



SEA
Airport Dining and Retail
Preventative Maintenance (PM) Manual
2021



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1. Maintenance Incidents

- The tenant should first call the ACC (206-787-5406) in the event of any maintenance emergency. The ADR Facilities Manager (FM) will receive notice of this ACC call and follow up with the correct maintenance shop for further information and timelines. The FM will follow up with the tenant once determined if this is Port responsibility or tenant responsibility.
- If it is determined that the tenant is responsible to resolve the incident, the tenant should contact its own contractors to perform the work.

2. Preventative Maintenance Requirements – Tenant Responsibility

- **Type 1 Hood (grease)**
 - The tenant is responsible for the following:
 - Daily cleaning of the filters at the type 1 hood; emptying the grease pan collector, both at the hood and at the exhaust fan location.
 - To hire an industry certified contractor that will perform the cleaning of the grease system.
 - To provide the FM with the inspection report from the contractor. The report is required to be submitted through the Veoci platform.
 - The contractor hired by the tenant to perform cleaning of the Type 1 hood is responsible for the following:
 - Clean the entire length of the grease duct (horizontal and vertical runs), the fusible links, the interior sprinkler heads, and the exhaust fan related to the grease system **once a month. Schedule frequency can be adjusted on an as needed basis due to fluctuations in operational demands and must be approved by FM.**
 - Clean any area outside the tenant space that was affected by the cleaning of the grease duct.
- **Type 2 Hood (steam)**
 - The tenant is responsible for the following:



- To hire an industry certified contractor to that will perform the cleaning of the system every six months.
- To provide the FM with the inspection report from the contractor. The report is required to be submitted through the Veoci platform.
- The contractor hired by the tenant to perform cleaning of the Type 2 hood is responsible for the following:
 - Clean the entire length of the duct (horizontal and vertical runs) and the exhaust fan related to the grease system every six months.
 - Clean any area outside the tenant space that was affected by the cleaning of the grease duct.
- **Ansul System**
 - The tenant is be responsible for the following:
 - The concession tenant is required by code to have the system professionally inspected twice a year.
 - To hire an industry certified contractor to that will perform the inspection.
 - To provide the FM with an inspection report that certifies that inspection has been performed and that the system is operational. The report is required to be submitted through the Veoci platform.
 - The contractor hired by the tenant to perform the inspection of the Ansul system is responsible for the following:
 - Inspect the Ansul system every six months.
- **Fire Extinguishers**
 - The tenant is responsible for the following:
 - Inspect monthly the integrity of the pin and that the dial is in the green holding area – note inspection on back of tag.
 - Hire an industry certified contractor that will perform the annual inspection for both types of fire extinguishers (ABC and K).
 - Provide the FM with a photo of the tag that certifies the inspection has been performed and that the fire extinguisher is operational. The report is required to be submitted through the Veoci platform.
 - The contractor hired by the tenant to perform the inspection of the fire extinguishers is responsible for the following:



- Inspect both fire extinguishers (ABC and K) once a year.
- **Grease Cooking Equipment/Gas Connections**
 - The tenant is responsible for the following:
 - Have the fryers, woks, broilers, char broilers, grills, convection grills and all other grease cooking equipment within the space inspected on a quarterly basis by an industry certified contractor.
 - To provide the FM with an inspection report that certifies that the work has been performed and that the equipment is operational. This document is provided at the back of this manual (**Quarterly Gas and Cooking Equipment Requirements – Document for Contractors**). The report is required to be submitted through the Veoci platform. **The report provided at the end of this manual can be replaced with any vendor provided report that outlines the maintenance checks performed during the visit.**
 - The contractor hired by the tenant to perform grease cooking equipment maintenance is responsible for the following every 3 months:
 - Inspect and calibrate thermostats
 - Inspect all switches and light indicators for proper operation
 - Visually inspect burner and pilot operations
 - Inspect all electrical wiring for damage or loose connections
 - Adjust gas regulators for all gas cooking equipment
 - Inspect overall operation and functions of equipment
 - Inspect and clean flue vents for gas cooking equipment
 - Clean burners and pilot assemblies
 - Inspect thermocouples for standing pilots
 - Check electronic ignition controls systems
 - Adjust burners and gas valves for proper operation
 - Minor cleaning on exterior of equipment pertaining to excessive grease build up
 - Inspections on gas connection to ensure no leaks or grease build up
- **Flushing Beer Lines**
 - The tenant is responsible for the following:
 - To have the beer lines cleaned at least once a year by an industry certified contractor.
 - To provide the ADR-FPM with a proof of inspection/invoice that certifies that the work has been performed and that the system is operational.



Acceptable Document Upload Types for Veoci

TYPE 1 HOOD	REPORT FROM VENDOR
TYPE 2 HOOD	REPORT FROM VENDOR
COOKING EQUIPMENT	REPORT FROM VENDOR
GAS INSPECTION	REPORT FROM VENDOR
ANSUL SYSTEM	REPORT FROM VENDOR
FLUSHING BEER LINES	INVOICE FROM VENDOR
FIRE EXTINGUISHERS	PHOTO OF TAG

3. Preventative Maintenance Requirements – Non-tenant Responsibility

- **Backflow Prevention Devices**
 - The Port of Seattle Boiler Room is responsible for testing these systems annually. Please reach out to your FM with any questions.
- **Hot Water Tank Inspections**
 - Washington State Labor and Industries performs initial inspection. Third Party contracted to perform inspections every 2 years. Reach out to FM with any questions.

4. ADR Bi-Annual Facility Inspections

- The FM will perform inspections of each facility on a bi-annual basis to ensure compliance with fire, building codes and the lease agreement. Criteria to be inspected and days to complete discrepancies are as follows:



INSPECTION CRITERIA	DAYS TO COMPLETE CORRECTION
REFRIGERATION/FREEZER CLEANLINESS REFRIGERATOR TEMP GREATER THAN 41° FREEZER TEMP GREATER THAN 0°	2 DAYS
FLOORING/TILE/GROUT	14 DAYS
DAMAGED WALLS	30 DAYS; IF LARGE ENOUGH FOR RODENT - 2 DAYS
ELECTRICAL VISUAL INSPECTION	IMMEDIATELY
CEILING VISUAL INSPECTION	30 DAYS
FURNITURE WEAR AND TEAR	90 DAYS
FRONT SIGN AND EXIT SIGN OPERATIONAL	5 DAYS
OIL CADDY OPERATIONAL	30 DAYS

Facility Maintenance Criteria Extended

- Stained ceiling tiles, spongy walls, missing cove face, sagging counter tops, and changes in appearances of sprinkler head are to be corrected immediately.
- Electrical problems using duct tape and/or electrical tape to perform a temporary fix are prohibited. Broken electrical conduit and unauthorized, non-permitted work above the ceiling area are prohibited.
- Use of improper extension cords and incorrect storage around electrical equipment is prohibited.
- Holes and cracks in the floors, walls and/or ceilings are prohibited.
- The tenants that have grease cooking equipment are required by the Port to dump waste grease at the end of each day into the grease recycling tank (bulk tank) located at the location(s) designated by the Port.
- The tenants are responsible to purchase their own grease oil caddy.
- The storing of flammable materials such as cardboard boxes, wood pallets, cooking oil and chemicals, in the back of house, corridors or any other locations outside of a tenant leased space is prohibited.

Alterations

No alterations that involve structural work or changes that increase load on the electrical, plumbing, heating, ventilation and air conditioning systems of the premises are to be performed unless the tenant first obtains the Port's written consent. Any approved alteration will meet or exceed the POS design standards and codes.



Additional Notes

The tenants are responsible for the general cleanliness of their location, assigned storage areas, corridors, common trash, and recycling areas. Any changes of the equipment that the concession tenant intends to make shall be approved by the Port.

Damage to the base building that occurred during any tenant PM requirement will be repaired at the expense of the tenant. Not implementing any of the above PM requirements and/or correcting facility discrepancies will be considered as a default on the lease.

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Quarterly Gas and Cooking Equipment Requirements

Submittal Document for Contractors

Any major defects are noted below for repair. If any gas leaks are found, the unit will be isolated from the gas source until further approval is given for repair by the next business day. If gas leak is severe and is a safety issue to the site or airport the gas leak will be repaired on site and or isolated. Please see notes below for any malfunctions or defects found during inspection reports.

Please note if there is excessive grease build up between inspections to adjust frequency as needed.

Inspection Notes: _____

During this visit the following maintenance checks were performed on grease equipment and gas lines.

1. Inspect and calibrate thermostats
2. Inspect all switches and light indicators for proper operation
3. Visually inspect burner and pilot operations
4. Inspect all electrical wiring for damage or loose connections
5. Adjust gas regulators for all gas cooking equipment
6. Inspect overall operation and functions of equipment
7. Inspect and clean flue vents for gas cooking equipment
8. Clean burners and pilot assemblies
9. Inspect thermocouples for standing pilots
10. Check electronic ignition controls systems
11. Adjust burners and gas valves for proper operation
12. Minor cleaning on exterior of equipment pertaining to excessive grease build up
13. Inspections on gas connection to ensure no leaks or grease build up

Location Serviced (Name & Concourse): _____

Maintenance Company Name: _____

Technician Name: _____

Date: _____