

FACILITY MAINTENANCE PLAN

between

WASHOE COUNTY and TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

1. Purpose: To maintain in good condition Truckee Meadows Fire Protection District (“DISTRICT”) career and volunteer stations and real property according to the 2026 Interlocal Agreement for Governmental Services, as it may be amended from time to time, which authorizes Washoe County as station maintenance provider for the DISTRICT.
2. Policy: The policy is to administer DISTRICT’s obligations based on the 2026 Interlocal Agreement for Governmental Services and ensure adequate checks and balances in the use of public funds.
3. Legal Authority/References: 2026 Interlocal Agreement for Governmental Services
4. Definitions & Responsible Agent:

DISTRICT – DISTRICT, inclusive of Career and Volunteer Stations

WCFM – Washoe County Facility Management Staff

Inspections – Bi-annual inspections on even years of all buildings inclusive of interior, exterior and roofs. *Responsibility of WCFM & DISTRICT*

Installation of New Equipment & Renovations – The installation of new equipment, fixtures, lighting, electrical and/or plumbing renovations.

Responsibility of WCFM (Non-Financial)

Installed Equipment – Installed equipment includes ranges, refrigerators, air compressors, ice machines, exhaust systems, generators, motorized roll-up doors, etc.

Responsibility of DISTRICT

Routine Maintenance – Maintenance of grease interceptors, plugged toilets, burned-out-lights, broken windows or screens, carpet & vinyl repairs, carpet cleaning, window & blinds cleaning and repair. *Responsibility of DISTRICT*

Minor Repairs – Minor repairs to HVAC equipment, water heaters, restroom fixtures, exhaust fans, existing electrical & plumbing, lock work, minor painting, sheetrock, roof repairs, and minor carpentry.

Responsibility of WCFM (Non-Financial)

Preventive Maintenance – Quarterly scheduled maintenance of building systems (HVAC, plumbing, electrical).

Responsibility WCFM

5. Scope and Applicability: This policy applies to all DISTRICT Buildings and Washoe County Owned Buildings covered under the 2026 Interlocal Agreement for Governmental Services.

6. Procedures for Preventive Maintenance:

Responsibility of WCFM:

All basic scheduled preventive maintenance of building equipment; bi-annual inspections on even years of all buildings, including interior/exterior and roofs; and scheduled maintenance of building systems (HVAC, plumbing, electrical). Irrigation systems and Back Flows are not included.

Responsibility of DISTRICT:

The DISTRICT Division Chief or their designee will schedule bi-annual inspections on even years (usually in spring) and coordinate with Washoe County Building Operations Superintendent, WC Facility Management staff, or their designee, as applicable.

Three to four station inspections will be held each day until all station inspections are completed.

The WC Carpenter Supervisor, WC Paint Supervisor, and WC Maintenance Technician shall participate in the inspection process. The Building Operations Superintendent, WC Facility Management staff or the DISTRICT designee may attend each inspection.

The Building Operations Superintendent, WCFM staff or the DISTRICT's designee will generate a work order in WMS (Work Order Management System) for items that need repairing and work will be scheduled.

7. Scheduling, reporting and planning repairs/maintenance service:

When repairs or maintenance services are needed, the DISTRICT will submit a Facilities Management work order request.

WCFM staff will determine whether the repair/maintenance service is the responsibility of WCFM, and if it is, they will complete the work order request. If not, the request will be returned with an explanation.

WCFM will coordinate with the Division Chief or their designee and the applicable station's Captain or Volunteer Station Manager (with approval of Division Chief) to schedule work or request work from outside vendors using DISTRICTS's current vendor/PO list provided by the District's Logistics Coordinator.

8. Routine building repairs:

WCFM Management is responsible (non-financial) for minor building repairs, including the following:

- Air conditioning/ventilation
- Carpentry, sheet rock, and painting
- Concrete repairs
- Contracted repairs/maintenance (assist with contracting and inspection of any contracted building maintenance or repair issue)
- Door repairs (man doors)
- Existing electrical repairs
- Graffiti Removal
- HVAC equipment
- Keys and Lock Repair - WCFM
- Metal work
- Painting and patching
- Existing plumbing
- Restroom fixtures
- Signage (maintain existing; new signage cost the responsibility of DISTRICT)

The following are Routine Maintenance and are the sole responsibility of the DISTRICT:

- Alarm monitoring: Annual service fees
- Computer Assistance: Software help, computer moves and additions, add new data lines.
- Garbage drop boxes (charge may apply to using department)
- Gates and fence repairs
- Light Bulb Replacement
- Outside maintenance: landscape services, loose trash pick-up, snow and ice removal, maintenance and repairs to irrigation/sprinkler systems.
- Telephone service: moves, changes or additions
- Window cleaning & window coverings
- Grease interceptors

9. Capital Projects and Maintenance

- WC Capital Projects Division may assist, upon DISTRICT's request, with contracted work on remodels/additions.
- TMFPD's Fire Chief will propose capital projects deemed necessary in the annual TMFPD budget to be presented to the DISTRICT Board of Fire Commissioners (i.e. re-roofing of buildings, exterior painting, restoration of parking areas, etc., and Building Operations Superintendent will be notified when the budget is approved.
- In the event an unanticipated maintenance project is determined by WCFM staff to be a capital project, they will notify the Division Chief designated and the Community Services Department – Div. Director of Operations.

10. Maintenance and Repairs resulting from destruction or damage covered by insurance.

- If repairs are the result of damage sustained due to a covered loss, the applicable station's Captain or Volunteer Station Manager will request services from the Division Chief who will notify Washoe County Risk Management. The DISTRICT will submit a Facilities Management work order request from.
- To follow the Policy and Procedures for Facility Maintenance, it requires a coordinated effort between: TMFPD staff, *WC Building Operations Superintendent, WC Facility Management staff, Public Works Project Coordinator, WC Risk Management staff, and the WC Safety Officer.*

FACILITY MANAGEMENT CALL-OUT GUIDELINES

Level 1... emergency requires a 24 hours, 7 days a week response

Level 2... non-emergency requires a Monday – Friday 7:30 a.m. to 4:30 p.m. response

• Electrical	General Power Failure / Generator running	Level 1
	Power to essential equipment (life safety)	Level 1
	Power to non-essential equipment	Level 2
• Doors	Roll-up doors (after hours)	Level 1
	Exterior	Level 1
	Interior	Level 2
• HVAC	Apparatus bays (↓60° or ↑80°)	Level 1
	Living Quarters	Level 2
• Lighting	All perimeter	Level 2
• Plumbing	Leaks (causing damage or unsafe conditions)	Level 1
	Failure of single toilet / sink	Level 2

COMMUNITY SERVICE DEPARTMENT CONTACTS:

On Call Tech (after hours) 4:30 p.m. -7:30 a.m. 775-328-2160
Facility Management 7:30 a.m. – 4:30 p.m. 775-328-2170
Community Services Department -Capital Projects Contact Information: 775-328-3600