CHAPTER G

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G.00 Introduction

This chapter discusses maintenance of public facilities. Public facilities include the following:

(A) Safety Roadside Rest Areas (SRRA).

(B) Weigh Stations.

(C) Park and Ride Lots.

(D) Vista Points.

Agricultural Inspection stations are not public facilities. They are owned and operated by the Department of Food and Agriculture. Maintenance of signs and stripes at these inspection stations are handled through an interagency agreement administered by the Maintenance Program.

Maintenance of all public facility items, including roadway surfacing, signs, pavement markings, buildings, and electrical installations are reported and charged to this Family.

Charging practices for the "G" Family Problems are included the Maintenance Manual Volume 2.

Refer to Section G.05 of this chapter for maintenance levels applicable to this program.

G.01 Laws and Regulations

(A) Streets and Highways Code, Article 7 (Sections 218 - 227)

This code contains State laws related to Safety Roadside Rest Areas. Topics include planning and design, vending machines, missing children information, and provisions for persons with disabilities.

(B) Welfare and Institutions Code Section 19403 and Government Code Section 19130

These codes provide for the use of rehabilitation facilities for janitorial services and landscape maintenance in Safety Roadside Rest Areas. For purposes of these sections, rehabilitation facilities are organizations sanctioned by the Department of Rehabilitation.

(C) Public Contracts Code Chapter 4, Article 1 (Sections 12150 - 12158)

These code sections contain State laws related to recycling. Both the Department of General Services and the California Integrated Waste Management Board assist in administering this program.

(D) Title 21, Chapter 20. California Code of Regulations (CCR)

Rules and regulations for the SRRAs are included in this code.

State law requires that rest area maintenance be performed by State forces except at locations where the work can be performed by rehabilitation facilities under the provisions of Welfare and Institutions Code Section 19403. An exception to this requirement is the extremely remote facilities which have been under contract to private vendors, and where the rehabilitation facility services are not available.

G.02 Policy for Safety Roadside Rest Areas

The following is the Maintenance Program policy regarding Safety Roadside Rest Areas (SRRAs).

(A) Safety Roadside Rest Areas Standards

(1) Clean rest room facilities.
(2) Adequate supply of paper products.
(3) Grounds that are maintained, unlittered, and attractive.
(4) Clean parking areas.
(5) Attractive buildings that are properly painted and repaired.
(6) Service facilities such as telephones and water fountains that work.
(7) Public information in well maintained kiosks.

(B) Minimum Hours of Janitorial Coverage

The cleanliness of the SRAA facilities depends on adequate janitorial coverage consistent with the level of patronage. Janitorial service should reflect the following minimum hours of coverage:

Patronage (persons per day)	Daily Hours of Coverage
Less than 500	4
501-2,500	8
2,501-4,500	12
4,501-6,000	16
More than 6,000	24

Service contracts should reflect extra coverage, as needed, for peak seasons and for three day weekends.

Patronage (visitor counts) must be determined from actual counts and should be reasonably current.

(C) Service Contracts for Janitorial Service

By law, SRRA maintenance must be performed by State forces, unless janitorial services are provided by rehabilitation facilities sanctioned by the Department of Rehabilitation. Caltrans may enter into contracts for janitorial services with rehabilitation facilities.

It is Caltrans policy to utilize these groups whenever possible where their services can be obtained at a reasonable price. Experience on a statewide level with these groups has been consistently satisfactory.

These contracts are negotiated and do not need competitive bidding. Districts are encouraged to develop long term relationships with service providers, and retain providers so long as the costs are reasonable and service levels are satisfactory.

Janitorial service contracts should be written to reflect the minimum hours of coverage listed above in this section. Service contracts should reflect extra coverage, as needed, for peak seasons and three day weekends.

(D) Periodic Inspections

SRRA's should be checked periodically for cracked sidewalks, holes, or depressions in areas where pedestrians are expected.

(E) Closures

Safety Roadside Rest Area (SRRA) closures fall into three general categories as noted below. SRRAs normally should be kept open at all times; however, if closure is considered, the decision should factor impacts to tourism, users, goods movement, service providers, partners, and adjacent facilities. An SRRA closure index (SCI) with key factors has been developed to aid in this process and should be used when considering SRRA closure.

See Appendix G1 for the SRRA Closure Index Worksheet "sample".

In all cases when justified and closed: 1) appropriate signage shall be placed at preceding rest areas or tourist oriented directional signs to notify motorists of the closure; 2) the statewide Maintenance Coordinator and Maintenance Webmaster shall be notified in order to ensure updated information is available and accurate; and 3) stakeholders (motorist, trucking associations, adjacent businesses, chambers of commerce, sheltered workshops, and contractors) should also be notified if closure is of more than a very short duration.

(1) Emergency Closures

An emergency closure is an unanticipated temporary closure of facilities and temporary suspension of service at an SRRA to ensure public health, safety, or welfare. An SRRA should be immediately closed when a condition is determined to be a hazard to the public health, safety, or welfare. Emergency repairs shall proceed with speed and diligence to ensure the closures last no longer than essential, and the SRRA should be reopened as soon as public health, safety, and welfare are no longer compromised. Any Maintenance staff that identifies a potential hazard to public health, safety, or welfare should immediately implement an emergency closure, notify his or her supervisor, and contact any necessary expertise needed to access or assist. The Deputy District Director, Maintenance shall be kept apprised of any emergency SRRA closures and the steps being taken to reopen the facility. The length of the emergency closure shall be approved by the Deputy District Director, Maintenance if it will be more than 5 calendar days.

(2) Intermittent/Seasonal/Economic Closures

An intermittent/seasonal closure is a planned and scheduled temporary closure of facilities and temporary suspension of services at a rest area unit to respond to seasonal issues (such as snow), or an expected or documented reduction in demand during a specified period of time (season, certain days or months). An economic closure is a planned temporary closure of facilities and temporary suspension of services at a rest area unit to respond to extraordinary budget issues. Economic closures may occur after careful consideration has been given to reducing costs at the rest area unit.

Review of the intermittent/seasonal/economic closures and conditions should be reevaluated on an annual basis, or when a significant change in conditions occurs. Closure schedules must be recommended for approval by the Deputy District Director, Maintenance and approved by the District Director in concurrence with the Division Chief for Maintenance. Closure schedules should be determined as early as possible so that notification can be given on contracts, and closures can be coordinated with any contractors providing services at the facilities (i.e. Shelter Workshops, Blind Vendors Program, etc.).

(3) Permanent Closures

Permanent closures must be justified and follow procedures outlined in Chapter 29 of the Project Development Procedures manual.

(F) Maintenance of SRRA Buildings

SRRA buildings should be maintained in the as built condition. Any damage (e.g., broken tiles or fixtures) should be immediately repaired to ensure like new condition. Wood components should be painted, treated, or repaired as necessary to maintain integrity and an attractive appearance. Graffiti should be immediately removed. Districts should exercise care to ensure all facilities are in working order.

(G) Joint Operational Agreement between Caltrans and California Highway Patrol (CHP)

Caltrans and the CHP have entered into a joint operational agreement to suppress vandalism and illegal activities at SRRAs. Refer to this agreement for remedial actions when operational problems develop involving illicit activities. This agreement provides for SRRA managers when conditions warrant.

(H) Report lost, stolen, or vandalized property to the CHP.

(I) Unless otherwise provided for by law, vending activities and solicitation of any form is strictly prohibited at SRRAs. This includes the distribution of free refreshments as a fund raiser.

Vending by the Business Enterprises Program and newspaper distributors is provided for in the Streets and Highway Code sections noted above in Section G.02.

G.03 Water Quality Concerns

(A) Drain inlets in SRRAs, weigh stations, vista points, and Park and Ride lots should be stenciled with an appropriate notice if the drain flows to inland or coastal waters.

(B) Roadside Fountains

Under the Pure Water Law of the California Health and Safety Code, Section 4031, it is the duty of the Department to take samples of water used for drinking purposes and to ascertain its purity. This is done as often as is deemed necessary under local conditions.

Notify County Health Department when a new fountain is constructed and arrange for periodic inspections either by county personnel or a certified laboratory. It is good practice to watch for unusual circumstances which may contaminate the water.

Where the local health department finds the water to be contaminated, Maintenance should place a white warning sign approximately 48 inches x 25 inches with 4 inch black letters to read: "DO NOT DRINK THIS WATER - FOR RADIATORS ONLY" or other signing approved by the local health officials.

Remove the nipple or fill pipe from the fountain to prevent children from drinking contaminated water.

G.04 Levels of Service

(A) SRRA Grounds and Buildings Maintenance

(1) Planted and Unplanted Areas

Planted areas including lawns, shrubs, and trees shall be maintained in accordance with Maintenance Levels under the "E" Family, Landscaping. Modifications to the landscape design concept should not be made without consulting the District Office of Landscape Architecture.

Unplanted areas shall be maintained in accordance with maintenance levels established in the “C2” Family, Vegetation Control. The one exception is that grasses, other than lawns, shall be maintained below a height of 6 inches.

Plants and lawns must be watered as required according to local climatic conditions. Whenever possible, watering should be done during the early morning hours.

(2) Fixtures

Tables, benches, and other fixture tops must be kept free of soil and stains. Hose these fixtures with water and use a general purpose cleaning material.

Table and bench tops should not be sprayed with insecticide nor treated with disinfectant unless the surfaces can be rinsed off immediately with clean water.

Brushes or rags that have been used to clean inside the rest rooms should not be used to clean picnic table tops or benches.

(3) Pests

When possible, eradicate harmful insects and pests from the SRRAs. Ants, spiders, wasps, flies, and mosquitoes should be sprayed with appropriate insecticides. The undersides of the tables should be checked for spider webs.

During the season of flies and mosquitoes, the interior of the rest area should be sprayed as frequently as necessary to control the insects.

Consult the District Landscape Specialist for control of pests.

(4) Paved Areas and Roadways

Paved walks and roadways shall be swept as needed. All paved areas including floor slabs should be kept free of sand, gravel, grease, and other debris.

(5) Drinking Fountains

Drinking fountains should be cleaned, disinfected, and kept free from scale caused by "hard" water. Well, spring, or surface water sources require special testing to ensure compliance with public drinking water standards (Health and Safety Code Section 4029).

(6) Vandalism

Vandalism should be reported so corrective measures can be taken without unnecessary delay. Where electrical fixtures have been removed leaving bare wire ends, the circuit breaker should be opened and the wire ends taped as a temporary safety measure until permanent repairs can be made.

(7) Roadside Ecological Viewing Areas (REVA)

Maintenance, repair, or replacement of Roadside Ecological Viewing Area (REVA) sites should be coordinated with the Maintenance Program, Office of Roadside Maintenance.

(B) Rest Room Maintenance

Rest rooms should be serviced as needed. Service will include, but not be limited to the following:

(1) Sweep and wet-mop all rest room floors with safer alternative cleaners, or hose down where design permits. Major cleaning of the rest room should take first priority of services provided.

(2) Clean and disinfect all wash basins, toilets, toilet seats, urinals, and drinking fountains. The rest room should be sprayed for insect control, if needed.

(3) All chrome plumbing connections and mirrors should be cleaned.

(4) Toilet tissue, towels, soap, and other rest room supplies should be replenished as needed.

(5) Smudges and writing on walls, woodwork, doors, and glass areas should be removed.

(6) Wells, pumps, heating systems, and other special facilities should be repaired as soon as possible after malfunction or breakdown is detected.

(7) Facilities damaged by vandals should be repaired as soon as possible.

(C) Weigh and Inspection Stations

Weigh and inspection stations are in three categories:

(1) Facilities for portable scales.
(2) Scales with modest or no buildings.
(3) Scales with permanent buildings that house full time CHP staff.

Weigh and inspection stations are owned by Caltrans, but are operated by the California Highway Patrol (CHP). Light repair is provided by the CHP through an interagency agreement with Caltrans for occupied facilities. The maintenance of larger facility items is the responsibility of Caltrans. The agreement should be consulted for specific details.

Underbay lights are maintained by Caltrans. Facilities for portable scales are maintained by Caltrans forces.

Additional signs may be placed, as local conditions require, after approval by the District Traffic Engineer.

(D) Park and Ride Lots

Most Park and Ride lots are owned and maintained by Caltrans. However, some lots are provided by agreement with the landowner.

All maintenance of Park and Ride lots is the responsibility of Caltrans, unless covered by special agreement. Districts are required to consult the agreement to determine the arrangement for maintenance of non Caltrans-owned facilities.

The Adopt-A-Highway program provides for the adoption of Park and Ride facilities for litter removal and landscaping maintenance.

(E) Vista Points

Litter receptacles are normally not provided at vista points. It is important to inspect vista points frequently to keep them presentable.

Kiosks at vista points should be painted as needed and maintained in a clean condition.

Interpretive displays should be inspected periodically and replaced when needed.

Consult the District Office of Landscape Architecture for replacement panels.

The Adopt-A-Highway Program provides for the adoption of vista point facilities for litter removal and landscape maintenance.

APPENDIX G1

SRRA Closure Index (SCI) Worksheet

Note: If immediate hazard to public health, safety or welfare exists, close the SRRA immediately, provide required signage and notification ASAP

Date	
SRRA Name	
Dist	
County	
Route	
Postmile	
Proposed Closure Period	

Choose one factor per item; use 0 if none of the criteria apply. _____

	Factor		
1. Tourism			
2a. Traveler orientation stop	**Factor**		
SRRA is a significant stop for motorist orientation	10		Enter factor:
SRRA is a source for motorist orientation	5	2a	10
2b. Bus stop-over	**Factor**		
SRRA is regularly used for bus stop over	5		
SRRA is occasionally used for bus stop over	3		Enter factor:
SRRA is rarely used for bus stop over	1	2b	5
2. Usage			
3a. Average Annual Daily Traffic of main line	**Factor**		
Actual AADT = _____ AADT > 60,000	5		
AADT from 20,000 to 60,000	3		Enter factor:
AADT < 20,000	1	3a	5
3b. Stopping factor	**Factor**		
Actual % of users = _____			
Used by more than 15% of the main line traffic (yearly average)	15		
Used by between 10% and 15% of the main line traffic (yearly average)	10		Enter factor:
Used by less than 10% of the main line traffic (yearly average)	3	3b	10
3c. Season or holiday factor	**Factor**		
Closure will significantly impact peak season and/or 3 major travel holidays	10		
Closure will moderately impact peak season and/or 2 major travel holidays	6		Enter factor:
Closure will minimally impact peak season and/or 1 major travel holiday	3	3c	10
3. Spacing			
4a. Resultant Gap between SRRA's	**Factor**		
Distance exceeds 140 miles	15		
Distance is between 100 and 140 miles	10		Enter factor:
Distance is between 60 and 100 miles	5		
Distance is less 60 miles	3	4a	15
4b. Alternative stopping facilities (water, phone, auto parking, restrooms) within ~1 mile of the highway	**Factor**		
No alternatives are available within 60 miles for general traveling public	10		Enter factor:
No alternatives are available within 30 miles for general traveling public	7		
Alternatives are available but capacity, access and hours are limited	4	4b	10
4c. Alternative truck and long vehicle stopping facilities	**Factor**		
No alternatives are available within 60 miles	10		Enter factor:
No alternatives are available within 30 miles	7		
Alternatives are available but capacity, access and hours are limited	4	4c	10
4d. Closure Impacts on other SRRA's, districts & neighboring states	**Factor**		10
Adjacent SRRA's will significantly be adversely affected or exceed capacity	5		
Adjacent districts or neighboring states will be adversely affected	3		Enter factor:
Closure will have moderate impacts on neighboring SRRA's, districts or states	2	4d	5
4. User Cost (taking into account any attempted measures to reduce costs)			
Actual User Cost = _____			
(current statewide average cost per user is $0.21)	**Factor**		
Service costs are less than state average	20		
Service costs are between 1 and 2 times state average	10		Enter factor:
Service costs are between 2 and 3 times state average	5	1	20

CALCULATED SCI = 100

If SCI > 70 SRRA should remain open except for emergency closures
If SCI is between 40 and 70 SRRA may be considered for seasonal or economic closures
If SCI < 40 SRRA is good candidate for seasonal or economic closures