

STANDARD OPERATING PROCEDURE NO. 3
Revision No. 1



WICHITA DWIGHT D. EISENHOWER NATIONAL AIRPORT

**Operating and Maintenance Responsibilities and Procedures for Parking Garage,
Surface Parking Lots and Supporting Facilities**

Approved By:

WICHITA AIRPORT AUTHORITY

Original document signed by Victor D. White on 11/12/15

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Director of Airports

Date

Subject: Operating and Maintenance Responsibilities and Procedures for Parking Garage, Surface Parking Lots and Supporting Facilities

Section I. Purpose and Responsibilities

A. Purpose. To establish and set forth responsibilities and procedures for maintenance, upkeep and operations for the parking garage and surface lots and supporting facilities immediately adjacent to and within parking lots. Parking Lots and supporting facilities include, but may not be strictly limited to:

1. **Parking Garage** – Levels 1, 2, 3, and 4, entrance and exit ramps, public parking, vehicle and pedestrian public access ways.
2. **Rental Car (RAC) Customer Service Center** – Non-leased public areas, non-leased storage spaces, IT/Communications room, restrooms, 1st level vestibules and public corridors.
3. **Exit Plaza and Parking Office Building and Parking Lot**
4. **Close-In Lot**
5. **Economy Lot**
6. **Park & Ride Lot**
7. **Employee Permit Lot**
8. **Lot C**
9. **Terminal Building (TB) Loading Docks/Delivery Area**
10. **Terminal Building planters**

Each of the facilities listed in 1 through 10 above contain associated support facilities, systems and sub-systems which include, but may not be strictly limited to:

1. Pavements, drainage systems and markings
2. Landscaping and planters
3. Irrigation systems
4. Fencing
5. Steel bollards
6. Plastic traffic delineators
7. Signs, sign posts and fasteners
8. Parking access and revenue control systems (PARCS)
9. Parking guidance systems (PGS)
10. Electrical systems
11. Lighting systems
12. HVAC and mechanical systems
13. Pavement subgrade heating systems
14. Elevators
15. Stairwells
16. Trash and litter collection
17. Trash removal from cigarette butt and trash receptacles
18. Pet relief areas

B. Responsibilities.

1. Airport Grounds and Fleet Division (AGF)
2. ABM Parking Services (ABM)
3. Airport Buildings and Utilities Division (ABU)
4. Airport Operations (OPS)

Section II. Definitions

Blue Zones	assigned to AGF
Yellow Zones	assigned to ABM
Blue/Yellow Zones	assigned to AGF and ABM
Green Zones	assigned to ABU

Airport Operations (OPS) assigned all zones

Section III. Procedures

Attached to this standard operating procedure (SOP) are three (3) color-coded exhibits identified as **EXHIBIT 1a**, **1b**, and **1c** graphically representing the general areas of operations, inspection and maintenance responsibilities among AGF, ABM, ABU and OPS. These exhibits are to be used only as a general visual guide and should not be used for exact demarcation boundaries, as there are overlapping and sometimes redundant/duplicative task responsibilities between the organizations. The work task responsibilities are assigned to AGF, ABM and/or ABU as described in this Section.

A. **Airport Grounds & Fleet (AGF)**

Blue Zones

Daily

1. Trash and debris removal from non-paved landscaped grounds.
2. Trash and debris removal from Level 1 vehicle public roadways and pedestrian public walkways.
3. Trash and debris removal from garage levels 2, 3 and 4.
4. Remove and dispose of cigarette butts in butt receptacles in smoking areas under garage ramps, and SW/SE side of RAC Customer Service Center outside vestibules.
5. Remove and dispose of trash in waste receptacles in smoking areas under garage ramps.
6. Remove and dispose of trash in waste receptacles in commercial vehicle lanes.
7. Pet relief areas.
8. Inspect waste receptacles in Levels 2, 3 and 4 to confirm removal and disposal.
9. Overall facility inspection drive-through/walk-through observing for damage or maintenance required.

Weekly

1. Sweep/vacuum garage Level 1 vehicle public roadways and pedestrian walkways.
2. Remove weeds from turf and planter beds (*seasonal*).
3. Remove weeds from TB planter beds (*seasonal*).
4. Inspect and adjust irrigation systems (*seasonal*).

Quarterly

1. Sweep/vacuum garage vehicle ramps.
2. Clean northwest (NW) and northeast (NE) stair towers by safe and appropriate means no less than one (1) time every three (3) months. NW and NE stair towers shall be coned-off/closed to the public on each level and may be cleaned during regular work hours M-F.
3. Perform power washing of interior parking garage Level 1 vehicle public roadways and pedestrian public walkways.
4. Perform power washing of sidewalks adjacent to Commercial Vehicle Lanes (CVL) in front of RAC Customer Service Center, and Close-In Lot.

As Required

1. Pavement, drainage systems and marking repair, replacement and maintenance.
2. Landscape and planters repair, replacement and maintenance.
3. Irrigation system time settings, head adjustments, operation and general maintenance.
4. Fencing repair, replacement and maintenance.
5. Steel bollard repair, replacement and maintenance.
6. Plastic traffic delineator repair, replacement and maintenance.
7. Sign installations, repair, replacement and maintenance.
8. Pavement subgrade heating system settings, adjustments, operation and general maintenance.
9. Other miscellaneous.

B. ABM Parking Services (ABM)

Yellow Zones

Daily

1. Trash and debris removal from surface lots, grounds and garage levels 2, 3 and 4.
2. Remove and dispose of trash in waste receptacles in surface parking lots and garage levels 2, 3 and 4.
3. Overall facility inspection drive/walk-through observing for damage or maintenance required.

4. Perform inspection, maintenance, repair and preventive maintenance (PM) of parking access and revenue control system (PARCS) and parking guidance system (PGS) in accordance with company and manufacturer's operating procedures.

Weekly

1. Overall facility inspection drive/walk-through observing for damage or maintenance required. Progressive inspection detail over **Daily**.
2. Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.

Monthly

1. Overall facility inspection drive/walk-through observing for damage or maintenance required. Progressive inspection detail over **Daily** and **Weekly**.
2. Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.

Quarterly

1. Clean southwest (SW) and southeast (SE) stair towers by safe and appropriate means. SW and SE stair towers shall be coned-off/closed to the public on each level and all appropriate "slip/fall" safety precautions taken. ***If method of cleaning cannot result in safe access by the public, or be closed to the public, then cleaning shall occur between the hours of 1:00 a.m. to 4:00 a.m.***
2. Overall facility inspection drive/walk-through observing for damage or maintenance required. Progressive inspection detail over **Daily**, **Weekly** and **Monthly**.
3. Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.

Semi-Annual

Perform power washing of interior parking garage levels 2, 3, and 4. Power washing may be phased and undertaken throughout the year, but all three levels shall be power washed twice per year.

As Required

1. Perform power washing of surface and garage parking paved surfaces as required.
2. Sign installations, repair, replacement and maintenance.
3. PARCS and PGS repairs, replacement and maintenance.

C. **Airport Buildings & Utilities (ABU)**

Green Zones

1. Overall facility inspection drive/walk-through observing for damage or maintenance required routinely and as necessary.
2. Perform inspection, maintenance, repair and PM of electrical systems, lighting systems, HVAC systems, and elevators in accordance with company and manufacturer's operating procedures.
3. Perform interior and exterior glass cleaning as outlined in glass cleaning services agreement scope of work.

D. **Airport Operations (OPS)**

Weekly

OPS shall perform weekly facility inspection drive-through observing for damage and/or maintenance required in all zones, with special emphasis on observing and reporting light outages in surface lots and parking garage. Electronically record and report discrepancies.

E. **Snow and Ice Control Responsibilities and Procedures**

Attached to this standard operating procedure (SOP) is a color-coded exhibit identified as **EXHIBIT 2** graphically representing the general areas of snow and ice control responsibilities among ABM and ABU. This exhibit is to be used only as a general visual guide and should not be used for exact demarcation boundaries, as there are overlapping and sometimes redundant/duplicative task responsibilities between the organizations. The snow and ice control work task responsibilities are assigned to ABM and/or ABU as described in this Section.

1. **ABM Parking Services (ABM)**

Yellow Zones

- a) Perform snow and ice removal within all areas shown in **Yellow Zones** on attached **EXHIBIT 2**. Snow and ice removal responsibilities include all paved surfaces in **Yellow Zone**, including roadways, parking lots, parking lot entrance and exits, and sidewalks.
- b) Only non-corrosive snow/ice melting materials shall be used on paved surfaces within and roadways immediately approaching the parking structure. ***Corrosive materials such as salt, brine, magnesium chloride, or other similar melting agents are prohibited.***

2. **Airport Buildings & Utilities (ABU)**

Green Zones

- a) Perform snow and ice removal within all areas shown in **Green Zones** on attached **EXHIBIT 2**. Snow and ice removal includes all paved surfaces in **Green Zone**, including roadways, parking lots, parking lot entrance and exits, and sidewalks.

- b) Only non-corrosive snow/ice melting materials shall be used on paved surfaces within and roadways immediately approaching the parking structure. *Corrosive materials such as salt, brine, magnesium chloride, or other similar melting agents are prohibited.***

AGF CHECKLIST

Daily

- **Trash and debris removal from non-paved landscaped grounds**
- **Trash and debris removal from Level 1 vehicle public roadways and pedestrian public walkways**
- **Trash and debris removal from garage levels 2, 3, and 4**
- **Remove and dispose of trash in waste receptacles in commercial vehicle lanes**
- **Pet relief areas**
- **Remove and dispose of trash in waste receptacles under garage ramps**
- **Remove/dispose of cig butts in butt receptacles in smoking areas under garage ramps, and SW/SE side of RAC Center outside vestibules**
- **Inspect waste receptacles in Levels 2, 3 and 4 to confirm removal and disposal**
- **Overall facility inspection drive/walk-through observing for damage or maintenance required**

Weekly

- **Sweep/vacuum garage Level 1 vehicle public roadways and pedestrian walkways**
- **Remove weeds from turf and planter beds (*seasonal*)**
- **Remove weeds from TB planter beds (*seasonal*)**
- **Inspect and adjust irrigation systems (*seasonal*)**

Quarterly

- **Clean NW and NE stair towers by safe and appropriate means no less than one (1) time every three (3) months. NW and NE towers shall be coned-off/closed to the public on each level and may be cleaned during regular work hours M-F.**
- **Sweep/vacuum garage vehicle ramps.**
- **Power wash interior parking garage Level 1 vehicle public roadways and pedestrian public walkways**
- **Power wash sidewalks adjacent to CVL, in front of RAC customer service center and Close-In Lot**

ABM CHECKLIST

Daily

- **Trash and debris removal from surface lots, grounds and garage levels 2, 3 and 4.**
- **Remove and dispose of trash in waste receptacles in surface parking lots and garage levels 2, 3 and 4.**
- **Overall facility inspection drive/walk-through observing for damage or maintenance required**
- **Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.**
- **Overall facility inspection drive/walk-through observing for damage or maintenance required. Progressive inspection detail over Daily and Weekly.**
- **Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.**

Weekly

- **Overall facility inspection drive/walk-through observing for damage or maintenance required. Progressive inspection detail over Daily.**
- **Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.**
- **Clean SW and SE stair towers by safe and appropriate means.**
- **Overall facility inspection drive/walk-through observing for damage or maintenance required. Progressive inspection detail over Daily, Weekly and Monthly.**
- **Perform inspection, maintenance, repair and PM of PARCS and PGS in accordance with company and manufacturer's operating procedures.**

Quarterly

Semi-Annually

- **Power wash interior parking garage levels 2, 3, and 4.**

Monthly