

This presentation occurred on  
May 26, 2022 at the GRF Board  
of Directors meeting

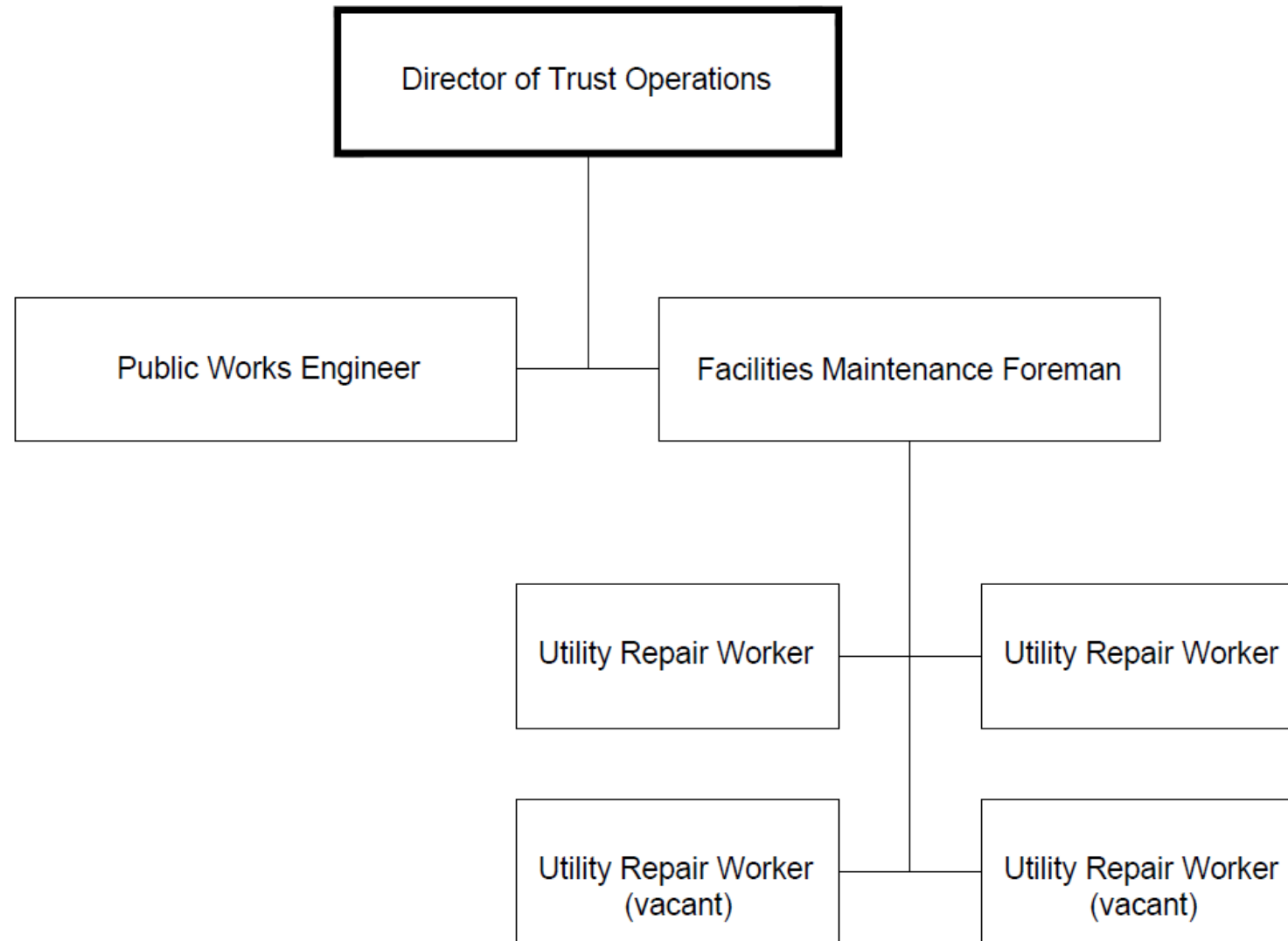
Some of the information might now be outdated.



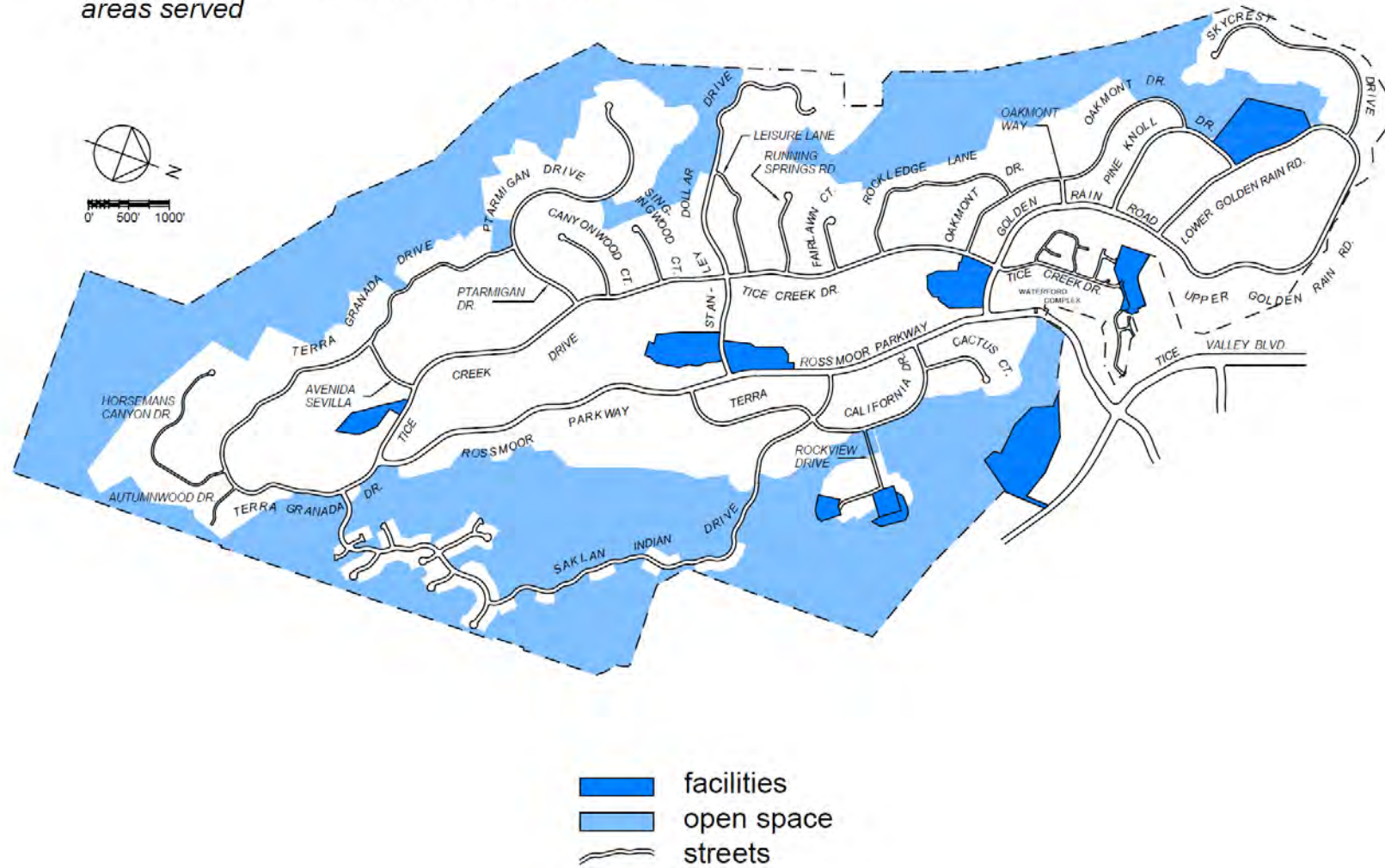
ROSSMOOR  
WALNUT CREEK

# Trust Facilities Maintenance

May 2022 Deep Dive

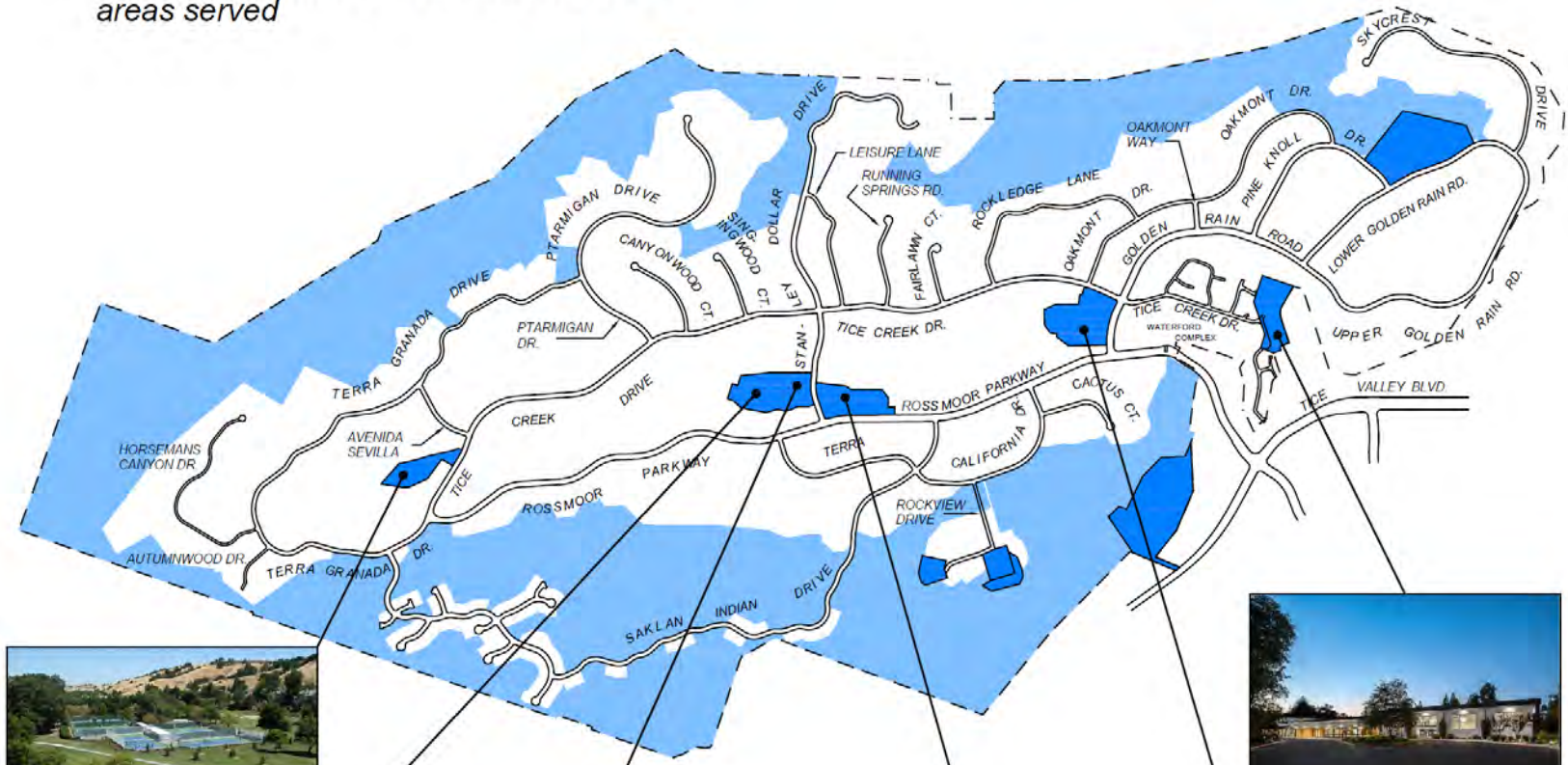


# Trust Facilities Maintenance areas served





# Trust Facilities Maintenance areas served



Buckeye Tennis Courts



Dollar Clubhouse



Event Center



Creekside Complex

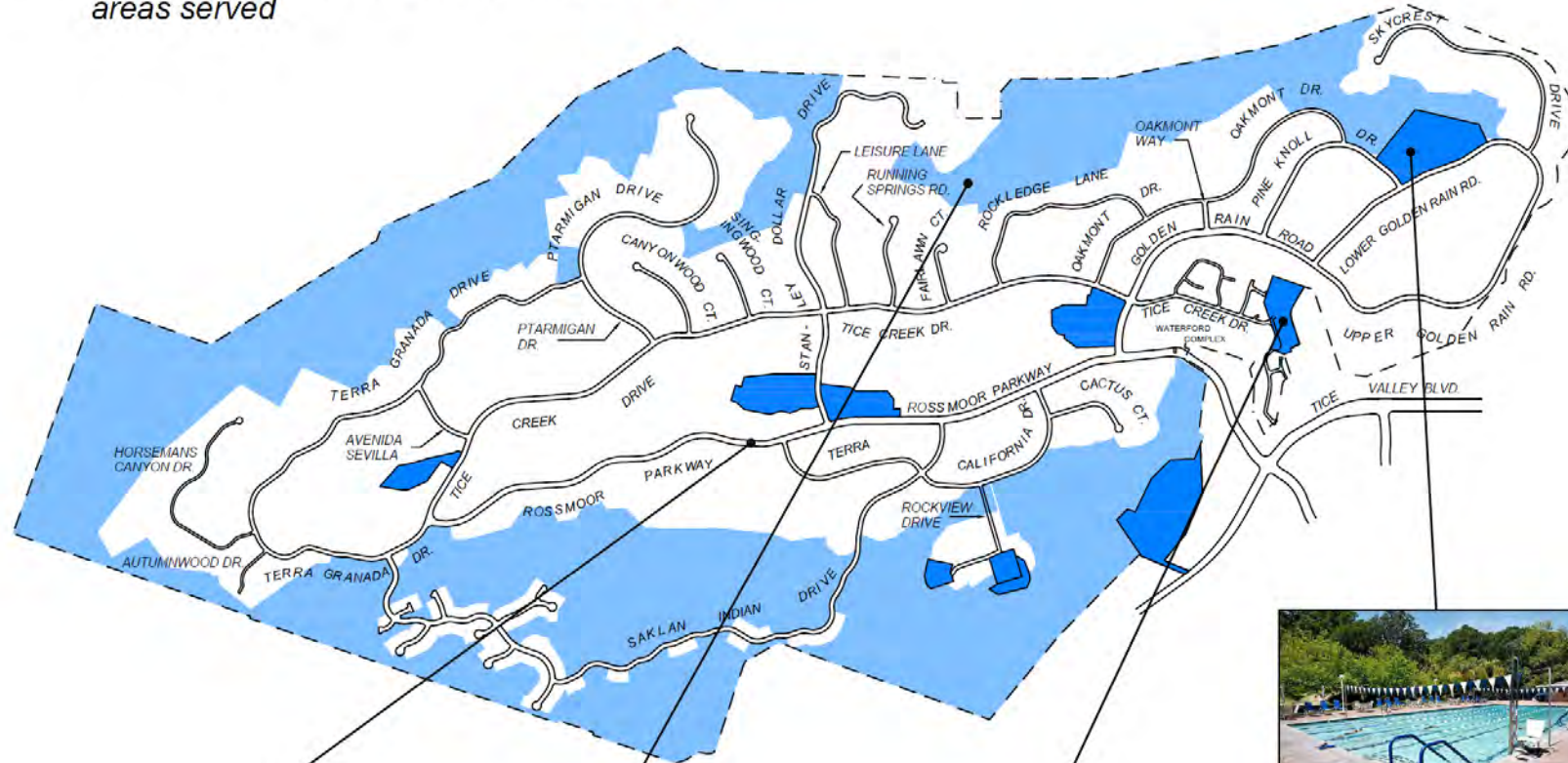


Tice Creek Fitness Center



Gateway Complex

# Trust Facilities Maintenance areas served



Streets



Open Space



Tice Creek pools & spa



Hillside Pool



Hillside Clubhouse



## Provided Services

- Preventive Maintenance
- HVAC
- Electrical
- Plumbing
- Appliances
- Carpentry
- Public Works
- Other Services
- Agencies Compliance

# Preventive Maintenance

## Variety of inspections performed at all facilities on a regular basis:

- daily
- weekly
- monthly
- quarterly

**ROSSMOOR**  
WALNUT CREEK

### Trust Maintenance - Preventive Maintenance Checklist

- ☐ Berry Park
- ☐ Dollar
- ☐ Gateway
- ☒ Table Tennis
- ☐ Buckeye
- ☐ Dollar Pool
- ☐ Hillside
- ☐ TC Fitness Center

- ☐ Corporation Yard
- ☐ Entrance Gate
- ☐ Hillside Pool
- ☐ TC Pools

- ☐ Creekside
- ☐ Event Center
- ☐ MOD Office


Week of 2-13-2020

Name Jordan L.

	#	Item	M	Tu	We	Th	Fri	Sat	Sun	Date / Action Taken
Daily	1	check all rooms for comfortable temperature and adjust as necessary								
	2	check all thermostats for correct date and time								
	3	check all interior lighting								
	4	check all wall clocks for correct time								
	5	check all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	6	check all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	7	check fire panel for NOISEMAK condition								
	8	check boiler room for leaks or spills problems								
	9	check boiler for any problems								
	10	check kitchen for signs of damage and general condition								
Weekly	11	check kitchen equipment (range pumps, boilers, signs of leaking, etc)								
	12	check pool equipment (range pumps, boilers, signs of leaking, etc)								
	13	inspect all light switches, outlets, cover plates and fixtures								
	14	inspect all doors, locks, door handles, glass hardware and operation								
	15	inspect all windows								
	16	inspect all floors for signs of leaks, tripping and general condition								
	17	inspect all ceilings for signs of leaks and general condition								
	18	inspect all exterior walls for signs of damage and general condition								
	19	inspect all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	20	inspect all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	21	inspect all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	22	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	23	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	24	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	25	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	26	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	27	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	28	test all restrooms (lockroom, toilets, sinks, partitions, showers, drains, etc)								
	29	visually inspect all computer heads for signs of leaking and/or damage								
	30	visually inspect all computer heads for signs of leaking and/or damage								

v.1.3



Trust Maintenance - Preventive Maintenance Checklist										
Week of _____		<input type="checkbox"/> Berm Park	<input type="checkbox"/> Buckeye	<input type="checkbox"/> Corporation yard	<input type="checkbox"/> Creekside					
		<input type="checkbox"/> Dollar	<input type="checkbox"/> Dollar Pool	<input type="checkbox"/> Entrance Gate	<input type="checkbox"/> Event Center					
Name _____		<input type="checkbox"/> Gateway	<input type="checkbox"/> Hillside	<input type="checkbox"/> Hillside Pool	<input type="checkbox"/> MOD Office					
		<input type="checkbox"/> Table Tennis	<input type="checkbox"/> TC Fitness Center	<input type="checkbox"/> TC Pools	<input type="checkbox"/>					
	#	Item	N/A	Mon	Tue	Wed	Thu	Fri	Date / Action Taken	
Daily	1	check all rooms for comfortable temperature and adjust as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	2	check all thermostats for correct date and time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	3	check all interior lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	4	check all wall clocks for correct time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	5	check all rest/break/lockerrooms toilets, sinks, partitions, showers, drains, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	6	check all automatic door operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7	check fire panel for NORMAL condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	8	check boiler/chiller room for leaks or visible problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	9	check kitchen for any problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	10	check pool equipment room pumps, heaters, signs of leaking, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Weekly	11	inspect all light switches, outlets, cover plates and fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	12	inspect all doors, locks, closer handles, panic hardware and operators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	13	inspect all windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	14	inspect all floors for signs of leaks, trippers and general condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	15	inspect all ceilings for signs of leaks and general condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	16	inspect interior walls for signs of damage and general condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	17	inspect all rest/break/lockerroom partitions, lockers and test all door latches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	18	test all rest/break/lockerrooms faucets, showers, hose bibs, toilets, drains, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	19	inspect all cabinetry counter tops, drawers, doors, pulls and handles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	20	test all kitchen appliances for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	21	operate all kitchen faucets for hot and cold water and proper drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	22	check all drinking fountains for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	23	check that egress signs are posted and correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	24	visually inspect all exit signs and lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	25	test all exterior lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	26	inspect all exterior walls for signs of damage and general condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	27	inspect all exterior signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	28	inspect all circuit panels for tripped breakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	29	visually inspect all fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	30	visually inspect all sprinkler heads for signs of leaking and/or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

	#	Item	N/A	Mon	Tue	Wed	Thu	Fri	Date / Action Taken
<b>Weekly (cont'd)</b>	31	visually inspect all fire hydrants, POC's and PIV's for signs of leaking and/or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	32	inspect all parking areas signage, wheel stops, lights and striping condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	33	test elevator and log inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	34	test wheel chair lifts and log inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	35	inspect pool deck for cracks and broken coping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	36	inspect pool hand rails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	37	test pool lights and lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	38	service pool pumps, filters, heaters, chlorine feed pumps, UV system, controllers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	39	inspect Wood Shop and Lapidary dust filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	40	check tennis courts playing surface, nets, windscreens, gates, fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	41	check barbecue stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	42	check gate arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	43	check berm park lights and walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	44	check recycling station gates, hand rails and fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	45	check corp yard BMP's (sand filters, bioretention filter, drains, compost socks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	46	verify proper operation of Creekside's sewer station lift pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Monthly</b>	47	inspect, date and sign all fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	48	test all exit signs and lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	49	inspect all weather stripping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	50	inspect all water heaters and flush if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	51	test/flush eye wash and safety showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	52	inspect all roofs, gutters, downspouts and drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	53	inspect all sidewalks and walkways for cracks and trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	54	inspect all storm drains, ditches and headwalls around facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	55	clean grease trap and dispose of grease into Event Center grease interceptor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	56	clean clay traps in wood shop, lapidary and ceramics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	57	clean wood shop and lapidary dust filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	58	inspect wood shop dust collector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	59	perform preventive maintenance on cooling tower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	60	drain condensate from compressor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Quarterly</b>	61	perform preventitive maintenance on all air handlers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	62	replace all HVAC filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	63	adjust or replace fan belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	64	check fan motors for proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	65	inspect all condensate lines to assure flow to drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Notes</b>									

# HVAC

- replacing filters
- replacing and adjusting drive belts
- operating controls to set temperatures and schedules
- troubleshooting





## Electrical

- repairing, replacing and adding outlets
- repairing, replacing and adding light fixtures
- repairing and replacing ceiling fans
- repairing electric sunshades
- testing emergency backup batteries



# Plumbing

- repairing and replacing toilets, sinks and faucets
- repairing and replacing drinking fountains
- clearing sewer lines
- sewer lift station maintenance
- grease interceptor maintenance
- sand/oil separator maintenance



## Pools

- general operation and repair of pumps, motors, heaters and sanitation controls
- repairing and replacing underwater pool lights
- power washing pool decks
- repairing pool chair lifts





# Appliances

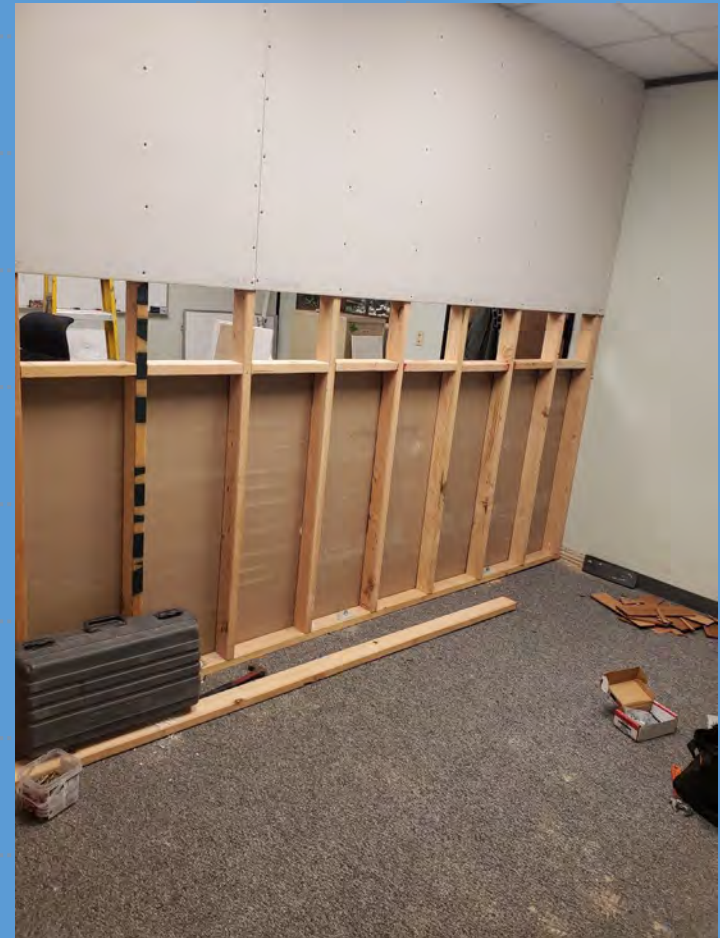
*ovens, stove tops, refrigerators, freezers,  
ice machines, sanitizers, dish washers,  
washing machines, coffee makers, microwaves*

- troubleshooting
- replacing parts



# Carpentry

- repairing and replacing doors
- repairing and replacing windows
- minor roof repairs
- minor office remodels
- furniture assembly & repair



## Public Works

- traffic control (during accidents, street repairs and striping)
- grinding sidewalk trip hazards
- striping street legends, crosswalks, red curbs and parking lots
- filling potholes
- replacing street markers
- installing and replacing street signage
- repairing and replacing streetlights and poles





## Other services

- interior and exterior painting
- wall patching and repair
- lock repair and replacement
- signage installation and replacement
- gate arm repair and replacement
- gutter cleaning
- open space headwall and outfall clearing
- minor fence repairs
- automatic sliding gate repairs
- after hours emergency response  
(flooding, power outages, alarms, etc.)



## Agencies Compliance

- California State Water Resources Control Board – corporation yard industrial general permit for storm water discharge
- Central Contra Costa Sanitary District – operating permits for kitchens, grease interceptors and sand/oil separators
- City of Walnut Creek – permits for appliances, water heaters, storm water compliance
- Contra Costa County Fire Protection District – annual fire sprinkler, hydrant and fire extinguisher testing, kitchen hood certification, open space fire break discing
- Contra Costa County Health Department – operating permits for pools and kitchens
- EBMUD – annual testing of backflow preventers
- State Department of Industrial Relations – operating permits for elevator and wheelchair lifts

## Vendors & Suppliers

- Automatic Door Systems – automatic door parts and repairs
- Black Diamond Paving – street and sidewalk repairs and replacement
- Bodhaine Discing & Grading – open space fire break discing
- CME Lighting – light bulbs and fixtures
- Denalect – fire, burglar and duct detector monitoring, system repairs
- Gauthier's Construction – sidewalk repairs, water heater replacement, office remodels
- Jackson & Son Plumbing – backflow preventer tests and repairs, plumbing repairs
- K&S Mechanical – HVAC troubleshooting, repairs and replacement
- San Francisco Elevator Services – elevator and wheelchair lifts maintenance
- Silicon Valley Paving – street and sidewalk repairs and replacement, open space slide repairs
- The Construction Zone – interior and exterior signage, safety supplies



# Public Works Department

- street maintenance:
  - full depth pavement replacement
  - patch repairs
  - seal coating
  - slurry sealing
  - traffic safety improvements

## concrete maintenance:

- sidewalk replacement
- curb and gutter replacement
- curb cut installation
- pool deck repairs



## Public Works Department

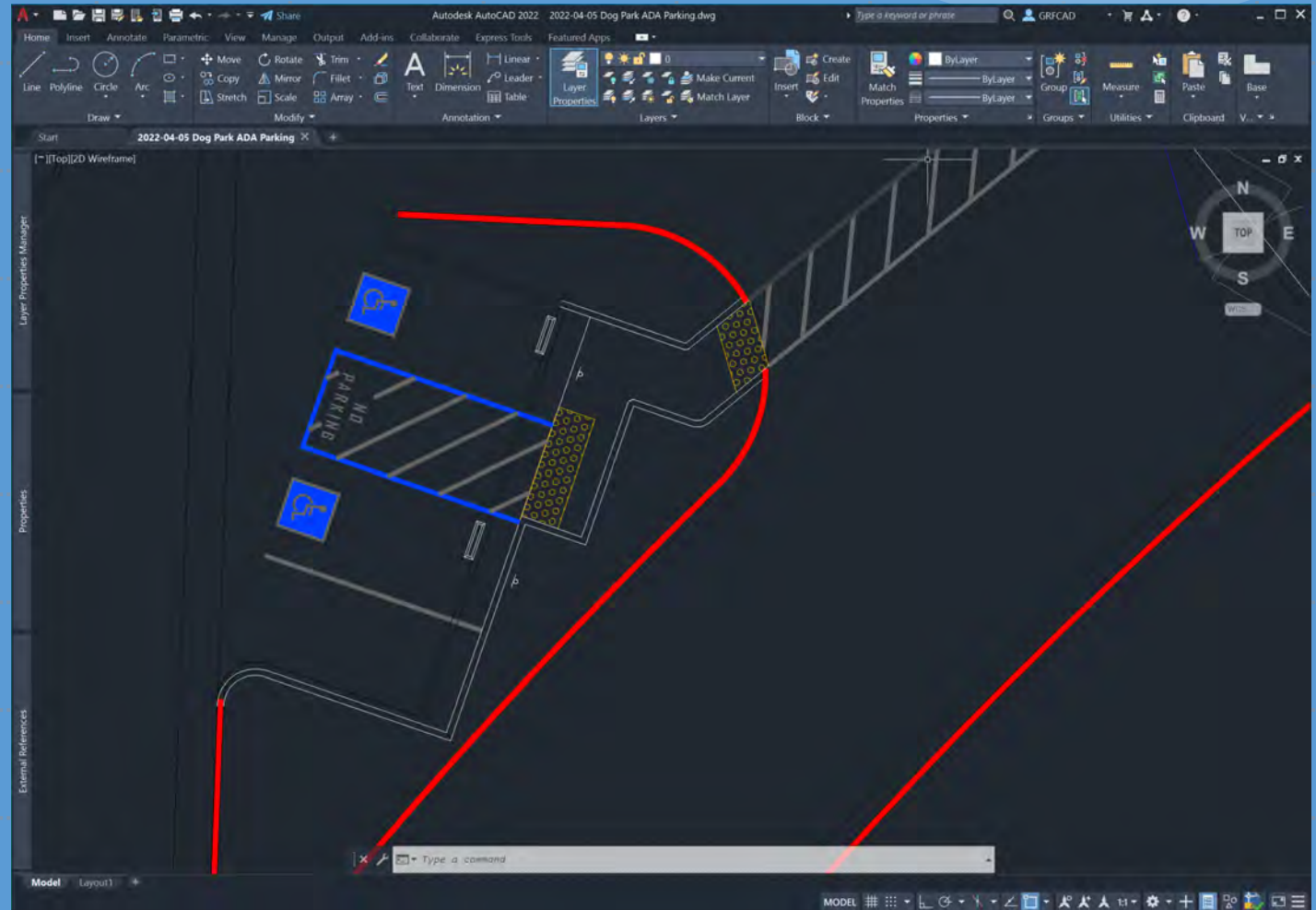
- open space fire break discing
- open space slide repairs
- creek bank stabilization
- storm water compliance
- utility line repairs and replacement
- backflow preventer maintenance and compliance





# Public Works Department

- AutoCAD services
- infrastructure data archiving





## Recent Projects

- Gateway and MOD Office HVAC replacement
- HVAC filtration upgrade for all facilities
- Hillside parking lot and upper RV parking lot paving
- MOD Office carpet replacement
- MOD Office sewer line replacement
- open space slide repairs
- perimeter fence replacement



## Numbers

- 200,000 square feet of facilities
- 3,600 LED light bulbs in facilities
- 576 street and parking lot lights
- 153 HVAC units
- 1,200 HVAC filter replacements per year
- 15 miles of streets
- 19 miles of sidewalk
- 3,500 tons of asphalt replacement average per year



## How to Request Service

- Call (925) 988-7650
- Email [workorder@rossmoor.com](mailto:workorder@rossmoor.com)