

Inter-Office Correspondence

MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT

DATE: July 9, 1996

TO: All District Offices

District #

FROM: Jim Jackson
Division Engineer

SUBJECT: Maintenance and Traffic
Buildings and Grounds
Weigh Stations
Maintenance Responsibilities

Attached is a revised agreement between the Missouri Highway and Transportation Department and the Missouri State Highway Patrol covering maintenance responsibilities for weigh stations.

In general, this revised agreement gives patrol personnel more responsibilities for routine and preventive maintenance of the weigh facilities. The agreement also covers maintenance responsibilities for new equipment installed at the newly constructed scale facilities. This agreement is effective immediately.

The patrol has agreed to the terms of the agreement with the understanding that the financial impact will be reviewed at the end of one year.

If you have any questions concerning the agreement, please contact Tom Borgmeyer at 751-1157.

tb/gh

Attachment

MEMORANDUM OF AGREEMENT

AGENCIES: Missouri State Highway Patrol (MSHP) Missouri Highway and Transportation Department (MHTD)

PURPOSE: To update responsibilities for the shared maintenance of Official Weigh Station facilities in order to promote safe, efficient and effective operation of weigh stations.

GENERAL PROVISIONS:

- * Weigh stations and surrounding grounds will be kept neat, clean and in good repair.
- * MHTD will generally be responsible for exterior maintenance of the buildings. MSHP will generally be responsible for interior maintenance of the buildings.
- * The weigh station MSHP Commercial Vehicle Enforcement Supervisor will initiate an informal request to the local MHTD Maintenance Area Supervisor when routine maintenance is necessary.
- * MSHP Troop Commanders shall contact the MHTD District Engineer by letter when requesting major improvements or up-grades.
- * MSHP and MHTD will conduct annual inspections to jointly review and discuss maintenance items.

HIGHWAY PATROL RESPONSIBILITIES

1. Pay all operating and rental expenses for utilities including electrical, data transmission, telephone, gas, fuel oil, storage tanks, water and water conditioner filters and chemicals.
2. Perform cleaning of building interiors, policing of outside area, mowing grass adjacent to buildings and disposal of trash.
3. Maintain office furnishings, window blinds, awnings, floor safes, painted wall surfaces, supply furnace filters, American and state flags, light bulbs for interior fixtures and exterior flood lights attached to building, cleaning equipment and materials and paper products for restrooms.
4. Provide preventative maintenance and servicing of heating/air conditioning units, attic fan, water fountains, hand dryers and restroom exhaust fans.
5. Maintain, service, and repair restroom and break area plumbing fixtures and drains above the building floor, faucets, flush valves, and shut-off valves.
6. Maintain scale building interior light fixtures, light bulbs, control switches, receptacles and associated circuitry.
7. Maintain inspection building interior light fixtures, light bulbs, electric door openers and controls.
8. Maintain all communication equipment and associated controls and circuitry including radio, radio tower and antennas, public address systems and paging horns, telephone and data transmission equipment.
9. Maintain height detectors and associated circuitry and alarms.
10. Maintain lightning protection equipment inside the scale building.
11. Maintain all electrical, electronic and mechanical parts of the static scale including circuitry and control equipment, monitors, printers, load cells and check stays.
12. Maintain all electrical, electronic and mechanical parts of the weigh-in-motion scale including communication equipment to the scale building, computer and interface equipment, and load cells.
13. Maintain interface between scale instrument (indicator) and circuits to the the variable message weigh display sign.

HIGHWAY AND TRANSPORTATION DEPARTMENT RESPONSIBILITIES

1. Maintain all utility supply lines:
 - Telephone - from pedestal or demark block to inside building.
 - Water - from meter/pressure tank to building shut-off valve; outside water, hydrants and supply lines.
 - Electrical - from meter to distribution panel in building.
 - Natural Gas - from meter/ regulator to furnace.
 - Liquefied Petroleum (LP) - from tank to furnace.
2. Replace private well, pump, pressure tank, water conditioner and water heater when required.
3. Maintain plumbing and sewage system in and below building floor and outside of building.
4. Replace restroom and break room plumbing fixtures, faucets, and flush valves when no longer repairable.
5. Replace heating/air conditioning unit, attic fan, water fountains, hand dryers and restroom exhaust fans when no longer repairable.
6. Maintain building structure including repair and replacement of roof, exterior painted surfaces, doors and locks, door closures, windows, fixed wall and floor cabinets constructed with the building walls, wall tile, floor, floor tile, and restroom partitions.
7. Maintain all exterior area lighting and associated controls and wiring circuitry for ramps, parking areas, and curb lights along static scale.
8. Maintain all traffic signals and control circuitry, lane control signals and wiring circuitry, loop detectors, piezo detectors and associated amplifiers and wiring circuitry.
9. Maintain open/closed signs, associated controls and wiring circuitry.
10. Maintain all signs associated with the weigh station including the changeable message scale weight sign and wiring circuitry.
11. Maintain exterior underground lightning protection circuitry to luminaire poles and radio towers.
12. Maintain static scale concrete surface and drain basin and scale pit and inspection pit sump pumps where applicable. Flush drain basin with water on an as needed basis. Maintain steel grating and supports adjacent to the static scale.
13. Maintain all paved surfaces, curbs, drainage structures and retaining walls.
14. Maintain all pavement marking, delineators, and raised pavement markers.
15. Maintain all fencing, gates, guard cable, guardrail, impact attenuators and concrete traffic barrier.
16. Maintain grassed area around perimeter of weight station in accordance with MHTD mowing policy.