as described in the facilities maintenance plan in Appendix C.



## 4.0 Investment Prioritization

Appendix D provides the output from the Fleet Replacement Module, which identifies fleet replacement needs and anticipated costs over the five-year planning period. This list of needs by asset class and year is summarized in Table 12.

**Table 12 Projected Fleet Replacement Needs and Costs by Fiscal Year**

Asset Class	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023	
	#	Cost	#	Cost	#	Cost	#	Cost	#	Cost
CU-Cutaway	21	\$1,503,285	-	-	15	\$1,139,167	4	\$312,891	2	\$161,139
BU-Bus	-	-	-	-	2	\$863,254	2	\$889,152	-	-
BR-Over-the-Road Bus	-	-	5	\$3,023,565	-	-	-	-	18	\$11,894,152
Bus Shelter	16	\$164,800	-	-	-	-	-	-	-	-
<b>Total</b>	<b>37</b>	<b>\$1,668,085</b>	<b>5</b>	<b>\$3,023,565</b>	<b>17</b>	<b>\$2,002,422</b>	<b>6</b>	<b>\$1,202,043</b>	<b>20</b>	<b>\$12,055,291</b>

Note: Costs are presented in Year-of-Expenditure dollars, using a 3% inflation rate.

The primary revenue sources that Orange County uses to fund vehicle purchases are the FTA 5307 Urbanized Area Formula Grant program and the FTA 5339 Bus & Bus Facilities Infrastructure Investment program. Orange County uses 5307 grant funds from Newburgh UZA, part of the Large Urban program, and Middletown UZA, part of the Small Urban program. At this time, the County's revenue forecasts from this program are projected to fully cover the fleet replacement needs shown in Table 12 above.

### 4.1 Proposed Investment List

The proposed schedule of investments for Orange County's transit assets is shown in Table 13. The capital program is focused on vehicle purchases, except for the projected replacement of 16 superannuated bus shelters in 2019. The total cost of these investments over the 5-year plan is \$19,951,407 in year-of-expenditure dollars.

**Table 13 Proposed Investment Project List, FY2019-23**

<b>Fiscal Year</b>	<b>Project Name</b>	<b>Asset/Asset Class</b>	<b>Cost</b>	<b>Priority</b>
2019	Replace Cutaway Buses	CU-Cutaway	\$1,503,285	High
2019	Replace Bus Shelters	Bus Shelter	\$164,800	Medium
2020	Replace Over-the-Road Buses	BR-Over-the-road Bus	\$3,023,565	High
2021	Replace Cutaway	CU-Cutaway	\$1,139,168	High
2021	Replace Low-floor Buses	BU-Bus	\$863,254	High
2022	Replace Cutaway	CU-Cutaway	\$312,891	High
2022	Replace Low-floor Buses	BU-Bus	\$889,152	High
2023	Replace Cutaway	CU-Cutaway	\$161,139	High
2023	Replace Over-the-Road Buses	BR-Over-the-road Bus	\$11,894,152	High

Note: Costs are presented in Year-of-Expenditure dollars, using a 3% inflation rate.



## Appendix A. Asset Register

**Table A.1 Asset Register**

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	BR—Over-the-road Bus	C0349	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMPA 85P056535	Orange County	2005	860,355	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	C0350	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMPA X5P056536	Orange County	2005	780,757	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	C0351	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMPA 15P056537	Orange County	2005	795,302	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	C0940	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMPA 66P057037	Orange County	2005	881,113	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	C0941	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMPA 86P057038	Orange County	2005	865,605	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-61	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 48P057989	Orange County	2008	642,434	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-62	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 08P057990	Orange County	2008	580,879	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-63	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057992	Orange County	2008	726,525	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-64	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057993	Orange County	2008	633,822	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-65	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057994	Orange County	2008	643,506	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-66	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057995	Orange County	2008	710,722	\$570,000

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	BR—Over-the-road Bus	HTL-67	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057996	Orange County	2008	736,177	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-68	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057997	Orange County	2008	790,994	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-69	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P057999	Orange County	2008	717,755	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-70	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058100	Orange County	2008	625,302	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-71	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058101	Orange County	2008	781,161	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-72	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058102	Orange County	2008	761,441	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-73	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058103	Orange County	2008	689,925	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-74	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058104	Orange County	2008	659,728	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-75	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058105	Orange County	2008	790,908	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-76	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058106	Orange County	2008	768,248	\$570,000
Revenue Vehicles	BR—Over-the-road Bus	HTL-77	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA 28P058107	Orange County	2008	676,898	\$570,000

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	BR—Over-the-road Bus	HTL-78	MCI-Motor Coach Industries International (DINA)	D4500	1	1M8PDMHA28P058108	Orange County	2008	688,893	\$570,000
Revenue Vehicles	BU—Bus	C1664	GIL-Gillig Corporation	LOW FLOOR	1	15GCB211571112588	Orange County	2006	125,607	\$395,000
Revenue Vehicles	BU—Bus	C1665	GIL-Gillig Corporation	LOW FLOOR	1	15GCB211771112589	Orange County	2006	275,082	\$395,000
Revenue Vehicles	BU—Bus	C1666	GIL-Gillig Corporation	LOW FLOOR	1	15GCB211571112586	Orange County	2007	555,239	\$395,000
Revenue Vehicles	BU—Bus	C2027	GIL-Gillig Corporation	LOW FLOOR	1	15GCB211771112587	Orange County	2007	545,467	\$395,000
Revenue Vehicles	BU—Bus	D1051	GIL-Gillig Corporation	LOW FLOOR	1	15GGB3015D1182516	Orange County	2013	140,837	\$395,000
Revenue Vehicles	BU—Bus	D1052	GIL-Gillig Corporation	LOW FLOOR	1	15GGB3017D1182517	Orange County	2013	139,173	\$395,000
Revenue Vehicles	BU—Bus	D1053	GIL-Gillig Corporation	LOW FLOOR	1	15GGB3019D1182518	Orange County	2013	120,414	\$395,000
Revenue Vehicles	BU—Bus	D1054	GIL-Gillig Corporation	LOW FLOOR	1	15GGB3010D1182519	Orange County	2013	166,848	\$395,000
Revenue Vehicles	BU—Bus	D1055	GIL-Gillig Corporation	LOW FLOOR	1	15GGB3017D1182520	Orange County	2013	148,068	\$395,000
Revenue Vehicles	BU—Bus	D1056	GIL-Gillig Corporation	LOW FLOOR	1	15GGB3019D1182521	Orange County	2013	121,781	\$395,000
Revenue Vehicles	BU—Bus	D1057	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3014D1092538	Orange County	2013	95,297	\$395,000
Revenue Vehicles	BU—Bus	D1058	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3016D1092539	Orange County	2013	87,079	\$395,000
Revenue Vehicles	BU—Bus	D1059	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3012D1092540	Orange County	2013	84,670	\$395,000
Revenue Vehicles	BU—Bus	D1060	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3014D1092541	Orange County	2013	51,927	\$395,000

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	BU—Bus	D1061	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3016 D1092542	Orange County	2013	71,408	\$395,000
Revenue Vehicles	BU—Bus	D1062	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3018 D1092543	Orange County	2013	106,667	\$395,000
Revenue Vehicles	BU—Bus	D1063	GIL-Gillig Corporation	LOW FLOOR	1	15GGE301X D1092544	Orange County	2013	121,890	\$395,000
Revenue Vehicles	BU—Bus	D1064	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3011 D1092545	Orange County	2013	94,496	\$395,000
Revenue Vehicles	BU—Bus	D1065	GIL-Gillig Corporation	LOW FLOOR	1	15GGE3013 D1092546	Orange County	2013	45,758	\$395,000
Revenue Vehicles	CU— Cutaway Bus	D 5378	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 350)	1	1FDDE3FS6 HDC19029	Orange County	2017	6,299	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D5377	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 350)	1	1FDDE3FS6 HDC19028	Orange County	2017	6,325	\$69,500
Revenue Vehicles	CU— Cutaway Bus	C5217	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD4E45P3 8DA96061	Orange County	2008	102,485	\$69,500
Revenue Vehicles	CU— Cutaway Bus	C5220	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD4E45P0 8DB00907	Orange County	2008	103,690	\$69,500
Revenue Vehicles	CU— Cutaway Bus	C5222	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD4E45PX 8DB00901	Orange County	2008	147,311	\$69,500
Revenue Vehicles	CU— Cutaway Bus	GCDAB-3	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	IFDFE4FS9 CDA67409	Orange County	2012	102,912	\$69,500
Revenue Vehicles	CU— Cutaway Bus	HIDAB-5	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD4E4FS6 CDB09289	Orange County	2012	59,731	\$69,500
Revenue Vehicles	CU— Cutaway Bus	MODAB-8	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD4E4FS3 CDB11078	Orange County	2012	72,071	\$69,500

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	CU— Cutaway Bus	WADAB-28	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4S2C DB09287	Orange County	2012	117,363	\$69,500
Revenue Vehicles	CU— Cutaway Bus	WADAB-29	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4S4C DB09288	Orange County	2012	120,632	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1242	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FSX DDA79098	Orange County	2013	93,957	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1243	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS1 DDA79099	Orange County	2013	75,035	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1244	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS4 DDA79100	Orange County	2013	84,700	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1245	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS6 DDA79101	Orange County	2013	72,839	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1246	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS8 DDA85448	Orange County	2013	96,011	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1247	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FSX DDA85449	Orange County	2013	67,785	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1248	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS6 DDA85450	Orange County	2013	68,930	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1249	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS8 DDA85451	Orange County	2013	70,480	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1250	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FSX DDA85452	Orange County	2013	69,369	\$69,500

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	CU— Cutaway Bus	D1251	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS1 DDA85453	Orange County	2013	75,053	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1252	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS8 DDA89077	Orange County	2013	110,491	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1254	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS1 DDA89079	Orange County	2013	71,257	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D1255	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDEE3FL9 DDA89071	Orange County	2013	78,133	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2843	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FSX FDA06879	Orange County	2015	73,615	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2844	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS0 FDA06891	Orange County	2015	42,506	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2845	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS6 FDA06894	Orange County	2015	48,451	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2846	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FSX FDA06882	Orange County	2015	64,136	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2847	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS1 FDA06883	Orange County	2015	62,989	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2848	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS3 FDA06884	Orange County	2015	66,289	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2849	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FDFE4FS5 FDA06885	Orange County	2015	62,196	\$69,500

Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	CU— Cutaway Bus	D2850	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS7 FDA06886	Orange County	2015	55,314	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2851	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS9 FDA06887	Orange County	2015	46,401	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2852	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS0 FDA06888	Orange County	2015	50,401	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2853	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS2 FDA06889	Orange County	2015	74,772	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2854	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS8 FDA06878	Orange County	2015	79,634	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2855	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS9 FDA06890	Orange County	2015	42,009	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2856	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS2 FDA06892	Orange County	2015	57,828	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D2857	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS4 FDA06893	Orange County	2015	52,873	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D3975	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS0 GDC13119	Orange County	2016	54,389	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D3976	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS5 GDC10779	Orange County	2016	35,909	\$69,500
Revenue Vehicles	CU— Cutaway Bus	D3977	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD FE4FS3 GDC10778	Orange County	2016	49,707	\$69,500



Asset Category	Asset Class	Asset Name	Make	Model	Count	ID/Serial No.	Asset Owner	Acquisition Year	Vehicle Mileage	Replacement Cost/Value
Revenue Vehicles	CU— Cutaway Bus	D4212	CEQ-Coach and Equipment Manufacturing Company	Phoenix (Ford E- 450)	1	1FD4E4FS7 GDC33173	Orange County	2016	39,446	\$69,500
Facilities	Administra- tion	Warwick Public Transit Bus Garage	N/A	N/A	1	WARWICK0 01	Orange County	2017	N/A	\$2,639,276.45
Support Vehicles	Non Revenue/Se- rvice Automobile	D4252	FRD-Ford Motor Corporation	Ford E- 350	1	1FM5K8D87 GGB97700	Orange County	2016	19,158	\$50,000
Equipment	Bus Shelters	Middletown Bus shelter	N/A	N/A	7	MIDDSHEL T	Orange County	1988	N/A	\$10,000
Equipment	Bus Shelters	Newburgh Bus Shelter	N/A	N/A	9	NEWBSHEL T	Orange County	1988	N/A	\$10,000



## Appendix B. Asset Condition

Table B.1 Revenue Vehicles Condition

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Revenue Vehicles	BR - Over-the-road Bus	C0349	1	1M8PDMPA85P056535	13	860,355	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	C0350	1	1M8PDMPAX5P056536	13	780,757	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	C0351	1	1M8PDMPA15P056537	13	795,302	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	C0940	1	1M8PDMPA66P057037	13	881,113	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	C0941	1	1M8PDMPA86P057038	13	865,605	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-61	1	1M8PDMHA48P057989	10	642,434	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-62	1	1M8PDMHA08P057990	10	580,879	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-63	1	1M8PDMHA28P057992	10	726,525	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-64	1	1M8PDMHA28P057993	10	633,822	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-65	1	1M8PDMHA28P057994	10	643,506	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-66	1	1M8PDMHA28P057995	10	710,722	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-67	1	1M8PDMHA28P057996	10	736,177	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-68	1	1M8PDMHA28P057997	10	790,994	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-69	1	1M8PDMHA28P057999	10	717,755	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-70	1	1M8PDMHA28P058100	10	625,302	\$570,000	14	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Revenue Vehicles	BR - Over-the-road Bus	HTL-71	1	1M8PDMHA28P058101	10	781,161	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-72	1	1M8PDMHA28P058102	10	761,441	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-73	1	1M8PDMHA28P058103	10	689,925	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-74	1	1M8PDMHA28P058104	10	659,728	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-75	1	1M8PDMHA28P058105	10	790,908	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-76	1	1M8PDMHA28P058106	10	768,248	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-77	1	1M8PDMHA28P058107	10	676,898	\$570,000	14	No
Revenue Vehicles	BR - Over-the-road Bus	HTL-78	1	1M8PDMHA28P058108	10	688,893	\$570,000	14	No
Revenue Vehicles	BU - Bus	C1664	1	15GCB211571112588	12	125,607	\$395,000	14	No
Revenue Vehicles	BU - Bus	C1665	1	15GCB211771112589	12	275,082	\$395,000	14	No
Revenue Vehicles	BU - Bus	C1666	1	15GCB211571112586	11	555,239	\$395,000	14	No
Revenue Vehicles	BU - Bus	C2027	1	15GCB211771112587	11	545,467	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1051	1	15GGB3015D1182516	5	140,837	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1052	1	15GGB3017D1182517	5	139,173	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1053	1	15GGB3019D1182518	5	120,414	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1054	1	15GGB3010D1182519	5	166,848	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1055	1	15GGB3017D1182520	5	148,068	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1056	1	15GGB3019D1182521	5	121,781	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1057	1	15GGE3014D1092538	5	95,297	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1058	1	15GGE3016D1092539	5	87,079	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1059	1	15GGE3012D1092540	5	84,670	\$395,000	14	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Revenue Vehicles	BU - Bus	D1060	1	15GGE3014D1092541	5	51,927	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1061	1	15GGE3016D1092542	5	71,408	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1062	1	15GGE3018D1092543	5	106,667	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1063	1	15GGE301XD1092544	5	121,890	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1064	1	15GGE3011D1092545	5	94,496	\$395,000	14	No
Revenue Vehicles	BU - Bus	D1065	1	15GGE3013D1092546	5	45,758	\$395,000	14	No
Revenue Vehicles	CU - Cutaway Bus	C5217	1	1FD4E45P38DA96061	10	102,485	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	C5220	1	1FD4E45P08DB00907	10	103,690	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	C5222	1	1FD4E45PX8DB00901	10	147,311	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D 5378	1	1FDDE3FS6HDC19029	1	6,299	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D1242	1	1FD4E4FSXDDA79098	5	93,957	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1243	1	1FD4E4FS1DDA79099	5	75,035	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1244	1	1FD4E4FS4DDA79100	5	84,700	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1245	1	1FD4E4FS6DDA79101	5	72,839	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1246	1	1FD4E4FS8DDA85448	5	96,011	#69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1247	1	1FD4E4FSXDDA85449	5	67,785	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1248	1	1FD4E4FS6DDA85450	5	68,930	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1249	1	1FD4E4FS8DDA85451	5	70,480	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1250	1	1FD4E4FSXDDA85452	5	69,369	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1251	1	1FD4E4FS1DDA85453	5	75,053	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1252	1	1FD4E4FS8DDA89077	5	110,491	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1254	1	1FD4E4FS1DDA89079	5	71,257	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D1255	1	1FDDE3FL9DDA89071	5	78,133	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	D2843	1	1FD4E4FSXFDA06879	3	73,615	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2844	1	1FD4E4FS0FDA06891	3	42,506	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2845	1	1FD4E4FS6FDA06894	3	48,451	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2846	1	1FD4E4FSXFDA06882	3	64,136	\$69,500	5	No

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Revenue Vehicles	CU - Cutaway Bus	D2847	1	1FDFE4FS1FDA06883	3	62,989	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2848	1	1FDFE4FS3FDA06884	3	66,289	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2849	1	1FDFE4FS5FDA06885	3	62,196	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2850	1	1FDFE4FS7FDA06886	3	55,314	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2851	1	1FDFE4FS9FDA06887	3	46,401	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2852	1	1FDFE4FS0FDA06888	3	50,401	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2853	1	1FDFE4FS2FDA06889	3	74,772	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2854	1	1FDFE4FS8FDA06878	3	79,634	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2855	1	1FDFE4FS9FDA06890	3	42,009	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2856	1	1FDFE4FS2FDA06892	3	57,828	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D2857	1	1FDFE4FS4FDA06893	3	52,873	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D3975	1	1FDFE4FS0GDC13119	2	54,389	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D3976	1	1FDFE4FS5GDC10779	2	35,909	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D3977	1	1FDFE4FS3GDC10778	2	49,707	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D4212	1	1FDFE4FS7GDC33173	2	39,446	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	D5377	1	1FDEE3FS6HDC19028	1	6,325	\$69,500	5	No
Revenue Vehicles	CU - Cutaway Bus	GCDAB-3	1	1FDFE4FS9CDA67409	6	102,912	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	HIDAB-5	1	1FDFE4FS6CDB09289	6	59,731	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	MODAB-8	1	1FDFE4FS3CDB11078	6	72,071	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	WADAB-28	1	1FDFE4S2CDB09287	6	117,363	\$69,500	5	Yes
Revenue Vehicles	CU - Cutaway Bus	WADAB-29	1	1FDFE4S4CDB09288	6	120,632	\$69,500	5	Yes

**Table B.2 Equipment Condition**

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	Vehicle Mileage	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Equipment	Bus Shelters	Middletown Bus shelter	7	MIDDSHELT	30	N/A	\$10,000	15	Yes
Equipment	Bus Shelters	Newburgh Bus Shelter	9	NEWSHELT	30	N/A	\$10,000	15	Yes
Equipment	Non Revenue/ Service Automobile	D4252	1	1FM5K8D87GGB97700	2	19,158	\$50,000	8	No

**Table B.3 Facility Condition**

Asset Category	Asset Class	Asset Name	Count	ID/Serial No.	Age (Yrs)	TERM Scale Condition	Replacement Cost/Value
Facilities	Administration	Warwick Public Transit Bus Garage	1	WARWICK001	1	5	\$2,639,276



## Appendix C. Warwick Bus Garage Maintenance Plan

Applies to the Warwick Transit Center which was fully completed in October 2017 through the use of Federal grants. Beginning in the 2018 fiscal year, agencies receiving Federal funding for revenue service facilities must report on condition assessments and maintenance protocols for those facilities, as per the TAM Transit Asset Management rule (49 CFR part 625).

# **Warwick Dial-A-Bus Transit Facility Maintenance Plan & Facility Inspection Checklist**

June, 2018

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## Section 1: General Building Information

### Introduction

This document is a statement of the processes and practices by which the Orange County Department of Planning in conjunction with the Town of Warwick will maintain the Warwick Transit Center.

Fully completed in October 2017 the Warwick Transit Center is used to provide revenue transportation service for Warwick Dial-A-Bus. The facility houses up to 12 buses, and includes Warwick Dial-A-Bus administrative office, dispatch office and maintenance facility.

### Maintenance Plan Purpose

The purpose of this Maintenance Plan and associated Facility Inspection Checklist is to ensure the full utility of the Warwick Transit Facility over its life by providing standard work procedures for the annual and long-term maintenance of the and its sub-components, and to improve awareness and ensure employees have the knowledge and skills necessary to successfully carry out their roles.

The following table summarizes the inspection regime by building component. The inspection requirements were developed through a review of the user manuals and warranty documentation for various components, along with best practice where such information was not available.

### Facility Component Inspection Intervals

Component	Inspection Interval
<b>Substructure</b>	
See Site Components	N/A
<b>Shell</b>	
Wall & Roof Metal Paneling	Annual
Overhead Garage Doors	Every 1, 3, 6,
Windows	Every 3 Months (Cleaning)
<b>Interiors</b>	
Interior Doors & Trims	Every 12 Months
Walls	None
Hard Floors (Transit Center)	Every 2 Weeks (Cleaning)
Garage Floors	As needed and 3 months
Carpeting	Every 2 Years (Cleaning)
Restroom Fixtures	As Needed (Cleaning)
<b>Conveyance</b>	
None	None
<b>Plumbing</b>	
Site Installed Plumbing	None

<b>Component</b>	<b>Inspection Interval</b>
Well System	Every 12 Months
Water Heater	Every 12 Months
Water Filter	Every 2 Months
<b>HVAC</b>	
Gas-Fired Hot Water Boiler	Continuous Inspection and Every 1, and 12 Months
Thermostat	None
Horizontal Steam and Hot Water Unit Heaters	Every 1 and 12 Months
Air Conditioning	Every 1 Month During Warmer Months
<b>Fire Protection</b>	
Fire Extinguishers	Every month, 12 Months, 6 Years, and 12 Years
Fire and Smoke Alarm System	
<b>Electrical</b>	
Electrical System	Every 2 Years
<b>Special Equipment</b>	
None	None
<b>Site</b>	
Electronic Security Gate	Every 12 Months
General Site Components	Continuous and every 1, 3, and 12 Months

The following sections detail each facility component including a warranty summary and periodic inspection and maintenance practice. Section 12 contains a facility inspection checklist, organized by frequency of inspection.

**Section 2: Substructure (Facility Foundation)**

The substructure of the Warwick Transit Center is covered under a 1 year warranty by Verticon LTD. The commencement date of this warranty was July 28, 2017.

See Section 10 (Site Components) for substructure-related maintenance.

**Section 3: Shell**

**3.1 Wall & Roof Metal Paneling**

**3.1.1 Warranty Summary**

The metal components of the shell of the Warwick Transit Center are covered under a limited 2 year warranty for defective materials or workmanship, by Metl-Span. The commencement date of this warranty was the date of substantial completion, January 18, 2017.

Under standard atmospheric conditions, paint film on the metal components will not crack, check, peel, chalk, or fade for a period or fade for at least 25 years, depending on the specific material of the panels.

The metal and roofing components have an approximate service life of 60 years.

### ***3.1.2 Inspection and Periodic Maintenance***

No preventative maintenance is required during this timeframe.

Clean out any gutters and downspouts annually. Inspect and remove any debris from roof.

## ***3.2 Overhead Garage Doors***

### ***3.2.1 Warranty Summary***

The garage overhead doors of the Warwick Transit Center are covered under a limited 1 year warranty for defective materials or workmanship, by Dutchess Overhead Doors. The commencement date of this warranty was June 3, 2017.

Door hardware manufactured and installed by National Guard Products Inc. is covered under a limited 2 year warranty for defective materials or workmanship. The commencement date of this warranty was the date of delivery.

### ***3.2.2 Overhead Garage Door Inspection and Periodic Maintenance***

Per instructions supplied by the vendor, once a month, Warwick Dial-A-Bus will perform the following tasks on the overhead garage doors:

- Check that the track surface is free of all oil or grease
- Check tightness of track bolts to angles and fasteners attaching angle to jambs for snugness.
- With the door in the down position, adjust roller assembly holder so that the wheel is tight against the track surface on the door side. Lightly oil the roller stem and races of the roller assembly wheel, and wipe off any excessive oil.
- Oil hinge points on all center hinges
- Check all door hardware fasteners for tightness and freedom for corrosive activity
- Inspect bottom seal for damage and replace if necessary
- Check drum set screws for tightness



- Examine cables for frayed or broken strands
- Lightly oil torsion springs across top of coils
- Check winding plug set screw for tightness
- Check bolts which attach the anchor plug to the anchor bracket for tightness and freedom from corrosion
- Assure that the attachment fasteners to the mounting pad are secure and oil the bearings
- Lightly oil contact points of components on shaft
- Check connection of couplings for security
- Check tightness of set collar screws

Monthly periodic maintenance is as follows:

1. Oil all rollers
2. Tighten all loose bolts and replace any that are missing
3. Lightly coat the counterbalance spring with oil if moisture is prevalent in the area, or if rust is visible on the spring
4. Examine the cables for fraying
5. If door is electrically operated, engage the emergency hand chain or disconnect the connecting arm from the carriage assembly
6. After lubrication and inspection is completed, operate door taking note of any binding, erratic shifting in tracks, rollers not turning, or unusual noises. The door should also be level (checked with a spirit level or by measurement, if there is some doubt). The level position is critical to proper operation and long life of the rollers and cables.

Every 3 months, Warwick Dial-A-Bus will perform the following tasks on the overhead garage doors:

- Oil all moving parts except the clutch mechanism on fire doors and the wool pile in the guides on rolling grilles or counter doors. The guides should be lubricated with a paste wax or silicone spray.
- If electrically operated, check the operator gear reducer for oil leakage, and add oil as needed.

- Check the tension of the roller chain between the operator and the door sprocket. If too loose, loosen the operator mounting bolts and slide the operator to tighten the chain. Retighten the operator mounting bolts.
- Oil the interior roller chain on operators without gear reducer.

Every 6 months, Warwick Dial-A-Bus will perform the following tasks on the overhead garage doors:

- Oil all exposed roller chains and on electric operators dry lube the limit switch shaft threads
- All bearings provided with grease fittings should be lubricated. If so equipped, find bearings located in the drive bracket and tension end of the Counterbalance

Alternatively, Warwick Dial-A-Bus can contact Dutchess Overhead Doors to develop a more customized preventative maintenance plan for its overhead garage doors, as offered on the company's website.

### ***3.3 Windows***

#### ***3.3.1 Warranty Summary***

Architectural glass developed for the interior and exterior of the Warwick Transit Center is covered under a limited 10 year warranty for the permanent accumulation of dust, moisture, or film on internal glass surfaces due to defective materials or workmanship. The commencement date of this warranty was the date of manufacture.

#### ***3.3.2 Periodic Inspection and Maintenance of Windows***

Once every 3 months, and as needed, Warwick Dial-A-Bus will clean both the inside and outside of the windows to clear any dust, dirt, or blemishes.

## **Section 4: Interiors**

### ***4.1 Interior Doors & Trims***

#### ***4.1.1 Warranty Summaries***

Doors and any related hardware, manufactured and installed by Architectural Door & Hardware of New York are covered under a limited 1 year warranty for defective materials or workmanship. The commencement date of this warranty was the date of substantial completion (January 18, 2017).

Interior steel doors and frames manufactured and installed by Curries Assa Abloy are covered under a limited 1 year warranty for defective materials or workmanship. The commencement date of this warranty was the date of installation.

McKinney hinges, architectural door trims, threshold, and weather-strip products produced for Curries Assa Abloy steel doors and frames are covered under a limited 1 year warranty for defective materials or workmanship. The commencement date of this warranty was the date of delivery.

Locks, exit devices, and door control products manufactured and installed by Falcon Door Hardware are covered under a limited 10 year warranty for defective materials or workmanship. The commencement date of this warranty was the date of manufacture.

Von Duprin exit devices are covered for defective materials or workmanship and are as follows: 3 years from the installation date or 42 months from the date of shipment for exit devices and trim; 5 years for mechanical components, and 1 year for electrical components from the installation date for electric strikes; 1 year from placing the product in operation or 18 months from the date of shipment for electrified exit devices.

#### ***4.1.2 Periodic Inspection and Maintenance***

Once a year, Warwick Dial-A-Bus will use a dry lubricant to lubricate all door locks. This involves spraying the lubricant into the keyway, and then running the key into and out of the keyway and wiping away any debris.

## ***4.2 Walls***

### ***4.2.1 Warranty Summary***

Drywall manufactured and installed by Tri-State Drywall & Acoustical Inc. is covered under a limited 1 year warranty for defective materials or workmanship. The commencement date of this warranty was the date of substantial completion of August 1, 2017.

#### ***4.1.2 Periodic Inspection and Maintenance***

No preventative maintenance is required for the interior drywalls. Warwick Dial-A-Bus will dust the walls as needed to clear them of any dust or dirt.

## ***4.3 Floors***

### ***4.3.1 Warranty Summary***

Flooring warranty summary to be identified by Warwick Dial-A-Bus.

### ***4.3.2 Periodic Inspection and Maintenance***

Every 2 weeks, Warwick Dial-A-Bus will mop and clean the hard floors of the office portions of the Warwick Transit Center.

Every week, Warwick Dial-A-Bus will clean and verify the condition of the floors of the garage portion of the Transit Center. Spot cleaning should occur on an as needed basis for spills or fluid leaks. Heavy duty cleaning should occur every three months.

Every 2 years, carpeting within the Warwick Transit Center will be steam cleaned.

## ***4.4 Restroom Fixtures***

### ***4.4.1 Warranty Summary***

Restroom amenities, including toilet paper dispensers, towel dispensers, grab bars, tilt mirrors, and soap dispensers are covered under a limited 1 year warranty for defective materials or workmanship. Hand dryers and float glass mirrors are covered against silver spoilage for 10 and 25 years respectively. The commencement date of these warranties was the invoice date by GAMCO.

### ***4.4.2 Periodic Inspection & Maintenance***

No preventative maintenance is required for the restroom fixtures. Warwick Dial-A-Bus will clean these fixtures as needed, as well as the entire restrooms to maintain cleanliness and sanitary conditions.

## **Section 5: Conveyance**

No conveyance components were installed in the Warwick Transit Center.

## **Section 6: Plumbing**

### ***6.1 Site Installed Plumbing, not Otherwise Specified***

#### ***6.1.1 Warranty Summary***

All plumbing work performed by Hauser Brothers is covered under a limited 1 year warranty.

#### ***6.1.2 Periodic Inspection and Maintenance***

None specified.

## **6.2. Well System**

### **6.2.1 Warranty Summary**

The well system is covered under a limited 18 month warranty for defective materials or workmanship, by Amtrol. The commencement date of this warranty was the date of installation.

### **6.2.2 Periodic Inspection & Maintenance**

Annually, Warwick Dial-A-Bus will disinfect the water well and check the captive air tank pressure. The process for disinfecting the water well is as follows:

1. Remove the well cover, and pour the required amount of bleach (1 gallon for every 100 feet of water in the well).
2. Connect garden hose to an outside tap. Put other end of the hose into the well, turn on the faucet, and from time to time, move the hose so that the chlorinated water bathes the sidewalls of the well. This should be done for at least 4 hours, preferably overnight.
3. After the minimum 4 hours of circulation, run all faucets in the facility until there is a smell of chlorine. This ensures that the whole system gets disinfected.
4. After circulating chlorinated water back into the well for 4 hours, shut off faucet, remove hose from well casing, and replace well cap.
5. Don't use the water for 12 hours, or optimally, 48 hours.
6. After a minimum of 12 hours, run the water to taste, but not into the septic system, for several hours, or until the smell and taste of chlorine is gone.
7. To avoid over pumping a weak well or overheating the pump, turn off water when the flow is at a trickle and wait at least 1 hour before resuming.
8. Test for bacteria after a week of use.
9. If one chlorination is not sufficient, repeat the disinfecting procedure as needed.

The process for checking the captive air tank pressure is as follows:

1. Note the operating pressure of the well system (pump on 30 psi / pump off 50 psi or on 40 psi / off 60 psi).
2. Turn off power to pump and drain the Captive Air Tank.
3. With an accurate tire gauge, check air in tank at the tire valve.

4. Air pressure when tank is empty of water should be 2 psi less than pump (on) setting.
5. If air pressure is lower or higher than the correct amount, adjust accordingly.

## **6.3 Water Heater**

### **6.3.1 Warranty Summary**

The hot water heating system is covered under a limited 1 year warranty for defective materials or workmanship, by Takagi. Parts are covered under a 5 year warranty. Heat exchanger components are covered under a 6 year warranty. The commencement date for these warranties was the date of purchase.

### **6.3.2 Periodic Inspection and Maintenance**

Annually, Warwick Dial-A-Bus will flush the hot water tank to prevent the buildup of sediments, and also check the pressure valve. The process for flushing the hot water tank is as follows:

1. Turn off the electricity to the water heater or turn off the gas to extinguish the pilot. Shut off the cold-water inlet to the water heater.
2. Connect a garden hose to the tank's drain valve. Locate the draining end of the hose in an area that won't be adversely affected by the scalding hot water.
3. With the pressure relief valve open, open the drain valve and allow the tank to drain completely. Completely draining the tank ensures that as much sediments have been removed as possible.
4. Close the tank drain valve, disconnect the hose from the valve and close the pressure relief valve. Open all the hot-water spigots in the house, and turn on the cold-water inlet to the tank.
5. Close each hot-water spigot as water begins to flow from it. After all the spigots are closed, turn on the electricity to the water heater, or turn the gas switch to run.

The process for checking the pressure valve is as follows:

1. Turn off the electricity to the water heater or turn off the gas to extinguish the pilot light. Shut off the cold-water inlet to the water heater.
2. Position a bucket to catch water from the pressure relief valve. Pull the trip lever on the valve. A slight rush of air or see some water and vapor exit through the pressure relief valve should be heard. If it isn't, drain the tank and replace the valve.
3. To replace the valve, remove the discharge pipe and unscrew the valve from the water heater. Note the stem length and buy an exact replacement. Screw the new valve into

place, tightening with a wrench. Reattach the discharge pipe, turn on the water and either reconnect the electricity or restart the pilot light according to the manufacturer's instructions.

## **6.4 Water Filter**

### **6.4.1 Warranty Summary**

The water filter is covered under a limited 1 year warranty for defective materials or workmanship, by Lancaster Pump. Water filter parts are covered for varying timespans as indicated in the Lancaster Pump warranty document, based on the serial number dates.

### **6.4.2 Periodic Inspection & Maintenance**

Every 2 months and as needed, Warwick Dial-A-Bus will perform the following preventative maintenance tasks related to the water filter:

- Check softener salt and add more if necessary
- Inspect water flow and check for salt bridging in tank
- Monitor changing water hardness levels
- Check regeneration frequency and adjust if needed
- Check filter cleanliness

If any of these tasks and necessary remediations are too complicated to self-perform, Warwick Dial-A-Bus will consult with a professional water filter cleaner and expert.

## **6.4 Sump Pumps**

### **6.4.1 Warranty Summary**

None available.

### **6.4.2 Periodic Inspection & Maintenance**

Once every 3 months Warwick Dial-A-Bus will perform the following tasks related for every installed sump pump:

- Make sure the sump pump is plugged in to a working ground fault circuit.
- Ensure the sump pump is standing upright.

- Pour a bucket of water into the sump pit to make sure the pump starts automatically and the water drains quickly once the pump is on. If the pump doesn't start it will need to be serviced.
- Physically remove a submersible pump from the pit and clean the grate on the bottom. The sucking action of the pump can pull small stones into the grate, blocking the inlet or damaging the pump over time.
- Ensure the outlet pipes are tightly joined together and draining out at least 20 feet away from the foundation.
- Make sure the vent hole in the discharge pipe is clear.

## **Section 7: HVAC**

### ***7.1 Gas-Fired Hot Water Boiler***

#### ***7.1.1 Warranty Summary***

The boiler is covered under a limited 1 year warranty for defective materials or workmanship, by U.S. Boiler Company. The commencement date for these warranties was the date of installation.

#### ***7.1.2 Periodic Inspection & Maintenance***

Warwick Dial-A-Bus will perform the following preventative maintenance tasks for the Alpine Gas-Fired Hot Water Boiler:

Continuously, Warwick Dial-A-Bus will:

- Keep the area around the boiler free from combustible materials, gasoline, and other flammable vapors and liquids.
- Keep the area around the combustion air inlet terminal free from contaminants.
- Keep the boiler room ventilation openings open and unobstructed.

Monthly, Warwick Dial-A-Bus will perform the following tasks. If repairs, or additional maintenance is needed, Warwick Dial-A-Bus will contact the service technician.

- Inspect the vent piping and outside air intake piping to verify they are open, unobstructed, and free from leakage or deterioration. Check screen in vent and air intake terminations to verify they are clean and free of debris.
- Inspect the condensate drain system to verify it is leak tight, open and unobstructed.
- Inspect the water and gas lines to verify they are free from leaks.



Annually, Warwick Dial-A-Bus will consult a service technician to perform preventative maintenance as described in the manufacturer's instructional manual.

## **7.2 Thermostat**

### **7.2.1 Warranty Summary**

The thermostat is covered under a limited 2 year warranty from the production date if not installed during that period, or 1 year warranty from the installation date if installed within the 24-month period for defective materials or workmanship, by Tekmar.

### **7.2.2 Periodic Inspection & Maintenance**

No preventative maintenance is required for the thermostat itself.

## **7.3 Horizontal Steam and Hot Water Unit Heaters**

### **7.3.1 Warranty Summary**

The horizontal steam and hot water unit heater is covered under a limited 1 year warranty from startup of 18 months from the date of shipment from the factory, whichever occurs first, for defective materials or workmanship, by Interek.

### **7.3.2 Periodic Inspection & Maintenance**

Once a month, Warwick Dial-A-Bus will check the finned surfaces of the heater and vacuum if needed to remove any accumulation of lint and dirt. Fan blades will also be checked and cleaned during this time as needed.

Once a year and when necessary, Warwick Dial-A-Bus will check and if needed, lubricate the sleeve bearings as per the manufacturer's instructions.

## **7.4 Air Conditioning**

### **7.4.1 Warranty Summary**

All Mitsubishi HVAC components are covered under the following warranties for the following time periods for defective materials or workmanship, from the date of installation: Parts are covered for 5 years. The compressor is covered for 7 years.

### **7.4.2 Periodic Inspection & Maintenance**

Once a month during the warmer months of the year where the air conditioning unit is in use, Warwick Dial-A-Bus will perform the following tasks:

- Clean the vents using a vacuum cleaner using a brush attachment. The unit should be turned off first and the filter should be first taken down.
- Clean the filter using a vacuum cleaner using a brush attachment. If the filter is particularly dirty, it should be washed in lukewarm water.

## **Section 8: Fire Protection**

### ***8.1 Fire Extinguishers***

#### ***8.1.1 Warranty Summary***

Fire extinguishers are covered under a limited 6 year warranty for defective materials or workmanship, by Amerex. The commencement date of this warranty was the date of purchase.

#### ***8.1.2 Periodic Inspection & Maintenance***

The Warwick Transit Center's fire extinguishers are dry chemical fire extinguishers with capability to extinguish fire Classes A-C. At least once a month, Warwick Dial-A-Bus will perform a visual inspection of all on-site fire extinguishers. During this inspection, Warwick Dial-A-Bus will confirm the following:

- The fire extinguisher is still present in its designated location
- No damage has occurred to the equipment, including any corrosion, leakage, or dents
- No obstructions are blocking the equipment from view or from easy access
- The extinguisher is fully charged and operational
- The pressure gauge indicator is in operating range
- The pull-pin is not missing and the pull pin seal is intact
- Verify the date of the last professional inspection, and date/initial the back of the fire extinguisher tag to log the monthly visual inspection.

Once a year, Warwick Dial-A-Bus will solicit a professional fire protection company to perform a more thorough inspection of the facility's fire extinguishers. Once complete, the date of this professional inspection should be logged on the fire extinguisher tag.

Every 6 years, Warwick Dial-A-Bus will solicit a professional fire protection company to perform internal maintenance. This involves discharging the fire extinguisher, a complete internal

examination, and recharging to ensure all components are working correctly. Once complete, the date of this professional inspection should be logged on the fire extinguisher tag.

Every 12 years, Warwick Dial-A-Bus will solicit a professional fire protection company to perform hydrostatic testing to ensure the fire extinguisher's integrity and ability to safely contain the pressure used to expel the agent. Once complete, the date of this professional inspection should be logged on the fire extinguisher tag.

During these inspections, Warwick Dial-A-Bus will also have the professional fire protection company check all smoke detectors. As stated in the Town of Warwick's municipal code, the owner of the device is responsible for their upkeep.

## ***8.2 Fire & Smoke Alarm Systems***

### ***8.2.1 Warranty Summary***

### ***8.2.2 Periodic Inspection & Maintenance***

Inspection and maintenance must follow requirements set forth in the Fire Code of New York State (FCNYS). Section 901.6. Fire detection, alarm and extinguishing systems must be maintained in an operative condition at all times, including systems required by the building code or voluntarily installed by the property owner.

## **Section 9: Electrical**

### ***9.1 Warranty Summary***

Electrical work on the facility is subject to a standard workmanship warranty as stated in any received contracts.

### ***9.2 Periodic Inspection & Maintenance***

Once every 2 years, Warwick Dial-A-Bus will enlist a professional electrician to perform routine preventative maintenance. The electrician will check all related system components. Warwick Dial-A-Bus will also enlist a professional electrician if any issues occur with the electrical components of the Warwick Transit Center. No other preventative maintenance is required by Warwick Dial-A-Bus.

## **Section 10: Special Equipment**

No special equipment related to the function of the Warwick Transit Center were installed in the facility.

## **Section 11: Site**

### ***11.1 Electronic Security Gate***

#### ***11.1.1 Warranty Summary***

The warranty for the electric security gate will be inserted directly by Warwick Dial-A-Bus.

#### ***11.1.2 Periodic Inspection & Maintenance***

Once a year, Warwick Dial-A-Bus will lubricate the gate hinges and driveway gate slide. Warwick Dial-A-Bus will also check the slide gate chain tension. This is based on the sag of the gate chain which should be about 2 inches. If there is too much or too little sag, Warwick Dial-A-Bus will add or remove links as needed. This is noted to be a difficult task, so if needed, Warwick Dial-A-Bus should consult a professional to perform this task of adding and removing chain links.

### ***11.2 General Site Components***

#### ***11.2.1 Periodic Inspection & Maintenance***

Warwick Dial-A-Bus will constantly make sure that no surrounding weeds, brush, and other foliage impede on the Warwick Transit Center. This will also include monitoring any large brush or trees in proximity to the facility to ensure that no roots affect the substructure. Any drains and catch basins will also be kept free of debris.

Once a month, Warwick Dial-A-Bus will sweep and removed debris from all paved surfaces surrounding the facility.

Once a year, Warwick Dial-A-Bus will inspect and clean out any garage floor drains and traps.

## Section 12: Facility Inspection Checklist

Inspection Frequency: CONTINUOUS/AS NEEDED

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Restroom and Restroom Fixtures</b>				a) Area is clean, orderly and sanitary (includes toilet paper dispensers, grab bars, tilt mirrors, hand dryers and soap dispensers).
				b) Soap and towels available
				c) Trash removed or in proper container

<b>Garage Floors</b>				a) Aisles and hallways unobstructed and in good condition.
				b) Floors clean, dry and in good repair.

<b>Walls</b>				a) All walls will be dusted on an as needed basis to clear them of any dust or dirt.
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<b>Gas-Fired Hot Water Boiler</b>				a) The area around the boiler is free from combustible materials, gasoline and other flammable vapors and liquids.
				b) The area around the combustion air inlet terminal is free from contaminates.
				c) The boiler room ventilation opening are open and unobstructed.

	Yes	No	N/A	Requirements
<b>General Site Components</b>				a) No surrounding weeds, brush, and other foliage impede on the Transit Center.
				b) Any large brush or trees in proximity to the facility will be monitored to ensure that no roots affect the substructure.
				c) Drains and catch basins are free of debris.

**Facility Inspection Checklist**

**Inspection Frequency: EVERY TWO WEEKS**

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Hard Floors</b>				a) Floors in the administrative offices have been cleaned, swept and mopped.

## Facility Inspection Checklist

Inspection Frequency: MONTHLY

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Air Conditioning</b> (during warmer months)				a) Air vents have been cleaned (using a vacuum cleaner).
				b) Air filter has been cleaned (either using a vacuum or if needed, in lukewarm water).

<b>Overhead Garage Doors</b>				a) Track service is free of all oil and grease
				b) Track bolts to angles and fasteners attaching angle to jambs have been checked and are snug.
				c) The roller stem and races of the roller assembly wheel have been oiled.
				d) Hinge points on all center hinges have been oiled.
				e) All door hardware fasteners have been checked for tightness and freedom from corrosive activity.
				f) Inspect bottom seal for damage, replace if necessary.
				g) Drum set screws have been checked for tightness
				h) Cables have been examined for frayed or broken strands.



<b>Overhead Garage Doors (Continued)</b>			i) Torsion spring across top of coils have been lightly oiled
			j) Winding plug set screw have been checked for tightness
			k) Bolts that attach the anchor plug to the anchor bracket have been checked for tightness and freedom from corrosion.
			l) The attachment fasteners are secured to the mounting pad and the bearings have been oiled.
			m) Contact points on the shaft have been lightly oiled.
			n) Connections of couplings have been checked for security.
			o) Set collar screws have been checked for tightness.
			p) All rollers have been oiled
			q) All loose bolts have been tightened and missing bolts have been replaced.
			r) The counterbalance spring has been lightly coated with oil (if moisture is prevalent in the area, or if rust is visible on the spring)
			s) All cables have been examined for fraying.
			t) The emergency hang chain has been engaged or the connecting arm has been disconnected from the carriage assembly (if the door is electrically operated).
			u) Following lubrication and inspection, the door has been operated: <ul style="list-style-type: none"> <li>• Any binding, erratic shifting in tracks, rollers not turning, or unusual noises must be noted.</li> </ul>

				<ul style="list-style-type: none"> <li>• The level position has been checked and verified.</li> </ul>

	Yes	No	N/A	Requirements
<b>Gas-Fired Hot Water Boiler</b>				a) The vent piping and outside air intake piping have been inspected. Piping must be open, unobstructed, and free from leakage or deterioration.
				b) The screen in vent and air intake terminations have been checked and are clean and free of debris.
				c) The condensate drain system has been inspected and it is leak tight, open and unobstructed.
				d) The water and gas lines have been inspected and are free from leaks.

<b>Horizontal Steam and Hot Water Unit Heaters</b>				a) The finned surfaces of the heater have been checked and vacuumed to remove any accumulation of link and dirt.
				b) Fan blades have been checked and cleaned as needed.

	Yes	No	N/A	Requirements
<b>Fire Extinguishers</b>				<p>a) A visual inspection has been completed of all on-site fire extinguishers to confirm the following:</p> <ul style="list-style-type: none"> <li>▪ Fire extinguishers are present in designated locations.</li> <li>▪ No damage, including corrosion, leakage or dents have occurred to the equipment,</li> <li>▪ The equipment is not blocked from view or from easy access.</li> <li>▪ The extinguisher is fully charged and operational.</li> <li>▪ The pressure gauge indicator is in operating range.</li> <li>▪ The pull-pin is not missing the pull-pin seal is intact.</li> <li>▪ The date of the last professional inspection has been verified.</li> <li>▪ The back of the fire extinguisher tag has been dated and initialed to log the monthly visual inspection.</li> </ul>

<b>General Site Components</b>				<p>a) All paved surfaces surrounding the facility have been swept and debris has been removed.</p>
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**Facility Inspection Checklist**

**Inspection Frequency: EVERY TWO MONTHS**

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Water Filter</b>				a) Softener salt level has been checked, if necessary, more has been added.
				b) Water flow and salt bridging in the tank have been inspected
				c) Water hardness levels have been monitored.
				d) Regeneration frequency has been checked and adjusted as necessary.
				e) Filter cleanliness has been checked.

## Facility Inspection Checklist

Inspection Frequency: EVERY THREE MONTHS

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Overhead Garage Doors</b>				a) All moving parts have been oiled with a paste wax or silicone spray (except for the clutch mechanism on fire doors and the wood pile in the guides on rolling grilles or counter doors).
				b) The operator gear reducer has been checked or oil leakage, oil has been added if needed.
				c) The tension of the roller chain between the operator and the door sprocket have been checked.
				d) The interior roller chain (on operators without gear reducer) has been oiled

<b>Windows (cleaning)</b>				a) Both the inside and outside of the windows have been cleaned of any dust, dirt or blemishes.
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<b>Garage Floors</b>				a) The floors of the garage portion of the Transit Center have undergone a heavy duty cleaning using a pressure washer.
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	Yes	No	N/A	Requirements
<b>General Site Components</b>				a) For every sump pump, the following tasks have been completed:

				<ul style="list-style-type: none"><li>▪ The sump pump is plugged in to a working ground fault circuit.</li><li>▪ The sump pump is standing upright.</li><li>▪ A bucket of water has been poured into the sump pit and the pump started automatically and the water drained quickly. The pump will need to be serviced if this does not happen.</li><li>▪ A submersible pump has been removed from the pit and the grate on the bottom has been cleaned of any small stones or debris.</li><li>▪ Outlet pipes are tightly joined together and draining out at least 20 feet away from the foundation.</li><li>▪ The vent hold in the discharge pipe is clear.</li></ul>
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**Facility Inspection Checklist**

**Inspection Frequency: EVERY SIX MONTHS**

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Overhead Garage Doors</b>				a) All exposed roller chains have been oiled and dry lube has been applied on the limit swatch shaft threads on electric operators.
				b) All bearings with grease fittings have been lubricated.

## Facility Inspection Checklist

Inspection Frequency: ANNUAL

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Interior Doors &amp; Trims</b>				a) All door locks have been lubricated with a dry lubricant.

<b>Well System</b>				a) Water well has been disinfected using the process steps detailed in the Warwick Dial-A-Bus Transit Facility Maintenance Plan.
				b) Captive air tank pressure has been checked using the process steps detailed in the Warwick Dial-A-Bus Transit Facility Maintenance Plan.

<b>Water Heater</b>				a) The hot water tank has been flushed to prevent the buildup of sediments. The process outlined in the Warwick Dial-A-Bus Transit Facility Maintenance Plan should be used.
				b) The pressure valve has been checked using the process steps detailed in the Warwick Dial-A-Bus Transit Facility Maintenance Plan.

<b>Gas-Fired Hot Water Boiler</b>				a) A service technician has been consulted to perform preventative maintenance as described in the manufacturer's instructional manual.
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	Yes	No	N/A	Requirements
<b>Horizontal Hot Water Unit Heaters</b>				a) The sleeve bearings have been checked and lubricated (per the manufacturer's instructions) if needed.

<b>Fire Extinguishers</b>				<p>a) Professional fire protection company has been solicited to perform internal maintenance which includes, discharging the fire extinguisher, an internal examination, and recharging to ensure all components are working correctly.</p> <ul style="list-style-type: none"> <li>▪ The date of professional inspection should be logged on the fire extinguisher tag.</li> </ul> <p>** Additional inspections should occur every six and 12 years. Please refer to the Warwick Dial-A-Bus Transit Facility Maintenance Plan for additional details.</p>
<b>Fire &amp; Smoke Alarm System</b>				Professional electrician has performed routine preventative maintenance including checking all related system components.

<b>Electronic Security Gate</b>				a) The gate hinges and driveway gate slide have been lubricated.
				<p>b) Slide gate chain tension has been checked. Sag will be adjusted as needed by adding or removing links.</p> <ul style="list-style-type: none"> <li>▪ If needed, a professional can be consulted to assist with this task.</li> </ul>

<b>General Site Components</b>				a) The garage floor drains and traps have been inspected and cleaned.
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<b>Wall &amp; Roof Metal Paneling</b>				a) Gutters and downspouts have been cleaned out. The roof has been inspected and any debris has been removed.
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**Facility Inspection Checklist**

**Inspection Frequency: BIENNIAL**

Sheet Completed by:	Month:
	Year:

	Yes	No	N/A	Requirements
<b>Electrical System</b>				a) Professional electrician has performed routine preventative maintenance including checking all related system components.

<b>Carpet Cleaning</b>				a) Carpeting within the Warwick Transit Center have been cleaned.
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## Appendix D. Fleet Replacement Module Output

**Table D.1 Fleet Replacement Module Output**

Fleet Type (Year/Make/Model)	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023	
	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$	Number	Cost in 2018 \$
<b>Total in Current Year \$</b>		<b>\$1,459,500</b>		<b>\$2,850,000</b>		<b>\$1,832,500</b>		<b>\$1,068,000</b>		<b>\$10,399,000</b>
<b>Total in Year of Expenditure \$</b>		<b>\$1,503,285</b>		<b>\$3,023,565</b>		<b>\$2,002,422</b>		<b>\$1,202,043</b>		<b>\$12,055,291</b>
2015 CEQ-Coach and Equipment Manufacturing Company Phoenix (Ford E-450)					15	\$1,042,500				
2017 CEQ-Coach and Equipment Manufacturing Company Phoenix (Ford E-350)									2	\$139,000
2012 CEQ-Coach and Equipment Manufacturing Company Phoenix (Ford E-450)	5	\$347,500								
2008 MCI-Motor Coach Industries International (DINA) D4500									18	\$10,260,000
2005 MCI-Motor Coach Industries International (DINA) D4500			5	\$2,850,000						
2007 GIL-Gillig Corporation LOW FLOOR							2	\$790,000		
2013 GIL-Gillig Corporation LOW FLOOR										
2013 CEQ-Coach and Equipment Manufacturing Company Phoenix (Ford E-450)	13	\$903,500								
2008 CEQ-Coach and Equipment Manufacturing Company Phoenix (Ford E-450)	3	\$208,500								
2016 CEQ-Coach and Equipment Manufacturing Company Phoenix (Ford E-450)							4	\$278,000		
2006 GIL-Gillig Corporation LOW FLOOR					2	\$790,000				

## Appendix E. Asset Information

Orange County utilizes TransAM Asset Management Platform (<https://transam-ocdp.camsys-apps.com>), a software asset management system that maintains Orange County's asset inventory. The software additionally tracks updates throughout asset lifecycles (mileage, condition, maintenance) and evaluates performance against different policy criteria (grant disposition rules and TAM Policy). The County inventories and tracks data by entering it into TransAM upon acquisition and/or disposal and requires operators to update lifecycle events on a quarterly basis. Lifecycle events include:

- Mileage
- Condition
- Service Status
- Maintenance (Oil Change, Filter, etc.)
- Disposition

The asset inventory is classified based on a hierarchical structure of Asset Category, Type, and Subtype. The following required data fields are maintained for each asset category:

**Table E.1 Revenue Vehicles**

Agency	Wheelchair Capacity
VIN	Primary Mode
Asset ID	Service Type
External ID	Dedicated Asset
Category	Funding Type
Type	Direct Capital Responsibility
Subtype	% Capital Responsibility
License Plate	Ownership Type
Manufacturer	Purchased New
Model/Chassis	Purchase Cost
Year of Manufacture	In Service Date
Title Owner	Purchase Date
Fuel Type	Expected Useful Life (months)
Length	Expected Useful Life (miles)
Seating Capacity	Useful Life Benchmark
Standing Capacity	Funding Source, Program, %
ADA Accessible	Purchase Source (Vendor)

**Table E.2 Equipment (Support Vehicles)**

Agency	Service Type
VIN	Secondary Modes
Asset ID	Funding Type
External ID	Direct Capital Responsibility
Category	% Capital Responsibility
Type	Ownership Type
Subtype	Purchased New
License Plate	Purchase Cost
Manufacturer	In Service Date
Model/Chassis	Purchase Date
Year of Manufacture	Expected Useful Life (months)
Title Owner	Expected Useful Life (miles)
Fuel Type	Useful Life Benchmark
Seating Capacity	Funding Source, Program, %
Primary Mode	Purchase Source (Vendor)

**Table E.3 Facilities**

Agency	Num. Floors
Asset ID	Num. Public Parking Spaces
External ID	Num. Private Parking Spaces
Category	Lot Size (acres)
Type	Line Number
Subtype	LEED Certification Type
Name	Purchase Cost
Address	Purchase Date
City	Warranty Date
State	In Service Date
Zip	Purchased New (Y/N)
Land Owner	Vendor
Building Owner	Funding Type
Year Built	Direct Capital Responsibility
Facility Size (sq ft)	% Capital Responsibility
Section of Larger Facility (Y/N)	Primary Mode
Percent Operational	Secondary Modes
Num. Structures	Private Mode
Funding Source, Program, %	



### Table E.4 Equipment

Agency	Manufacturer Year
Asset ID	Serial Number
External ID	Purchase Cost
Category	Purchase Date
Type	In Service Date
Subtype	Purchased New
Description	Vendor
Quantity/Units	Funding Source, Program, %
Manufacturer	



## Appendix F. Operator-Specific Maintenance Strategies

### Table F.1 Goshen-Chester

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	5,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A

### Table F.2 Highlands Dial-A-Bus

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	5,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Daily	N/A	N/A

### Table F.3 Kiryas Joel Transit

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	6,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Bi-Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A

**Table F.4 Middletown Transit**

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	6,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Bi-Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A

**Table F.5 Monroe Dial-A-Bus**

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	6,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Monthly	N/A	N/A

**Table F.6 Montgomery Dial-A-Bus**

<b>Asset Category</b>	<b>Asset Class</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Avg Duration (Hrs)</b>	<b>Cost</b>
Revenue Vehicles	BU - Bus	General Preventative Maintenance	3,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	Oil Changes	6,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Bi-Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly		

**Table F.7 Newburgh Dial-A-Bus**

<b>Asset Category</b>	<b>Asset Class</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Avg Duration (Hrs)</b>	<b>Cost</b>
Revenue Vehicles	BU - Bus	General Preventative Maintenance	5,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Bi-Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Monthly	N/A	N/A

**Table F.8 Newburgh-Beacon Transit**

<b>Asset Category</b>	<b>Asset Class</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Avg Duration (Hrs)</b>	<b>Cost</b>
Revenue Vehicles	BU - Bus	General Preventative Maintenance	6,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	External Vehicle Wash	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Under Carriage Cleaning	Every 6 Months		

**Table F.9 Port Jervis Dial-A-Bus**

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	3,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Bi-Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A

**Table F.10 Ride Right Paratransit**

Asset Category	Asset Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
Revenue Vehicles	BU - Bus	General Preventative Maintenance	3,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Bi-Weekly	N/A	N/A

**Table F.11 Walkkill Dial-A-Bus**

<b>Asset Category</b>	<b>Asset Class</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Avg Duration (Hrs)</b>	<b>Cost</b>
Revenue Vehicles	BU - Bus	General Preventative Maintenance	5,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Bi-Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A

**Table F.12 Warwick Dial-A-Bus**

<b>Asset Category</b>	<b>Asset Class</b>	<b>Maintenance Activity</b>	<b>Frequency</b>	<b>Avg Duration (Hrs)</b>	<b>Cost</b>
Revenue Vehicles	BU - Bus	General Preventative Maintenance	5,000 Miles	N/A	N/A
Revenue Vehicles	BU - Bus	In-Service Vehicle Pre-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Post-Trip Inspection	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Repairs	As Needed	N/A	N/A
Revenue Vehicles	BU - Bus	Vehicle Warranty Checking	Constantly	N/A	N/A
Revenue Vehicles	BU - Bus	Records Logging into TransAM	Quarterly	N/A	N/A
Revenue Vehicles	BU - Bus	External Vehicle Wash	Weekly	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Dry Clean/Sweep	Daily	N/A	N/A
Revenue Vehicles	BU - Bus	Internal Vehicle Wash/Mopping	Weekly	N/A	N/A