Port of Newport

Facilities Maintenance & Operations Plan 2016 – adopted

600 SE Bay Blvd
Newport, Oregon 97365

P. 541.265.7758
F. 541.265.4235

www.portofnewport.com

Contents

I. OVERVIEW 2

i) Introduction 2

ii) Plan Statement 3

iii) Objective 3

iv) Tools for Success 4

II. ORGANIZATION 4

i) Assignment of Responsibility 4

III. IMPLEMENTATION 6

i) Maintenance Standards 6

ii) Training & Development 7

iii) CMMS – Computerized Maintenance Management Software 7

IV. CONCLUSION 9

APPENDIX A – FACILITIES INVENTORY

APPENDIX B – EXAMPLE FACILITY MAINTENANCE SCHEDULE

APPENDIX C – CRITICAL AREAS AND ASSETS PRIORITY LIST

I. Overview

i) Introduction

The Port of Newport currently operates four (4) separate facilities providing services for the public, fishing industry, recreational tourism, government and terminal shipping industry. Per the 2015 audit provided by Grimstad & Associates, the estimated value of building and equipment assets is $65M. Each department operates autonomously with its own office/shop, crew and budget to provide services and maintenance/repairs to the facility. Under the supervision of the Director of Operations, staff personnel currently totals 11.5 Full Time Equivalents (FTE). Each facility provides varying types of customer service products as a cooperative source of income. The facility inventory is found in Appendix A and is summarized as follows:

NORTH COMMERCIAL MARINA: Five (5) aging public dock systems for commercial fishing fleet moorage (205 slips), paved surface lot storage, one (1) hoist dock consisting of four (4) rotating jib cranes, maintenance shop, waste oil facility, landscaped area, CXT restrooms & moorage holders showers, garbage & recycling collection, main admin modular building, customs modular office trailer, paved & gravel parking, and building lease tenants. Current staff is 5 FTE

SOUTH BEACH MARINA & RV PARK: Aging public marina & dock system (450 slips), recreational boat launch, paved trailer parking, fuel dock, underground fuel tanks & delivery system, full service RV park (140 spaces), paved multi use area, paved vehicle parking, garbage & recycling collection, picnic bunkers, fish cleaning stations, public restrooms & showers, two (2) pay laundry rooms, public walkways, landscape areas, fishing pier, maintenance shop, Main RV office and activity room, four (4) tenant leased buildings, three (3) unoccupied buildings located on 4 acre gravel lot, 2.5 acre dredge disposal site. Current staff is 4.5 FTE.

INTERNATIONAL TERMINAL: Newly renovated (2013) shipping terminal & dock system with 860 linear feet of dock space, one (1) hoist dock consisting of one (1) rotating jib crane, hard surface storage, gravel surface storage, garbage & recycling collection, landscaping, maintenance shop, one (1) tenant leased building, nine acre undeveloped lot. Current staff is 1 FTE.

NOAA MARINE OPERATIONS CENTER-PACIFIC: Built in 2011, The NOAA Marine Operation Center-Pacific fleet facility (NOAA MOC-P) is leased and operated by the US National Oceanographic and Atmospheric Administration consisting of one administration building, one warehouse building, guard station, emergency generator building, 1200lf concrete wharf (6 berths), small boat dock (10 berths), landscaped area, eel grass mitigation area, hard surface lot storage, and security fencing. Current staff is 1 FTE.

Because of the varying services, each facility is subject to seasonal labor demand and cycles. With the exception of NOAA MOC-P, facility assets are used by and are highly visible to the public.

ii) Plan Statement

The Port of Newport maintains its facilities and equipment in order to protect its investment and prolong the useful life of its assets while providing public access to the highest standards financially feasible. Service of the highest quality to our customers cannot be maintained without the most efficient operating and support program we can provide. The Port operations department will maintain a culture of excellence at all times and will provide necessary training to achieve its high standards.

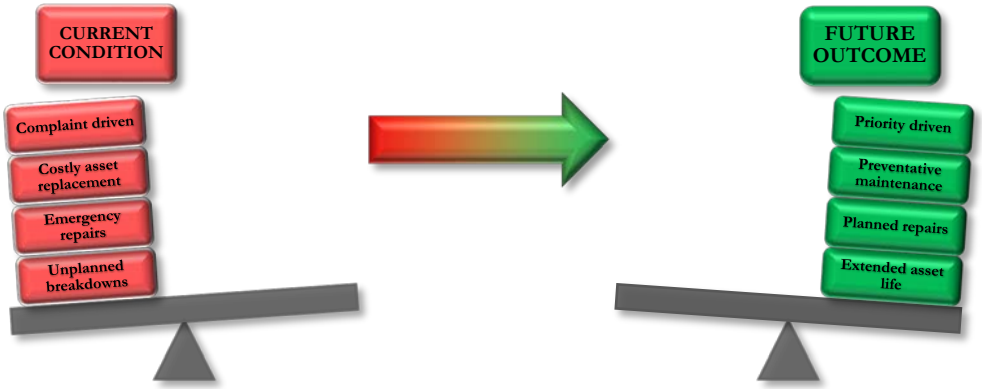
iii) Objective

The Port of Newport Commission has issued direction to the General Manager that facility Preventative Maintenance (PM) and repair must become a priority in order to protect its infrastructure and economic future. It is therefore the objective of this plan to focus on the requirements needed for PM goals and benefits which is separate from providing for larger capital projects (over $5,000). The development of a separate maintenance department utilizing up to 3FTE has been authorized by the Commission.

The facilities and equipment used in support of public property will be maintained at a minimum to the specifications in the operation and maintenance manuals available for the asset. The overall goal is to:

- Maintain facilities and equipment in safe operating condition
- Maximize facility and equipment service life
- Meet the requirements of the Oregon OSHA, the Americans with Disabilities Act, and state and local regulations
- Provide a safe environment for the public, facility users and staff
- Minimize service disruptions
- Ensure that our facilities remain an asset in good condition for the community
- Maintain the visual appearance and cleanliness of buildings, landscape and grounds

Deferred maintenance creates reactionary (crisis) repairs which often increases cost, decreases safety, and negatively impacts our customers' and public perception. The aim is to be proactive and response driven by the use of early detection methods. With a successful PM practice in place, the Port will reduce expenditures for large replacement projects by extending the useful life of the asset through proper maintenance.



iv) Tools for Success

Steps are in place to ensure the success of this plan and to continue to modernize the current processes. New and existing technologies are in use at the crew level which promote better management of time. The Port utilizes an existing computerized maintenance management software (CMMS) system called HippoCMMS® for NOAA, NIT, South Beach and the North Commercial Facilities. Funding will always be a challenge to support the goals of this plan. Main key points for the success and improvement of facility maintenance are:

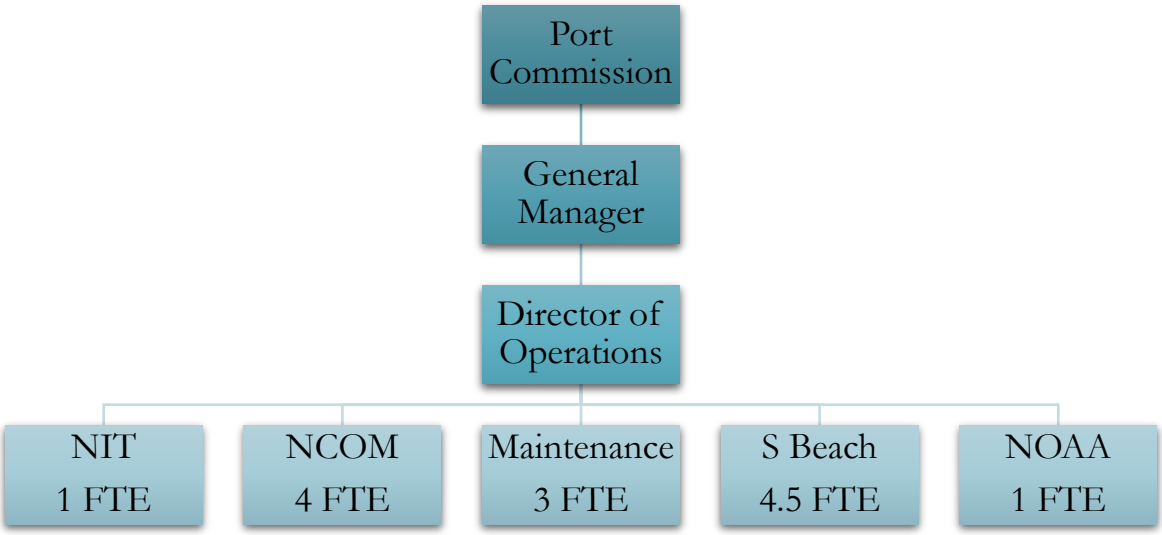
- Continued prioritization of past and present facility maintenance assessments
- Maintain a culture of continued improvement and professional stewardship of the facilities
- Use CMMS to create a benchmark measuring system and create regularly scheduled PM's
- Hire and train competent, skilled maintenance technicians
- Provide the proper tools, guidance, training, and leadership needed
- Continue the expansion and use of the CMMS for scheduling, accountability, costs and documentation
- Improve labor control and tracking methods
- Increase utilization of outside resources

II. Organization

i) Assignment of Responsibility

Under the Operations Department, all facilities are responsible for the implementation of this plan. The Maintenance Department is responsible for the majority of regularly scheduled preventative maintenance and repair work orders or ensure that they are provided by an outside resource. The focus of the Maintenance Department is to develop and implement a prioritized preventative maintenance schedule and reverse the trend of emergency repairs and asset depreciation. At each facility and under the supervision of the Department Manager/Harbormaster, the "service" crews are required to address maintenance and repair work orders on an as needed basis providing their

respective service responsibilities allow. The Operations Department organizational structure follows:



Examples of the daily duties performed by the Maintenance Department:

- ✓ Maintain work orders through CMMS
- ✓ Site and equipment PM inspections
- ✓ Corrosion removal & protection
- ✓ Carpentry-deck, railings, building, signs
- ✓ Emergency repairs-docks, buildings, etc
- ✓ Grounds-irrigation, fencing, concrete
- ✓ Lamp replacement, hardware, controls
- ✓ Small projects (under $5000)**
- ✓ Maintain prioritized PM goals
- ✓ Regular equipment PM's
- ✓ Painting and coatings
- ✓ HVAC/Plumbing system PM's
- ✓ Electrical system PM's
- ✓ Metals and mobile welding
- ✓ Roofing, sidings, gutters
- ✓ Other non-service tasks & coordination

Depending on availability and funding, other outside labor sources will be utilized to support small to medium size improvement or repair type projects. These types of projects would include dock cleaning & repair, sign & kiosk maintenance, picnic bunker maintenance, trash enclosures, general painting, grounds beautification, special projects, etc. Examples of outside labor resources may include:

- Port of Newport "Mates" volunteer group
- US job corps services
- County adult community work crews
- U-Da-Man volunteer organization
- Temp labor pool such as Cardinal Services

III. Implementation

i) Maintenance Standards

The Port Operations Department will maintain a culture of excellence at all times and will provide necessary training to achieve its high standards. The essential components to achieving a high standard in maintenance described below is scheduled inspections, identification, prioritization, and the implementation of the work process followed by assigning, scheduling and completion of tasks. All employees are expected to be engaged in the identification, reporting or correction of sub-standard conditions.

Inspection
Each facility will assign & perform regularly scheduled inspections of all area(s) and equipment with the goal to maintain the minimum standards as listed as example in APPENDIX B

Identification
Identification of critical systems and possible asset failures is the goal of preventative maintenance. Identification will be organized and managed by hierarchy as follows:

1. Identify areas of the facility that are critical it's the operation (Appendix B).
2. Identify equipment within the facility that are critical to the areas operation (Appendix B).
3. Identify the required reoccurring tasks for proper and timely preventive maintenance.
4. Identify, report and respond to all emergency safety or high priority related items.
5. Identify and report all sub-standard and safety related items.

Prioritization
Once identified, the list of items will be prioritized as follows:

1. Regularly scheduled PM's will be entered into the CMMS system on a recommended reoccurring schedule
2. An ongoing master list of demand type work items will be prioritized, maintained and revised on a regular basis.
3. The prioritized list will consider safety, critical areas and assets as highest priority.

Implementation
The prioritized list will be implemented as follows:

1. Once identified and prioritized, the work item will be entered into the CMMS system and scheduled as a work order.
2. Following the procedures of the CMMS system, the work order will be assigned to an employee, scheduled, and completed within the time frame given.

ii) **Training & Development**

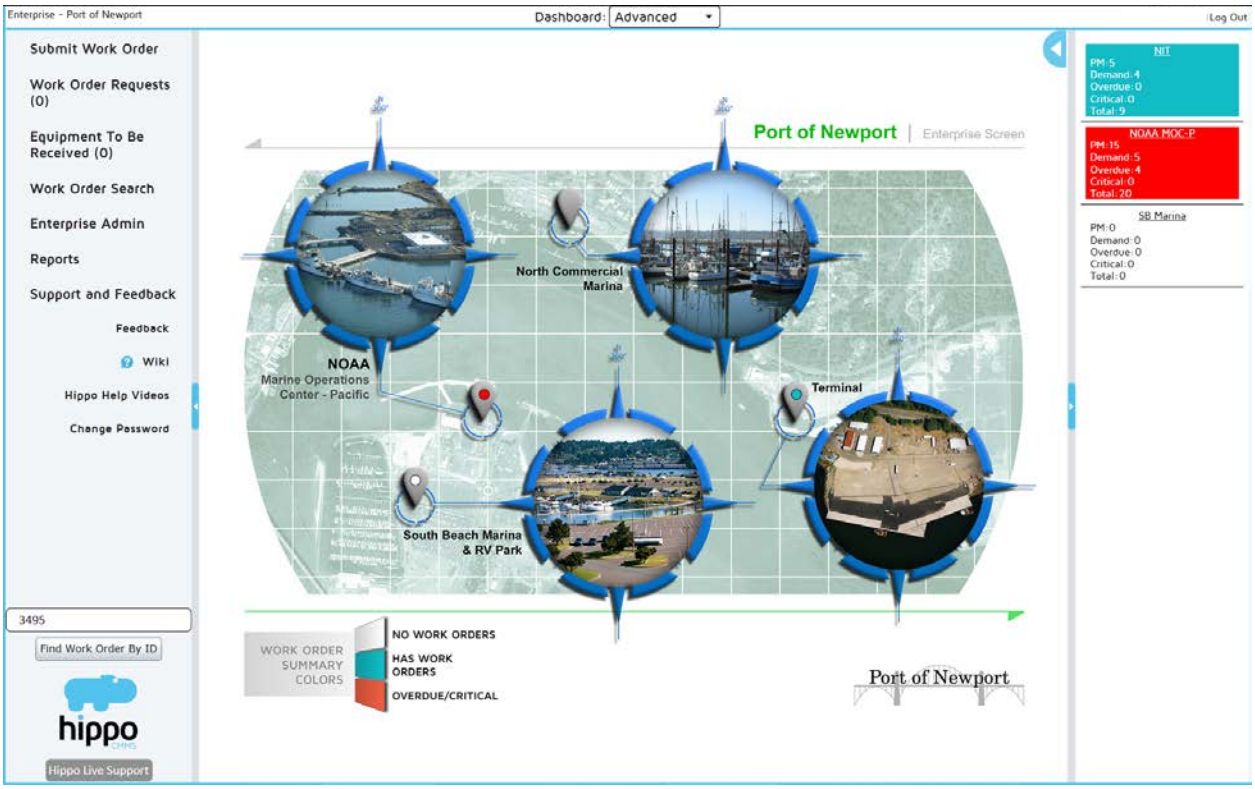
In order to maintain a high standard level of maintenance service, the Port of Newport is committed to proper training and development for its employees. The Port provides and uses modern hardware and Information Technology (IT) devices on a regular basis which saves labor hours and improves communication. Email, text and photos/video sent by phone augment on site visits to accomplish tasks. Employees will be trained and expected to achieve proven proficiency in order to use and improve the systems that are now in place and will be updated in the future.

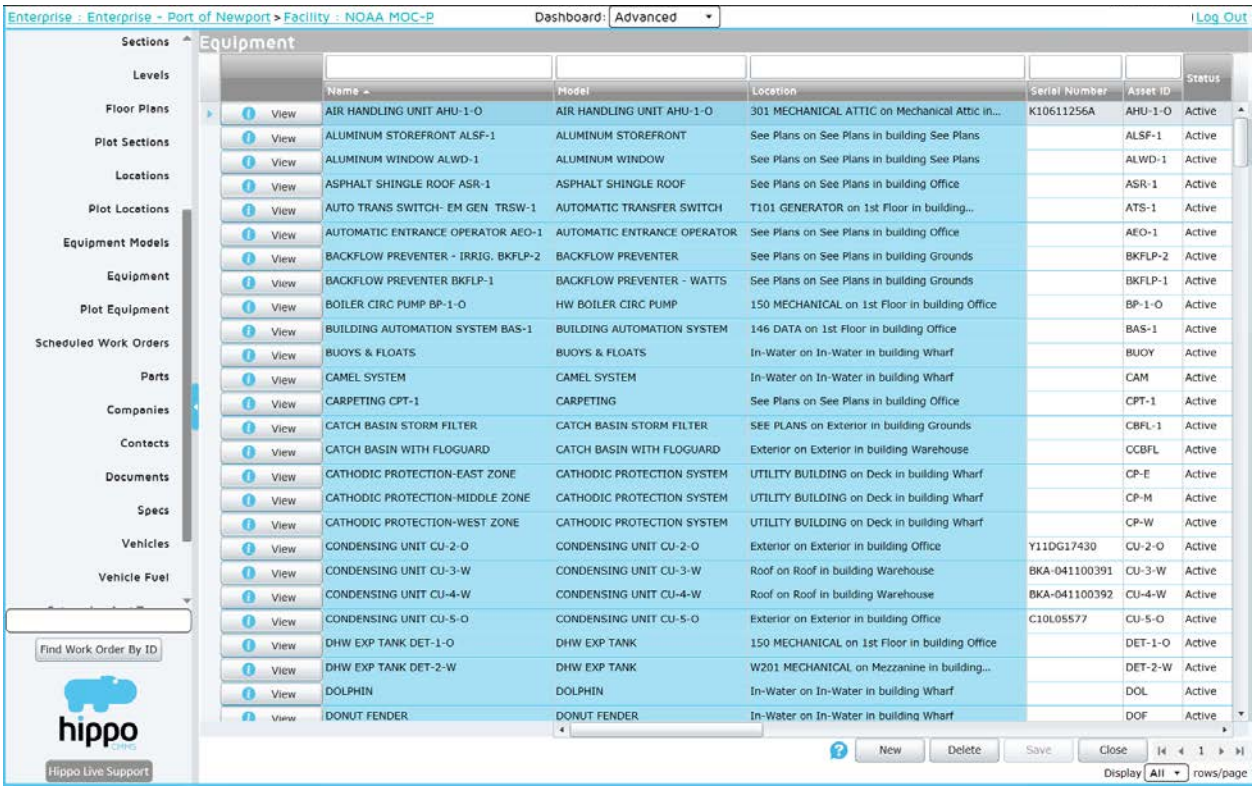
Training for positions requiring certification will be provided on an as needed basis and/or scheduled regularly in order to maintain certifications. Each employee is responsible for maintaining the required certifications and giving notice to the supervisor within 3 months of expiration of certificates.

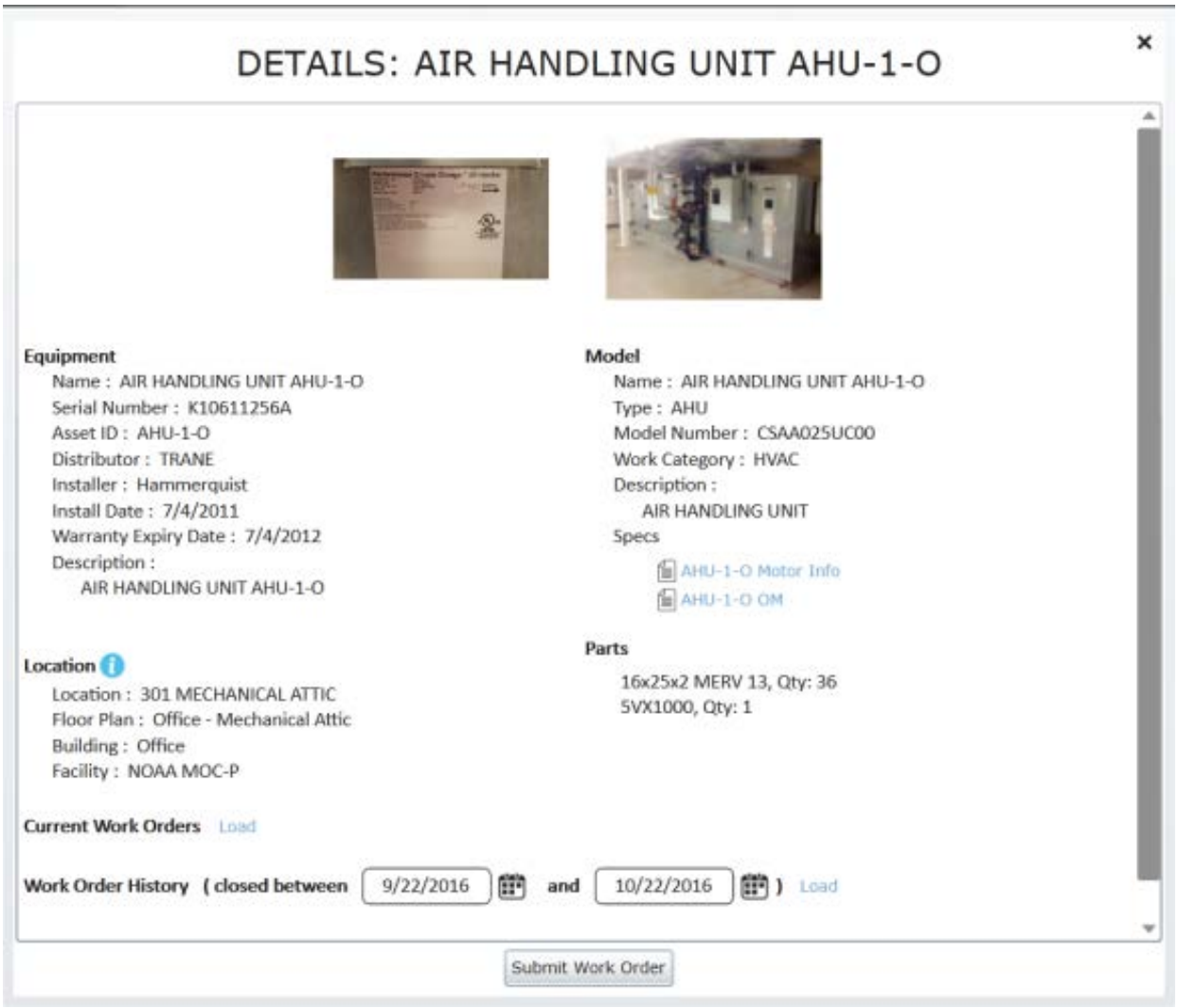
Other training and development is available per the personnel manual.

iii) CMMS – Computerized Maintenance Management Software

The Port of Newport uses a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventative maintenance and on demand work orders. Like all CMMS programs, both preventative and on demand work orders are scheduled and tracked within the system. Locations, buildings, equipment, and vehicles are identified, inventoried, and associated with all work orders. Regularly scheduled preventative maintenance (PM's) work orders are automatically generated and are assigned to maintenance technicians based on criteria provided by the department managers. Demand work orders are generally one-time events such as repairs and are generated by staff on an as needed basis. A work order remains open until closed by the assigned technician therefore providing accountability. Work order history, maintenance trends, costs, inventory, and key performance indicators are monitored and reviewed by use of real time reports.


Enterprise - Port of Newport
Dashboard: Advanced
Log Out
Submit Work Order
Work Order Requests (0)
Equipment To Be Received (0)
Work Order Search
Enterprise Admin
Reports
Support and Feedback
Feedback
Wiki
Hippo Help Videos
Change Password
3495
Find Work Order By ID
hippo
Hippo Live Support
Port of Newport
Enterprise Screen
North Commercial Marina
NOAA
Marine Operations Center - Pacific
Terminal
South Beach Marina & RV Park
WORK ORDER SUMMARY COLORS
NO WORK ORDERS
HAS WORK ORDERS
OVERDUE/CRITICAL
Port of Newport
NIT
PM:5
Demand:4
Overdue:0
Critical:0
Total:9
NOAA MOC-P
PM:15
Demand:5
Overdue:4
Critical:0
Total:20
SB Marina
PM:0
Demand:0
Overdue:0
Critical:0
Total:0


Enterprise : Enterprise - Port of Newport > Facility : NOAA MOC-P
Dashboard: Advanced
Log Out
Sections
Levels
Floor Plans
Plot Sections
Locations
Plot Locations
Equipment Models
Equipment
Plot Equipment
Scheduled Work Orders
Parts
Companies
Contacts
Documents
Specs
Vehicles
Vehicle Fuel
Find Work Order By ID
hippo
Hippo Live Support
Equipment
Name
Model
Location
Serial Number
Asset ID
Status
View
AIR HANDLING UNIT AHU-1-O | AIR HANDLING UNIT AHU-1-O | 301 MECHANICAL ATTIC on Mechanical Attic in... | K10611256A | AHU-1-O | Active
ALUMINUM STOREFRONT ALSF-1 | ALUMINUM STOREFRONT | See Plans on See Plans in building See Plans | ALSF-1 | Active
ALUMINUM WINDOW ALWD-1 | ALUMINUM WINDOW | See Plans on See Plans in building See Plans | ALWD-1 | Active
ASPHALT SHINGLE ROOF ASR-1 | ASPHALT SHINGLE ROOF | See Plans on See Plans in building Office | ASR-1 | Active
AUTO TRANS SWITCH- EM GEN TRSW-1 | AUTOMATIC TRANSFER SWITCH | T101 GENERATOR on 1st Floor in building... | ATS-1 | Active
AUTOMATIC ENTRANCE OPERATOR AEO-1 | AUTOMATIC ENTRANCE OPERATOR | See Plans on See Plans in building Office | AEO-1 | Active
BACKFLOW PREVENTER - IRRIG. BKFLP-2 | BACKFLOW PREVENTER | See Plans on See Plans in building Grounds | BKFLP-2 | Active
BACKFLOW PREVENTER BKFLP-1 | BACKFLOW PREVENTER - WATTS | See Plans on See Plans in building Grounds | BKFLP-1 | Active
BOILER CIRC PUMP BP-1-O | HW BOILER CIRC PUMP | 150 MECHANICAL on 1st Floor in building Office | BP-1-O | Active
BUILDING AUTOMATION SYSTEM BAS-1 | BUILDING AUTOMATION SYSTEM | 146 DATA on 1st Floor in building Office | BAS-1 | Active
BUOYS & FLOATS | BUOYS & FLOATS | In-Water on In-Water in building Wharf | BUOY | Active
CAMEL SYSTEM | CAMEL SYSTEM | In-Water on In-Water in building Wharf | CAM | Active
CARPETING CPT-1 | CARPETING | See Plans on See Plans in building Office | CPT-1 | Active
CATCH BASIN STORM FILTER | CATCH BASIN STORM FILTER | SEE PLANS on Exterior in building Grounds | CBFL-1 | Active
CATCH BASIN WITH FLOGUARD | CATCH BASIN WITH FLOGUARD | Exterior on Exterior in building Warehouse | CCBFL | Active
CATHODIC PROTECTION-EAST ZONE | CATHODIC PROTECTION SYSTEM | UTILITY BUILDING on Deck in building Wharf | CP-E | Active
CATHODIC PROTECTION-MIDDLE ZONE | CATHODIC PROTECTION SYSTEM | UTILITY BUILDING on Deck in building Wharf | CP-M | Active
CATHODIC PROTECTION-WEST ZONE | CATHODIC PROTECTION SYSTEM | UTILITY BUILDING on Deck in building Wharf | CP-W | Active
CONDENSING UNIT CU-2-O | CONDENSING UNIT CU-2-O | Exterior on Exterior in building Office | Y11DG17430 | CU-2-O | Active
CONDENSING UNIT CU-3-W | CONDENSING UNIT CU-3-W | Roof on Roof in building Warehouse | BKA-041100391 | CU-3-W | Active
CONDENSING UNIT CU-4-W | CONDENSING UNIT CU-4-W | Roof on Roof in building Warehouse | BKA-041100392 | CU-4-W | Active
CONDENSING UNIT CU-5-O | CONDENSING UNIT CU-5-O | Exterior on Exterior in building Office | C10L05577 | CU-5-O | Active
DHW EXP TANK DET-1-O | DHW EXP TANK | 150 MECHANICAL on 1st Floor in building Office | DET-1-O | Active
DHW EXP TANK DET-2-W | DHW EXP TANK | W201 MECHANICAL on Mezzanine in building... | DET-2-W | Active
DOLPHIN | DOLPHIN | In-Water on In-Water in building Wharf | DOL | Active
DONUT FENDER | DONUT FENDER | In-Water on In-Water in building Wharf | DOF | Active
New
Delete
Save
Close
Display All rows/page



IV. Conclusion

Facility preventative maintenance (PM) and repair is a priority of the Port of Newport in order to protect its infrastructure and economic future. Deferred maintenance creates reactionary (crisis) repairs which often cost more and negatively impact our customers' and public perception. The aim is to be proactive and response driven by the use of early detection methods such as identification, prioritization and implementation. The Port of Newport uses modern hardware and Information Technology (IT) devices to help skilled and trained technicians perform their work in an efficient, professional manner. The Port uses a Computerized Maintenance Management Software (CMMS) system to manage all scheduled preventative maintenance and on demand work orders and to track its physical assets. All members of the Operations Department will strive to improve the goals of this plan and to maintain the highest standards of the Port.

Appendix A – Facilities Inventory

Appendix B – Example Facility Maintenance Schedule

Appendix C – Critical Areas and Assets Priority List

Critical Building/Area	Critical Equipment/Asset	Priority 1-3	Insp. Schedule