

Torres Rojas, Genara

FOI#13886

**From:** yuberquis@campbellest.net  
**Sent:** Tuesday, April 02, 2013 1:59 PM  
**To:** Duffy, Daniel  
**Cc:** Torres Rojas, Genara; Van Duyne, Sheree  
**Subject:** Freedom of Information Online Request Form

Information:

First Name: Yuberquis  
Last Name: Perez  
Company: Law Office of Brian P. Campbell  
Mailing Address 1: 352 Hillview Terrace  
Mailing Address 2: P.O. Box 588  
City: Franklin Lakes  
State: NJ  
Zip Code: 07417  
Email Address: [yuberquis@campbellest.net](mailto:yuberquis@campbellest.net)  
Phone: 201-866-6200  
Required copies of the records: Yes

List of specific record(s):

I am requesting the Maintenance Records from the George Washington Bridge from February 11, 2013.

**THE PORT AUTHORITY OF NY & NJ**

*FOI Administrator*

April 29, 2013

Ms. Yuberquis Perez  
Law Office of Brian P. Campbell  
352 Hillview Terrace, P.O. Box 588  
Franklin Lakes, NJ 07417

Re: Freedom of Information Reference No. 13886

Dear Ms. Perez:

This is a response to your April 2, 2013 request, which has been processed under the Port Authority's Freedom of Information Code (the "Code"), for copies of maintenance records from the George Washington Bridge from February 11, 2013.

Material responsive to your request and available under the Code can be found on the Port Authority's website at <http://www.panynj.gov/corporate-information/foi/13886-O.pdf>.

Please refer to the above FOI reference number in any future correspondence relating to your request.

Very truly yours,



Ann L. Qureshi  
FOI Administrator

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0101 WORK ORDER: 0175376-1  
 REQUESTED BY :  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-035-140-323-01 MAINTENANCE TYPE: FPLS CODE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 12/20/2012 SHIFT: B PM/PROJECT NO : 164 1625

TASK LOCATION : NJ ANCHORAGE, NJ CUT, NY BLK HSE, NY ELECT RM, HUDSON TERR  
 EQUIPMENT ID : N/A  
 EQUIP DESCRIPTION: MULTIPLE EQUIPMENT ROUTE TYPE WORK ORDER  
 W/O DESCRIPTION : INSPECT/TEST/REPAIR EMERGENCY LIGHTS - VARIOUS LOCATIONS  
 TASK DESCRIPTION : MO-NY/NJ CHK EMER LITES  
 DESC. OF WORK/ SUPERVISOR : DEPRESS TEST BUTTON AT EACH EMERGENCY LIGHT UNIT FOR 10 SEC.  
 COMMENTS : ENSURE LIGHTS COME ON & CHECK TO ENSURE THE RECHARGING INDICATOR ACTIVATES. REPLACE ALL FAULTY BULBS, BATTERIES & CIRCUIT BOARDS ENSURE UNIT HAS RETURNED TO OPERATIONAL STATUS.  
 >>> NOTIFY SUPERVISOR IMMEDIATELY IF WORK CANNOT BE DONE.<<<

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 \* LABOR \*  
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EMPLOYEE NAME	CLASS	DATE					VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
J. O'LEARY	2163	8						
R. MAUL	2163	8						

SIGNATURE: John O'Leary DATE COMPLETED: 2/11/13

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 \* PARTS/MATERIALS \*  
 \*\*\*\*\*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
		<u>BB</u>			

PLANNED: NO STOCK PARTS FOR TASK  
NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
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 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS:  
Stockroom Replenishment Complete  
 \_\_\_\_\_  
 \_\_\_\_\_  
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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB      SUB-FACILITY:                      PAGE: 003      =====  
ORG UNIT: 164      SEC/SUB-SEC : 0101                      WORK ORDER: 0175376-1  
REQUESTED BY :    =====  
AUTHORIZED BY: OMS                                      WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0B04-164-035-140-323-01      MAINTENANCE TYPE: FPLS CODE  
SCHEDULE DATE: 02/11/2013                      PRIORITY : 99  
START DATE : 12/20/2012      SHIFT: B                      PM/PROJECT NO : 164 1625

STANDARD/PROCEDURE NO.: GWE18                      MAINTENANCE TYPE: TESTING  
SAFETY PERMIT REQUIRED: NO                      EQUIPMENT CLASS : ELECTRONIC EQUIPMENT  
DESCRIPTION: INSP/TEST EMERG LITG UNITS (BATTERY TYPE)

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K. NOTE
15 RETURN W/O TO SUPERVISOR & REPORT PROBLEMS VERBALLY AND IN WRITING.	( ) ( )

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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 004 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0101 WORK ORDER: 0175376-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-035-140-323-01 MAINTENANCE TYPE: FPLS CODE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 12/20/2012 SHIFT: B PM/PROJECT NO : 164 1625

EQUIPMENT ROUTE

EQUIPMENT ID	EQUIPMENT DESCRIPTION	STD/PROC	O.K.	NOTE
EML BJAS L001 00 *	EMER LITE - NJ ANCH SOUTH SIDE		( )	( )
EML BJAS L002 00 *	EMER LITE - NJ ANCH SOUTH SIDE		( )	( )
EML BJAS L003 00 *	EMER LITE - NJ ANCH SOUTH SIDE		( )	( )
EML BJAN L004 00 *	EMER LITE - NJ ANCH NORTH		( )	( )
EML BJAN L005 00 *	EMER LITE - NJ ANCH NORTH		( )	( )
EML BJAN L006 00 *	EMER LITE - NJ ANCH NORTH		( )	( )
EML BJTR L013 00 *	EMER LITE -NJ TUNNEL SPLIT ELECT RM		( )	( )
EML BJTR L014 00 *	EMER LITE -NJ TUNNEL SPLIT ELECT RM		( )	( )
EML BYBH L015 00	EMER LITE - NY BLOCK HOUSE		( )	( )
EML HR4E L009 00 *	EMER LITE - NY ELECT RM & HR4		( )	( )
EML HR4E L010 00 *	EMER LITE - NY ELECT RM & HR4		( )	( )
EML TR1S L011 00 *	EMER LITE - HUDSON TERR ELECT RM		( )	( )
EML TR1S L012 00 *	EMER LITE - HUDSON TERR ELECT RM		( )	( )
EML HTPS LITG 00	EMER LI GHTS (10)-HUD TERR PAINT SHED		( )	( )
EML HTPS STRB 00	FIRE EMER STROBES(3)-HUD TERR PAINT SHED		( )	( )

*NO Emergency Lite in Block House*  
*only one light in Room*

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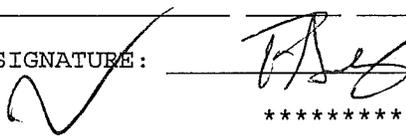
THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0175818-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01 MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 54  
 START DATE : 01/21/2013 SHIFT: A PM/PROJECT NO : 164 8357

TASK LOCATION : MTC  
 EQUIPMENT ID : N/A  
 EQUIP DESCRIPTION: MULTIPLE EQUIPMENT ROUTE TYPE WORK ORDER  
 W/O DESCRIPTION : MTC AHU # 12 INSPECT & SERVICE USE MPC-H06  
 TASK DESCRIPTION : SA-MTC-SRVC UNIT 12  
 DESC. OF WORK/ SUPERVISOR CLEAN STRAINERS. LUBE FAN , PUMP BRGS. ALIGN SHEAVES  
 CHECK PULLEYS. REPLACE BELTS TEST PUMP.  
 COMMENTS SPOT PAINT. REPLACE FILTERS. INSP GAUGES. INSP ACCESS DOORS.  
 CHECK FOR AIR LEAKS. INSP DAMPERS. CHECK & RESET T-STATS.  
 INSP MEGAHILIC. INSP ALL VALVES, EXERCISE & LUBE  
 RECORD PROBLEMS FOUND ON WORK ORDER.

\*\*\*\*\*  
 \* LABOR \*

EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS		
Felia Sanchez		NO LABOR ON SPECIFIED SCHEDULE					

SIGNATURE:  DATE COMPLETED: \_\_\_\_\_

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 \* PARTS/MATERIALS \*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
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 \_\_\_\_\_  
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COMPLETION COMMENTS: A/C # 12 Master finished on one of the bearings

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 002 =====  
ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0175818-1  
REQUESTED BY : =====  
AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01 MAINTENANCE TYPE: INSP & MA  
SCHEDULE DATE: 02/11/2013 PRIORITY : 54  
START DATE : 01/21/2013 SHIFT: A PM/PROJECT NO : 164 8357

STANDARD/PROCEDURE NO.: GWH06 MAINTENANCE TYPE: INSP & MAINTAIN  
SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : HEATERS  
DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE

- 
- 01 >>>> TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED <<<< (✓) ( )  
PERSONAL PROTECTIVE EQUIPMENT, RESPIRATOR & FILTER AS NEEDED  
LOCK-OUT TAG-OUT MATERIALS, PROPER KEYS & CARDS TO ACCESS  
WORK AREAS. RUST INHIBITOR OIL SPRAY, FIN COMB, WIRE BRUSH,  
HAND TOOLS, GREASE, GREASE GUN & GREASE FITTINGS, LADDER AS  
NEEDED, COIL CLEANING SOLUTIONS, PRESSURE WASHING MACHINE,  
WET VACUUM, RUST PREVENTATIVE PAINT & BRUSH, FAN BELTS,  
AIR FILTERS AS NEEDED, CLEANING RAGS, DROP LIGHT.
- 
- 02 >>>> SAFETY NOTES <<<< (✓) ( )  
WHEN APPLICABLE, NOTIFY SUPERVISOR THAT WORK HAS BEGUN.  
VERIFY PROPER OPERATION OF COMMUNICATIONS EQUIPMENT  
ASSIGNED TO WORK UNIT.
- 
- 03 >>>> SAFETY PROCEDURES <<<< (✓) ( )  
ENSURE THAT WORK AREA IS FREE AND CLEAR OF NON-MAINTENANCE  
PERSONNEL. USE APPROPRIATE LOCK-OUT TAG OUT PROCEDURES  
AS NEEDED. USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT  
INJURIES. USE CAUTION WHEN HANDLING OR USING CLEANING  
MATERIALS OR CHEMICALS. SECURE OR REMOVE ALL LOOSE CLOTHING  
OR JEWELRY WHILE WORKING NEAR OR WITH ROTATING MACHINERY.  
DO NOT OPERATE UNIT WITHOUT BELT DRIVE GUARDS IN PLACE.  
REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES TO  
SUPERVISOR IMMEDIATELY.
- 
- 04 >>>> IMPORTANT NOTES <<<< (✓) ( )  
REVIEW MAINTENANCE PROCEDURES AND CLARIFY ALL QUESTIONS  
WITH YOUR IMMEDIATE SUPERVISOR. WHEN TAKING MACHINERY OUT  
OF SERVICE MINIMIZE ANY ADVERSE IMPACT ON OTHER RELATED  
SYSTEMS. DISCARD ALL WIPE CLOTHS AND WASTE PROPERLY.  
UPON COMPLETION OF ALL TASKS AND CLEAN-UP, NOTIFY SUPERVISOR  
AND ALL AFFECTED PARTIES. VERIFY PRESENCE OF MMIS EQUIPMENT  
AND BARCODE LABEL. LEAVE AREA CLEAN AND ORDERLY  
" HELP OUR TEAM KEEP IT CLEAN"
- 
- 05 >>>> TASKS <<<< (✓) ( )  
LOCK-OUT AND TAG MOTOR CONTROLLERS OF AIR HANDLING UNIT.
- 
- 06 IF PRESENT, LOCK-OUT AND TAG FREEZE PUMP CONTROL. (✓) ( )
- 
- 07 IF REQUIRED BY SUPERVISOR, WASH DOWN WITH APPROVED CLEANING (✓) ( )  
SOLUTION THE HEATING AND/OR COOLING COILS. USE CAUTION WHEN  
USING CLEANING SOLUTIONS. DISPOSE WASTE SOLUTION PROPERLY.
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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 003	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: A		PM/PROJECT NO : 164 8357

STANDARD/PROCEDURE NO.: GWH06                      MAINTENANCE TYPE: INSP & MAINTAIN  
 SAFETY PERMIT REQUIRED: NO                      EQUIPMENT CLASS : HEATERS  
 DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
08 WITH WET VACUUM REMOVE ALL RESIDUAL WATER AND CLEANING SOLUTION FROM AIR HANDLING UNIT TO PREVENT RUSTING.	( )	( )
09 FIN COMB COILS AS NECESSARY. RECORD ANY DAMAGE ON W/O.	( / )	( )
10 ENSURE THAT ALL GREASE FITTING ARE PRESENT OTHERWISE REPLACE MISSING FITTINGS.	( / )	( )
11 LUBRICATE AIR HANDLING UNIT WITH APPLICABLE GREASE OR OIL.	( / )	( )
12 IF GREASE FITTINGS ARE NOT PRESENT, REMOVE GREASE PLUGS AND LUBRICATE UNIT. BE SURE TO REINSTALL GREASE PLUGS. CAUTION: SOME UNITS HAVE PERMANENTLY LUBRICATED BEARING.	( / )	( )
13 INSPECT ALL MOUNTING BOLTS & SET SCREWS. TIGHTEN AS NEEDED.	( / )	( )
14 INSPECT BELT SHEAVES FOR ALIGNMENT. ADJUST AS REQUIRED.	( / )	( )
15 CHECK SHEAVE GROVES FOR WEAR. REPLACE WITH NEW IF WORN OUT.	( / )	( )
16 INSPECT ALL BELTS CRACKS, CUTS, WEAR OR DETERIORATION. REPLACE BELTS WITH NEW AND ADJUST BELT TENSION AS NECESSARY.	( / )	( )
17 EXERCISE ALL VALVES ASSOCIATED WITH AIR HANDLING UNIT.	( / )	( )
18 LUBRICATE AS NEEDED, ALL VALVES ASSOCIATED WITH UNIT.	( / )	( )
19 REPLACE OR ADJUST VALVE PACKING AS NECESSARY.	( / )	( )
20 INSPECT AIR HANDLING UNIT FOR RUST AND CORROSION. IF FOUND WIRE BRUSH, SAND CLEAN AND SPOT PAINT. IF SUBSTANTIAL RUSTING OR CORROSION IS FOUND , RECORD ON WORK ORDER FOR FUTURE ACTION.	( )	( )
21 INSPECT CONDENSATE DRAIN PAN FOR RUST OR CORROSION.	( / )	( )
22 IF REQUIRED, CLEAN CONDENSATE DRAIN PAN & FLUSH DRAIN LINES.	( )	( )
23 INSPECT ALL ACCESS DOORS AND DOOR HARDWARE. REPLACE ALL MISSING OR DEFECTIVE ITEMS.	( / )	( )
22 INSPECT ACCESS DOOR SEALS FOR DAMAGE OR WEAR. REPAIR OR REPLACE SEALS AS NECESSARY.	( / )	( )
23 IF PRESENT, ISOLATE STRAINER FROM AIR HANDLER.	( )	( )

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB      SUB-FACILITY:                      PAGE: 004      =====  
 ORG UNIT: 164      SEC/SUB-SEC : 0201                      WORK ORDER: 0175818-1  
 REQUESTED BY :    =====  
 AUTHORIZED BY: OMS                                      WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01      MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013                              PRIORITY : 54  
 START DATE : 01/21/2013      SHIFT: A                      PM/PROJECT NO : 164 8357

STANDARD/PROCEDURE NO.: GWH06                      MAINTENANCE TYPE: INSP & MAINTAIN  
 SAFETY PERMIT REQUIRED: NO                              EQUIPMENT CLASS : HEATERS  
 DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS

STEP DESCRIPTION OF STANDARD OR PROCEDURE                      O.K. NOTE

REMOVE COVER, EXTRACT WIRE MESH SCREEN & CLEAN OF ALL DIRT.  
 INSPECT SCREEN FOR RUST OR CORROSION. IF CORRODED REPLACE.  
 REINSTALL STRAINER AND RETURN TO SYSTEM.

- |   |           |
|---|-----------|
| 24 IF APPLICABLE, INSPECT DUCT VIBRATION COLLARS FOR LEAKS OR DAMAGE. MAKE MINOR REPAIR AND REPORT MAJOR DAMAGE ON W/O. | ( / ) ( ) |
| 25 INSPECT DAMPER LINKAGES AND CONTROLS FOR PROPER OPERATION.   | ( / ) ( ) |
| 26 EXERCISE ALL DAMPERS ASSOCIATED WITH AIR HANDLING UNIT.  | ( ) ( )   |
| 27 INSPECT VIBRATION ABSORPTION SPRINGS AT BASE OF AIR HANDLER.   | ( / ) ( ) |
| 28 IF PRESENT, INSPECT MEGAHELIC FOR PROPER OPERATION.  | ( ) ( )   |
| 29 REPLACE AIR FILTERS AS NECESSARY.  | ( / ) ( ) |
| 30 REACTIVATE AIR HANDLER & VERIFY IT IS OPERATING PROPERLY.  | ( / ) ( ) |
| 31 MAKE ADJUSTMENT AS NECESSARY.  | ( / ) ( ) |
| 32 ENSURE THAT UNIT IS AIR TIGHT & SEALED AT ACCESS DOORS.  | ( / ) ( ) |
| 33 ENSURE THAT UNIT IS AIR TIGHT & SEALED AT DUCT CONNECTIONS.  | ( / ) ( ) |
| 34 INSPECT MOTOR BEARINGS FOR NOISE OR HEAT.  | ( ) ( / ) |
| 35 INSPECT PNEUMATIC CONTROLS ASSOCIATED WITH UNIT FOR PROPER   | ( ) ( )   |
| 36 OPERATION. MAKE MINOR REPAIRS. RECORD PROBLEMS ON W/O.   | ( ) ( )   |
| 37 INSPECT ELECTRONIC CONTROLS ASSOCIATED WITH UNIT FOR PROPER  | ( ) ( )   |
| OPERATION. MAKE MINOR REPAIRS. RECORD PROBLEMS ON W/O.  |           |
| 38 INSPECT ALL CONTROL AND TEMPERATURE GAUGES. REPLACE ALL  | ( ) ( )   |
| 39 INOPERABLE OR DEFECTIVE GAUGES.  | ( ) ( )   |
| 40 >>>> WINTERIZE OR SUMMERIZE AS APPLICABLE <<<<<br>>> SUMERIZATION <<   | ( ) ( )   |
| 41 SHUT THE STEAM (HOT WATER) VALVES AND DRAIN HEATING COIL   | ( ) ( )   |
| 42 SET SUMMER- WINTER SWITCH TO SUMMER  | ( ) ( )   |

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 005	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: A		PM/PROJECT NO : 164 8357

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STANDARD/PROCEDURE NO.: GWH06	MAINTENANCE TYPE: INSP & MAINTAIN
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : HEATERS
DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
43 SET ROOM THERMOSTAT TO 72 DEGREES F	( )	( )
44 OPEN CHILLED WATER VALVES AND CHECK FOR LEAKS	( )	( )
45 TEST FREEZE PROTECTION PUMP.	( )	( )
46 SET FREEZE PROTECTION PUMP THERMOSTAT TO 40 DEGREES F.	( )	( )
47 >> WINTERIZATION << SHUT OFF CHILLED WATER VALVES AND DRAIN COOLING COIL	( )	( )
48 FLUSH COOLING COIL WITH ANTIFREEZE AS REQUIRED	( )	( )
49 SET SUMMER- WINTER SWITCH TO WINTER	( )	( )
50 SET ROOM THERMOSTAT TO 68 DEGREES F	( )	( )
51 OPEN STEAM (HOT WATER) VALVES AND CHECK FOR LEAKS	( )	( )
52 IF APPLICABLE, INSPECT STEAM TRAP FOR PROPER OPERATION	( )	( )
53 REMOVE LOCK-OUTS AND TAGS, PLACE AIR HANDLER IN SERVICE	( )	( )
54 RETURN COMPLETED WORK ORDER TO SUPERVISOR AND REPORT ALL PROBLEMS VERBALLY AND IN WRITING.	( / )	( )

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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 006	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: A		PM/PROJECT NO : 164 8357

EQUIPMENT ROUTE

EQUIPMENT ID	EQUIPMENT DESCRIPTION	STD/PROC	O.K.	NOTE
AHU T2UE T12A 00 *	- HVAC UNIT FOR BOOTH 12 - IN MTC		( )	( )
DMM T2UE T12A 00 *	-DAMPER MOTOR BOOTH 12-IN MTC		( )	( )
DMM T2UE T12C 00 *	-DAMPER MOTOR BOOTH 12-IN MTC		( )	( )

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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 002	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: C		PM/PROJECT NO : 164 8357

STANDARD/PROCEDURE NO.: GWH06	MAINTENANCE TYPE: INSP & MAINTAIN
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : HEATERS
DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
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|--|------------------|
| <p>01 &gt;&gt;&gt;&gt; TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED &lt;&lt;&lt;&lt;<br/>         PERSONAL PROTECTIVE EQUIPMENT, RESPIRATOR &amp; FILTER AS NEEDED<br/>         LOCK-OUT TAG-OUT MATERIALS, PROPER KEYS &amp; CARDS TO ACCESS<br/>         WORK AREAS. RUST INHIBITOR OIL SPRAY, FIN COMB, WIRE BRUSH,<br/>         HAND TOOLS, GREASE, GREASE GUN &amp; GREASE FITTINGS, LADDER AS<br/>         NEEDED, COIL CLEANING SOLUTIONS, PRESSURE WASHING MACHINE,<br/>         WET VACUUM, RUST PREVENTATIVE PAINT &amp; BRUSH, FAN BELTS,<br/>         AIR FILTERS AS NEEDED, CLEANING RAGS, DROP LIGHT.</p>  | <p>( / ) ( )</p> |
| <p>02 &gt;&gt;&gt;&gt; SAFETY NOTES &lt;&lt;&lt;&lt;<br/>         WHEN APPLICABLE, NOTIFY SUPERVISOR THAT WORK HAS BEGUN.<br/>         VERIFY PROPER OPERATION OF COMMUNICATIONS EQUIPMENT<br/>         ASSIGNED TO WORK UNIT.</p>   | <p>( / ) ( )</p> |
| <p>03 &gt;&gt;&gt;&gt; SAFETY PROCEDURES &lt;&lt;&lt;&lt;<br/>         ENSURE THAT WORK AREA IS FREE AND CLEAR OF NON-MAINTENANCE<br/>         PERSONNEL. USE APPROPRIATE LOCK-OUT TAG OUT PROCEDURES<br/>         AS NEEDED. USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT<br/>         INJURIES. USE CAUTION WHEN HANDLING OR USING CLEANING<br/>         MATERIALS OR CHEMICALS. SECURE OR REMOVE ALL LOOSE CLOTHING<br/>         OR JEWELRY WHILE WORKING NEAR OR WITH ROTATING MACHINERY.<br/>         DO NOT OPERATE UNIT WITHOUT BELT DRIVE GUARDS IN PLACE.<br/>         REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES TO<br/>         SUPERVISOR IMMEDIATELY.</p> | <p>( / ) ( )</p> |
| <p>04 &gt;&gt;&gt;&gt; IMPORTANT NOTES &lt;&lt;&lt;&lt;<br/>         REVIEW MAINTENANCE PROCEDURES AND CLARIFY ALL QUESTIONS<br/>         WITH YOUR IMMEDIATE SUPERVISOR. WHEN TAKING MACHINERY OUT<br/>         OF SERVICE MINIMIZE ANY ADVERSE IMPACT ON OTHER RELATED<br/>         SYSTEMS. DISCARD ALL WIPE CLOTHS AND WASTE PROPERLY.<br/>         UPON COMPLETION OF ALL TASKS AND CLEAN-UP, NOTIFY SUPERVISOR<br/>         AND ALL AFFECTED PARTIES. VERIFY PRESENCE OF MMIS EQUIPMENT<br/>         AND BARCODE LABEL. LEAVE AREA CLEAN AND ORDERLY<br/>         " HELP OUR TEAM KEEP IT CLEAN"</p>   | <p>( ) ( )</p>   |
| <p>05 &gt;&gt;&gt;&gt; TASKS &lt;&lt;&lt;&lt;<br/>         LOCK-OUT AND TAG MOTOR CONTROLLERS OF AIR HANDLING UNIT.</p>  | <p>( ) ( )</p>   |
| <p>06 IF PRESENT, LOCK-OUT AND TAG FREEZE PUMP CONTROL.</p>  | <p>( ) ( )</p>   |
| <p>07 IF REQUIRED BY SUPERVISOR, WASH DOWN WITH APPROVED CLEANING<br/>         SOLUTION THE HEATING AND/OR COOLING COILS. USE CAUTION WHEN<br/>         USING CLEANING SOLUTIONS. DISPOSE WASTE SOLUTION PROPERLY.</p>   | <p>( ) ( )</p>   |

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 003	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: C		PM/PROJECT NO : 164 8357

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STANDARD/PROCEDURE NO.: GWH06	MAINTENANCE TYPE: INSP & MAINTAIN
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : HEATERS
DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
08 WITH WET VACUUM REMOVE ALL RESIDUAL WATER AND CLEANING SOLUTION FROM AIR HANDLING UNIT TO PREVENT RUSTING.	( )	( )
09 FIN COMB COILS AS NECESSARY. RECORD ANY DAMAGE ON W/O.	( )	( )
10 ENSURE THAT ALL GREASE FITTING ARE PRESENT OTHERWISE REPLACE MISSING FITTINGS.	( )	( )
11 LUBRICATE AIR HANDLING UNIT WITH APPLICABLE GREASE OR OIL.	( )	( )
12 IF GREASE FITTINGS ARE NOT PRESENT, REMOVE GREASE PLUGS AND LUBRICATE UNIT. BE SURE TO REINSTALL GREASE PLUGS. CAUTION: SOME UNITS HAVE PERMANENTLY LUBRICATED BEARING.	( )	( )
13 INSPECT ALL MOUNTING BOLTS & SET SCREWS. TIGHTEN AS NEEDED.	( )	( )
14 INSPECT BELT SHEAVES FOR ALIGNMENT. ADJUST AS REQUIRED.	( )	( )
15 CHECK SHEAVE GROVES FOR WEAR. REPLACE WITH NEW IF WORN OUT.	( )	( )
16 INSPECT ALL BELTS CRACKS, CUTS, WEAR OR DETERIORATION. REPLACE BELTS WITH NEW AND ADJUST BELT TENSION AS NECESSARY.	( )	( )
17 EXERCISE ALL VALVES ASSOCIATED WITH AIR HANDLING UNIT.	( )	( )
18 LUBRICATE AS NEEDED, ALL VALVES ASSOCIATED WITH UNIT.	( )	( )
19 REPLACE OR ADJUST VALVE PACKING AS NECESSARY.	( )	( )
20 INSPECT AIR HANDLING UNIT FOR RUST AND CORROSION. IF FOUND WIRE BRUSH, SAND CLEAN AND SPOT PAINT. IF SUBSTANTIAL RUSTING OR CORROSION IS FOUND , RECORD ON WORK ORDER FOR FUTURE ACTION.	( )	( )
21 INSPECT CONDENSATE DRAIN PAN FOR RUST OR CORROSION.	( )	( )
22 IF REQUIRED, CLEAN CONDENSATE DRAIN PAN & FLUSH DRAIN LINES.	( )	( )
23 INSPECT ALL ACCESS DOORS AND DOOR HARDWARE. REPLACE ALL MISSING OR DEFECTIVE ITEMS.	( )	( )
22 INSPECT ACCESS DOOR SEALS FOR DAMAGE OR WEAR. REPAIR OR REPLACE SEALS AS NECESSARY.	( )	( )
23 IF PRESENT, ISOLATE STRAINER FROM AIR HANDLER.	( )	( )

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 004	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: C		PM/PROJECT NO : 164 8357

STANDARD/PROCEDURE NO.: GWH06	MAINTENANCE TYPE: INSP & MAINTAIN
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : HEATERS
DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K. NOTE
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REMOVE COVER, EXTRACT WIRE MESH SCREEN & CLEAN OF ALL DIRT.  
INSPECT SCREEN FOR RUST OR CORROSION. IF CORRODED REPLACE.  
REINSTALL STRAINER AND RETURN TO SYSTEM.

- |   |           |
|---|-----------|
| 24 IF APPLICABLE, INSPECT DUCT VIBRATION COLLARS FOR LEAKS OR DAMAGE. MAKE MINOR REPAIR AND REPORT MAJOR DAMAGE ON W/O. | ( ) ( )   |
| 25 INSPECT DAMPER LINKAGES AND CONTROLS FOR PROPER OPERATION.   | ( ) ( )   |
| 26 EXERCISE ALL DAMPERS ASSOCIATED WITH AIR HANDLING UNIT.  | ( / ) ( ) |
| 27 INSPECT VIBRATION ABSORPTION SPRINGS AT BASE OF AIR HANDLER.   | ( ) ( )   |
| 28 IF PRESENT, INSPECT MEGAHELIC FOR PROPER OPERATION.  | ( / ) ( ) |
| 29 REPLACE AIR FILTERS AS NECESSARY.  | ( / ) ( ) |
| 30 REACTIVATE AIR HANDLER & VERIFY IT IS OPERATING PROPERLY.  | ( / ) ( ) |
| 31 MAKE ADJUSTMENT AS NECESSARY.  | ( / ) ( ) |
| 32 ENSURE THAT UNIT IS AIR TIGHT & SEALED AT ACCESS DOORS.  | ( ) ( )   |
| 33 ENSURE THAT UNIT IS AIR TIGHT & SEALED AT DUCT CONNECTIONS.  | ( ) ( )   |
| 34 INSPECT MOTOR BEARINGS FOR NOISE OR HEAT.  | ( ) ( )   |
| 35 INSPECT PNEUMATIC CONTROLS ASSOCIATED WITH UNIT FOR PROPER   | ( ) ( / ) |
| 36 OPERATION. MAKE MINOR REPAIRS. RECORD PROBLEMS ON W/O.   | ( / ) ( ) |
| 37 INSPECT ELECTRONIC CONTROLS ASSOCIATED WITH UNIT FOR PROPER  | ( / ) ( ) |
| 38 INSPECT ALL CONTROL AND TEMPERATURE GAUGES. REPLACE ALL  | ( / ) ( ) |
| 39 INOPERABLE OR DEFECTIVE GAUGES.  | ( ) ( )   |
| 40 >>>> WINTERIZE OR SUMMERIZE AS APPLICABLE <<<<<br>>> SUMERIZATION <<   | ( ) ( )   |
| 41 SHUT THE STEAM (HOT WATER) VALVES AND DRAIN HEATING COIL   | ( ) ( )   |
| 42 SET SUMMER- WINTER SWITCH TO SUMMER  | ( ) ( )   |

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MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 005	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: C		PM/PROJECT NO : 164 8357

STANDARD/PROCEDURE NO.: GWH06	MAINTENANCE TYPE: INSP & MAINTAIN
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : HEATERS
DESCRIPTION: INSPECT & SERVICE OF AIR HANDLING UNITS	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K. NOTE
43 SET ROOM THERMOSTAT TO 72 DEGREES F	( ) ( )
44 OPEN CHILLED WATER VALVES AND CHECK FOR LEAKS	( ) ( )
45 TEST FREEZE PROTECTION PUMP.	( ) ( )
46 SET FREEZE PROTECTION PUMP THERMOSTAT TO 40 DEGREES F.	( ) ( )
47 >> WINTERIZATION << SHUT OFF CHILLED WATER VALVES AND DRAIN COOLING COIL	( ) ( )
48 FLUSH COOLING COIL WITH ANTIFREEZE AS REQUIRED	( ) ( )
49 SET SUMMER- WINTER SWITCH TO WINTER	( ) ( )
50 SET ROOM THERMOSTAT TO 68 DEGREES F	( ) ( )
51 OPEN STEAM (HOT WATER) VALVES AND CHECK FOR LEAKS	( ) ( )
52 IF APPLICABLE, INSPECT STEAM TRAP FOR PROPER OPERATION	( ) ( )
53 REMOVE LOCK-OUTS AND TAGS, PLACE AIR HANDLER IN SERVICE	( ) ( )
54 RETURN COMPLETED WORK ORDER TO SUPERVISOR AND REPORT ALL PROBLEMS VERBALLY AND IN WRITING.	( ) ( )

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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 006	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0175818-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01			MAINTENANCE TYPE: INSP & MA
SCHEDULE DATE: 02/11/2013			PRIORITY : 54
START DATE : 01/21/2013	SHIFT: C		PM/PROJECT NO : 164 8357

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EQUIPMENT ROUTE

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EQUIPMENT ID	EQUIPMENT DESCRIPTION	STD/PROC	O.K.	NOTE
AHU T2UE T12A 00 *	- HVAC UNIT FOR BOOTH 12 - IN MTC		( )	( )
DMM T2UE T12A 00 *	-DAMPER MOTOR BOOTH 12-IN MTC		( )	( )
DMM T2UE T12C 00 *	-DAMPER MOTOR BOOTH 12-IN MTC		( )	( )

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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 002 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176144-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: A PM/PROJECT NO : 164 8706

STANDARD/PROCEDURE NO.: GBSAW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "A" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE

01 >>>> TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED <<<< (✓) ( )  
 WORK UNIFORM, SAFETY SHOES, PERSONAL PROTECTIVE EQUIPMENT,  
 REFLECTIVE SAFETY VEST, PROPER KEYS & CARDS FOR ACCESS,  
 HAND TOOLS FLASHLIGHT  
 ALL TOOLS REQUIRED FOR TOUR OF DUTY

02 >>>> SAFETY NOTES <<<< (✓) ( )  
 OBSERVE ALL SAFETY PROCEDURES ASSOCIATED WITH WATCH  
 ENGINEERS TOUR OF DUTY. ENSURE PROPER OPERATION OF PORTABLE  
 RADIO ENSURE THAT EXTRA RADIO  
 BATTERIES ARE FULLY CHARGED AND AVAILABLE.  
 RADIO ENSURE THAT EXTRA RADIO  
 BATTERIES ARE FULLY CHARGED AND AVAILABLE.

03 >>>> SAFETY PROCEDURES <<<< (✓) ( )  
 USE APPROPRIATE LOCK-OUT TAG OUT PROCEDURES AS NEEDED.  
 USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT INJURIES.  
 USE CAUTION WHEN HANDLING OR USING CLEANING SOLUTIONS,  
 MATERIALS OR CHEMICALS. SECURE OR REMOVE ALL LOOSE CLOTHING  
 OR JEWELRY WHILE WORKING NEAR OR WITH ROTATING MACHINERY.  
 REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES TO  
 SUPERVISOR IMMEDIATELY.

04 >>>> IMPORTANT NOTES <<<< (✓) ( )  
 MAINTAIN CONTACT WITH OPERATIONS CONTROL CENTER.  
 VERIFY ID FOR ALL VISITING CONTRACTORS OR CONSULTANTS.  
 VERIFY PRESENCE OF MMIS EQUIPMENT AND BARCODE LABEL.  
 LEAVE AREA CLEAN AND ORDERLY

05 >>>> TASKS <<<< (✓) ( )  
 SIGN IN: REPORT TO YOUR ASSIGNED WORK LOCATION

06 " PREPARE FOR RELIEF "  
 EMPLOYEES MUST BE FULLY DRESSED IN THE WORK UNIFORMS  
 PROVIDED AND WEARING SAFETY SHOES. ADDITIONAL SAFETY  
 EQUIPMENT WILL BE WORN AS REQUIRED.

07 " INVENTORY PERSONAL TOOLS AND EQUIPMENT "  
 ALL EQUIPMENT ASSIGNED TO YOU, SUCH AS DUTY RADIOS, KEYS,  
 CELL PHONE TOOLS, ARE TO BE INVENTORIED ON EACH TOUR AND  
 CHECKED FOR FUNCTION. IMMEDIATELY REPORT ANY DISCREPANCIES  
 OR MALFUNCTIONS VERBALLY (DAY TOUR), AND IN WRITING TO THE  
 APPROPRIATE SUPERVISOR FOR CORRECTIVE ACTION.

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MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 003 =====  
ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176144-1  
REQUESTED BY : =====  
AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
START DATE : 02/11/2013 SHIFT: A PM/PROJECT NO : 164 8706

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STANDARD/PROCEDURE NO.: GBSAW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "A" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
08 " OBTAIN BRIEFING FROM PREVIOUS WATCH ENGINEER " RECEIVE A VERBAL REPORT OF ANY SIGNIFICANT ISSUES FROM THE EMPLOYEE YOU ARE RELIEVING. REVIEW THE PREVIOUS 24 HOURS OF LOGS. REVIEW THE LOG BOOK UP TO YOUR LAST LAST TOUR.	(✓)	( )
09 CHECK FIRE ALARM SYSTEM STATUS.	(✓)	( )
10 LOG ONTO SIEMENS " BAMCS " AND REVIEW ALARMS	( )	( )
11 LOG ONTO "OUTLOOK". CHECK E-MAILS FOR IMPORTANT MESSAGES.	(✓)	( )
12 " MAINTAIN COMMUNICATIONS AT ALL TIMES " TAKE NECESSARY STEPS WITH ALL SUPERVISORS AND OPERATIONS CONTROL CENTER TO MAINTAIN RADIO CONTACT AT ALL TIMES.	(✓)	( )
13 " MAINTAIN LEGIBLE, ACCURATE AND DETAILED LOG BOOKS " DURING YOUR TOUR INDICATE ALL SIGNIFICANT EVENTS; NAME THE PARTIES INVOLVED AND TIMES AND DATES EVENTS OCCURRED. RECORD IN LOG BOOK ALL CONTRACTOR ACTIONS. INCLUDE ON ALL CONTRACTOR SHEETS; TECHNICIANS NAME, THE TIME "IN" AND TIME "OUT" THAT CONTRACTORS WERE ON SITE. ALL TIME SHEETS MUST HAVE EMPLOYEE'S NAME LEGIBLY PRINTED AND SIGNED. A DETAILED DESCRIPTION OF THE WORK PERFORMED BY THE CONTRACT EMPLOYEE WILL BE ENTERED IN LOGBOOK.	(✓)	( )
14 "OPERATE BUILDING AUTOMATION SYSTEM & RUN AN ALARM SUMMARY' THE WATCH ENGINEER ON DUTY IS TO LOG ONTO AND VIEW SIEMENS BAMCS. HE / SHE WILL ADDRESS ALL OUTSTANDING ALARMS AND INVESTIGATE CAUSE. A CONTINUOUS EFFORT IS TO BE MADE TO IDENTIFY AND REDUCE RECURRING ALARM PROBLEMS. REPAIRS TO ALARM SYSTEM ITEMS ARE TO BE MADE WHERE POSSIBLE. NOTIFY THE SPECIFIC CRAFT SUPERVISOR AND CC MECHANICAL SUPERVISORS OF ALL UNRESOLVED PROBLEMS	(✓)	( )
15 " REVIEW SYSTEM FUNCTIONS " THE WATCH ENGINEER ON DUTY WILL ENSURE THAT ALL SYSTEMS UNDER YOUR DIRECT RESPONSIBILITY ARE FUNCTIONING CORRECTLY. ON A CONTINUOUS BASIS YOU WILL REVIEW BUS STATION OPERATIONS AND MAINTENANCE MANUALS ASSURING FUNCTIONAL CONTROL AT DESIGN PARAMETERS. THE WATCH ENGINEER ON DUTY WILL COMPARE AND OBSERVE ACTUAL FIELD CONDITIONS TO ENSURE OPTIMAL ENERGY EFFICIENCY ADJUSTING SYSTEMS ACCORDINGLY. REPORT FAILURES TO THE CRAFT SUPERVISOR RESPONSIBLE FOR SCHEDULING REPAIRS AND CC MECHANICAL SUPERVISORS. LOG THE NAME OF THE SUPERVISOR WHO RECEIVED THE REPAIR REQUEST AND	(✓)	( )

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 004 =====  
ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176144-1  
REQUESTED BY : =====  
AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
START DATE : 02/11/2013 SHIFT: A PM/PROJECT NO : 164 8706

STANDARD/PROCEDURE NO.: GBSAW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "A" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE  
FOLLOW UP PERIODICALLY ON REPAIR PROGRESS.

16 BLANK LINE ( ) ( )

17 INSPECT SPECIFIC WINTER EQUIPMENT ASSIGNED TO YOUR TOUR ( ) ( )  
(SEE STANDING WORK ORDERS RELETED TO THIS EQUIPMENT).

18 " COMPLETE AND PROCESS NECESSARY FORMS " ( ) ( )  
TIME CARDS, EQUIPMENT LOGS, CONTRACTOR SHEETS AND THE DAILY  
NARRATIVE LOG ARE TO BE PROPERLY COMPLETED AND SUBMITTED  
AT THE END OF EACH TOUR. ALL SHEETS MUST BE COMPLETELY AND  
CORRECTLY FILLED OUT. SUBMIT ALL SHEETS AT THE END OF THE  
SHIFT WHEN SIGNING OUT.

19 " EXECUTE FACILITY SICK ABSENCE POLICY " ( ) ( )  
EMPLOYEES REPORTING OUT SICK OR BECAUSE OF AN INJURY ON DUTY  
ON A NORMAL BUSINESS DAY FOR THE DAY TOUR MUST REPORT THEIR  
ABSENCE TO THE MECHANICAL SUPERVISORS ONE HOUR BEFORE THE  
START OF THEIR TOUR. THEY MUST ALSO ON A DAILY BASIS ATTEMPT  
TO CONTACT THEIR MECHANICAL SUPERVISORS, OR ANOTHER  
SUPERVISOR, BY 6:30 AM AT (201) 346-4016 (LEAVE A  
MESSAGE). DURING WEEKENDS, HOLIDAYS OR OFF TOURS, EMPLOYEES  
MUST CONTACT THE WATCH ENGINEER ON DUTY ONE HOUR PRIOR TO  
THE START OF THEIR TOUR. THEY MUST ALSO CONTACT THEIR  
SUPERVISOR, OR ANOTHER SUPERVISOR BY 6:30 AM ON THE NEXT  
BUSINESS DAY FOLLOWING THE OCCURRENCE; THEN DAILY EVERY  
BUSINESS DAY THEREAFTER. EVERY EMPLOYEE MUST CONTACT THEIR  
SUPERVISOR WITH THE REASON FOR THEIR UNSCHEDULED ABSENCE.  
THE EMPLOYEE WILL LEAVE A TELEPHONE NUMBER WHERE HE / SHE  
MAY BE CONTACTED DURING THE HOURS OF PAID SICK LEAVE. THE  
POSTED SCHEDULE IS TO BE STRICTLY OBSERVED. ALL KNOWN  
VACANCIES ARE TO BE SCHEDULED FOR COVERAGE AT LEAST A WEEK  
IN ADVANCE. "E" TOUR PERSONNEL WILL ASSUME ALL SCHEDULED  
VACANCIES FOR ANY GIVEN DAY UNLESS DIRECTED BY A SUPERVISOR.

20 " SUPPORT OF OTHER CRAFTS " ( ) ( )  
THE WATCH ENGINEER WILL ASSIST OTHER CRAFTS IN THE  
PERFORMANCE OF THEIR DUTIES, AS LONG AS SUCH ASSISTANCE WILL  
NOT PREVENT HIM OR HER FROM COMPLETING THEIR ASSIGNED WORK.  
UNLESS OTHERWISE DIRECTED BY MAINTENANCE SUPERVISION.

21 " PREPARATIONS TO END TOUR " ( ) ( )  
DUTY PERSONNEL ARE TO CLEAN THE WORK AREA, RESET ALL SYSTEMS  
AND ENSURE AN ADEQUATE SUPPLY OF PAPER IS PRESENT IN ALL  
PRINTER BINS. DUTY PERSONNEL WILL HAVE ALL LOGS COMPLETED

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 005	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0176144-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01			MAINTENANCE TYPE: KEY TO KE
SCHEDULE DATE: 02/11/2013			PRIORITY : 99
START DATE : 02/11/2013	SHIFT: A		PM/PROJECT NO : 164 8706

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STANDARD/PROCEDURE NO.: GBSAW	MAINTENANCE TYPE: BUILDING OPS/CONTROL
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : BUILDINGS
DESCRIPTION: GWB BS "A" SHIFT WINTER OPS & BLDG SYSTEM MONITORING	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K. NOTE
PRIOR TO BEING RELIEVED.	

- |  |           |
|--|-----------|
| 22 " BRIEF YOUR RELIEF "   | ( / ) ( ) |
| DUTY PERSONNEL ARE TO PROVIDE THEIR RELIEF WITH A DETAILED ACCOUNT OF TOURS EVENTS. NOTIFY THE RELIEF OF ALL FIRE AND LIFE SAFETY SYSTEM DEFICIENCIES. REVIEW THE LOG AND ANSWER ANY QUESTIONS. RELIEVE DUTY PERSONNEL ONLY WHEN THEY ARE PREPARED TO TAKE THE TOUR " KEY TO KEY." |           |
| 23 " REVIEW EQUIPMENT INVENTORY "  | ( / ) ( ) |
| PRESENT YOUR RELIEF WITH EQUIPMENT ASSIGNED. SHOW THAT ALL ITEMS ARE SATISFACTORY OPERATING CONDITION.   |           |
| 24 INAPECT & MAINTAIN BOILER SYSTEMS, & ALL AUX. EQUIPMENT.  | ( / ) ( ) |
| 25 RECORD ALL BOILER SYSTEM TEMPERATURES AND PRESSURES IN EQUIPMENT LOG.   | ( / ) ( ) |
| 26 INSPECT HEATING OPERATION OF AIR HANDLING UNITS # 1 TO 4  | ( / ) ( ) |
| RECORD ALL PROBLEMS FOUND IN EQUIPMENT LOG.  |           |
| 27 SIGN OUT AND LOG OUT OF ALL COMPUTER APPLICATIONS   | ( / ) ( ) |
| 28 WEEKLY: ALL TOURS.  | ( / ) ( ) |
| INSPECT FIRE ALARM SYSTEM AND RESPOND TO ALARMS.   |           |
| ASSIST FDNY OR OTHER AGENCY AS DIRECTED OR REQUESTED.  |           |
| 29 RESPOND TO OPERATIONAL AND PUBLIC SAFETY REQUESTS.  | ( / ) ( ) |
| 30 EXERCISE ALL AIR HANDLING UNIT DAMPERS.   | ( ) ( )   |
| 31 VISUALLY INSPECT CHEMICAL TANKS FOR PROPER OPERATION OR LEAKS. RECORD ALL FINDING IN LOG BOOK & INFORM SUPERVISOR.  | ( / ) ( ) |
| 32 VISUALLY INSPECT BOILER ROOMS, TANKS, PUMPS, AND VALVES FOR LEAKS OR MALFUNCTIONS.  | ( / ) ( ) |
| 33 RECORD ALL INDICATIONS OF VIBRATION OR EXPANSION JOINT LEAKS IN LOG BOOK.   | ( ) ( )   |
| 34 INSPECT ALL GAUGES FOR PROPER OPERATION. CLEAN COVER GLASS AS NEEDED.   | ( / ) ( ) |
| 35 VISUALLY INSPECT LHL COMPACTOR AND UBL DUMPSTER.  | ( / ) ( ) |

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FACILITY: GWB	SUB-FACILITY:	PAGE: 006	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0176144-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01			MAINTENANCE TYPE: KEY TO KE
SCHEDULE DATE: 02/11/2013			PRIORITY : 99
START DATE : 02/11/2013	SHIFT: A		PM/PROJECT NO : 164 8706

STANDARD/PROCEDURE NO.: GBSAW	MAINTENANCE TYPE: BUILDING OPS/CONTROL
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : BUILDINGS
DESCRIPTION: GWB BS "A" SHIFT WINTER OPS & BLDG SYSTEM MONITORING	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K. NOTE
36 VISUALLY INSPECT MER FLOOR DRAINS AND ROADWAY DRAINS.	( ) ( )
37 INVENTORY PARTS AND MATERIALS FOR REPLENISHMENT FROM MAIN STOCKROOM.	( ) ( )
38 CLEANUP MECHANICAL ROOMS, COOLING TOWER, AND PUMP ROOMS.	( ) ( )
39 COMPLETE DAILY LOGS AND EQUIPMENT LOG.	( / ) ( )
40 11-7 TOUR A	( ) ( )
41 LOG ONTO SIEMENS COMPUTER AND MONITOR ALARMS.	( ) ( )
42 RECORD IN APPROPRIATE LOG BOOK WATER METER READINGS.	( / ) ( )
43 EXERCISE ALL AHU DAMPERS. ENSURE PROPER OPEN AND CLOSE SEQUENCE.	( ) ( )
44 INSPECT ALL EMERGENCY LIGHTING AND INTERIOR EXIT SIGNS.	( / ) ( )
45 INSPECT FIRE HOSES THROUGHOUT BUS STATION WITH PARTICULAR ATTENTION TO UBL AND LHL. NOTE NEED FOR HOSE REPLACEMENT.	( ) ( )
46 INSPECT LIGHTING THROUGHOUT THE BUS STATION WITH PARTICULAR ATTENTION TO UBL, LHL AND STAIRWELLS.	( / ) ( )
47 INSPECT ALL PUBLIC AND TENANT REST ROOMS EXHAUST FANS. RECORD IN APPROPRIATE LOG BOOK ANY DAMAGE OR PROBLEMS FOUND.	( ) ( )
48 INSPECT ALL PUBLIC AND TENANT REST ROOMS FOR BLOCKAGES FOR DAMAGE. HAVE CLEANERS SECURE RESTROOM BEFORE INSPECTION.	( ) ( )
49 WATCH ENGINEER ON DUTY WILL ENSURE SUBWAY TUNNEL GATE IS SECURE. CLOSURE STARTS MONDAY THRU FRIDAY AT 1:15 AM., SATURDAY AT 1:00 AM, AND SUNDAY AT 12:45 AM.	( / ) ( )
50 WATCH ENGINEER ON DUTY WILL ENSURE THAT ALL BUS STATION DOORS ARE SECURE AND BUS STATION IS CLOSED BY: MONDAY THRU FRIDAY AT 1:15 AM, SATURDAY AT 1:00 AM, SUNDAY AT 12:45 AM.	( / ) ( )
51	( ) ( )
52 INSPECT ALL EXIT & EMERGENCY DOORS FOR DAMAGE OR VANDALISM.	( / ) ( )
53 WATCH ENGINEER WILL RECORD IN APPROPRIATE LOG BOOK BROKEN	( / ) ( )

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB    SUB-FACILITY:                    PAGE: 007                    =====  
ORG UNIT: 164    SEC/SUB-SEC : 0201                    WORK ORDER: 0176144-1  
REQUESTED BY :                    =====  
AUTHORIZED BY: OMS                    WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01                    MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013                    PRIORITY                    : 99  
START DATE    : 02/11/2013    SHIFT: A                    PM/PROJECT NO    : 164 8706

STANDARD/PROCEDURE NO.: GBSAW                    MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO                    EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "A" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE                    O.K. NOTE  
OR DEFECTIVE DOORS, GATES OR ESCALATORS DURING CLOSING.

- |   |           |
|---|-----------|
| 54 WATCH ENGINEER ON DUTY WILL OPEN ALL BUS STATION DOORS AND<br>OPEN BUS STATION TO PUBLIC AT 5:00 AM. | ( / ) ( ) |
| 55 OPEN SUBWAY TUNNEL GATE TO PUBLIC AT 5:00 AM..   | ( / ) ( ) |
| 56  | ( / ) ( ) |
| 57 COMPLETE DAILY LOGS AND EQUIPMENT LOG.   | ( / ) ( ) |

=NOTES=====

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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0201  
 REQUESTED BY :  
 AUTHORIZED BY: OMS  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01  
 SCHEDULE DATE: 02/11/2013  
 START DATE : 02/11/2013 SHIFT: B

=====

WORK ORDER: 0176172-1  
 =====

WORK ORDER TYPE : PM  
 MAINTENANCE TYPE: KEY TO KE  
 PRIORITY : 99  
 PM/PROJECT NO : 164 8708

TASK LOCATION : ALL AREAS AT THE GWB  
 EQUIPMENT ID : FAC GWB1 GWBS 00  
 EQUIP DESCRIPTION: GWB BUS STATION / NON EQUIPMENT SPECIFIC  
 W/O DESCRIPTION : BS W/E-DAILY ROUTINE "B" FALL / WINTER USE MPC "GBSBW"  
 TASK DESCRIPTION : RESPOND TO ALL REQUESTS FOR SERVICE. MONITOR THE SIEMENS  
 DESC. OF WORK/ BMS. CHECK ALL HVAC EQUIPMENT LOCATED IN BOTH NEW YORK AND  
 SUPERVISOR NEW JERSEY AND MAKE ADJUSTMENTS TO THE SYSTEMS AS NEEDED.  
 COMMENTS INSPECT AND MONITOR FIRE PROTECTION SYSTEMS.

\*\*\*\*\*  
 \* LABOR \*  
 \*\*\*\*\*

EMPLOYEE NAME	CLASS	DATE					VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
K. HEALY	2460	8						

SIGNATURE: *K. B. Healy* DATE COMPLETED: 2/11/13

\*\*\*\*\*  
 \* PARTS/MATERIALS \*  
 \*\*\*\*\*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 002 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176172-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8708

STANDARD/PROCEDURE NO.: GBSBW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "B" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE

01 >>>> TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED <<<< ( / ) ( )  
 WORK UNIFORM, SAFETY SHOES, PERSONAL PROTECTIVE EQUIPMENT,  
 REFLECTIVE SAFETY VEST, PROPER KEYS & CARDS FOR ACCESS,  
 HAND TOOLS FLASHLIGHT,  
 PORTABLE RADIO  
 ALL TOOLS REQUIRED FOR TOUR OF DUTY

02 >>>> SAFETY NOTES <<<< ( / ) ( )  
 OBSERVE ALL SAFETY PROCEDURES ASSOCIATED WITH WATCH  
 ENGINEERS TOUR OF DUTY. ENSURE PROPER OPERATION OF PORTABLE  
 RADIO ENSURE THAT EXTRA RADIO  
 BATTERIES ARE FULLY CHARGED AND AVAILABLE.

03 >>>> SAFETY PROCEDURES <<<< ( / ) ( )  
 USE APPROPRIATE LOCK-OUT TAG OUT PROCEDURES AS NEEDED.  
 USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT INJURIES.  
 USE CAUTION WHEN HANDLING OR USING CLEANING SOLUTIONS,  
 MATERIALS OR CHEMICALS. SECURE OR REMOVE ALL LOOSE CLOTHING  
 OR JEWELRY WHILE WORKING NEAR OR WITH ROTATING MACHINERY.  
 REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES TO  
 SUPERVISOR IMMEDIATELY.

04 >>>> IMPORTANT NOTES <<<< ( / ) ( )  
 B TOUR/MON-FRI REPORT TO NJAB FOR MORNING SHAPE  
 MAINTAIN CONTACT WITH OPERATIONS CONTROL CENTER.  
 VERIFY ID FOR ALL VISITING CONTRACTORS OR CONSULTANTS.  
 VERIFY PRESENCE OF MMIS EQUIPMENT AND BARCODE LABEL.  
 LEAVE AREA CLEAN AND ORDERLY " HELP OUR TEAM KEEP IT CLEAN"

05 >>>> TASKS <<<< ( / ) ( )  
 SIGN IN: REPORT TO YOUR ASSIGNED WORK LOCATION

06 " PREPARE FOR RELIEF "  
 EMPLOYEES MUST BE FULLY DRESSED IN THE WORK UNIFORMS  
 PROVIDED AND WEARING SAFETY SHOES. ADDITIONAL SAFETY  
 EQUIPMENT WILL BE WORN AS REQUIRED.

07 " INVENTORY PERSONAL TOOLS AND EQUIPMENT "  
 ALL EQUIPMENT ASSIGNED TO YOU, SUCH AS DUTY RADIOS, KEYS,  
 CELLPHONE ARE TO BE INVENTORIED ON EACH TOUR AND  
 CHECKED FOR FUNCTION. IMMEDIATELY REPORT ANY DISCREPANCIES  
 OR MALFUNCTIONS VERBALLY (DAY TOUR), AND IN WRITING TO THE  
 APPROPRIATE SUPERVISOR FOR CORRECTIVE ACTION.

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 003 =====  
ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176172-1  
REQUESTED BY : =====  
AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8708

STANDARD/PROCEDURE NO.: GBSBW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "B" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

- | STEP DESCRIPTION OF STANDARD OR PROCEDURE  | O.K.  | NOTE |
|--|-------|------|
| 08 " OBTAIN BRIEFING FROM PREVIOUS WATCH ENGINEER "<br>RECEIVE A VERBAL REPORT OF ANY SIGNIFICANT ISSUES FROM THE<br>EMPLOYEE YOU ARE RELIEVING. REVIEW THE PREVIOUS 24 HOURS<br>OF LOGS. REVIEW THE LOG BOOK UP TO YOUR LAST LAST TOUR.   | ( / ) | ( )  |
| 09 CHECK FIRE ALARM SYSTEM STATUS.   | ( / ) | ( )  |
| 10 LOG ONTO SIEMENS " BAMCS " AND REVIEW ALARMS  | ( / ) | ( )  |
| 11 LOG ONTO "OUTLOOK". CHECK E-MAILS FOR IMPORTANT MESSAGES.   | ( / ) | ( )  |
| 12 " MAINTAIN COMMUNICATIONS AT ALL TIMES "<br>TAKE NECESSARY STEPS WITH ALL SUPERVISORS AND OPERATIONS<br>CONTROL CENTER TO MAINTAIN RADIO CONTACT AT ALL TIMES.<br>THE REMOTE MICROPHONE MUST BE UTILIZED ON THE PORTABLE RADIO<br>IN HIGH NOISE AREAS AT ALL TIMES  | ( / ) | ( )  |
| 13 " MAINTAIN LEGIBLE, ACCURATE AND DETAILED LOG BOOKS "<br>DURING YOUR TOUR INDICATE ALL SIGNIFICANT EVENTS; NAME THE<br>PARTIES INVOLVED AND TIMES AND DATES EVENTS OCCURRED.<br>RECORD IN LOG BOOK ALL CONTRACTOR ACTIONS. INCLUDE ON ALL<br>CONTRACTOR SHEETS; TECHNICIANS NAME, THE TIME "IN" AND<br>TIME "OUT" THAT CONTRACTORS WERE ON SITE. ALL TIME SHEETS<br>MUST HAVE EMPLOYEE'S NAME LEGIBLY PRINTED AND SIGNED. A<br>DETAILED DESCRIPTION OF THE WORK PERFORMED BY THE CONTRACT<br>EMPLOYEE WILL BE ENTERED IN LOGBOOK. | ( / ) | ( )  |
| 14 "OPERATE BUILDING AUTOMATION SYSTEM & RUN AN ALARM SUMMARY'<br>THE WATCH ENGINEER ON DUTY IS TO LOG ONTO AND VIEW SIEMENS<br>BAMCS. HE / SHE WILL ADDRESS ALL OUTSTANDING ALARMS<br>AND INVESTIGATE CAUSE. A CONTINUOUS EFFORT IS TO BE MADE TO<br>IDENTIFY AND REDUCE RECURRING ALARM PROBLEMS. REPAIRS TO<br>ALARM SYSTEM ITEMS ARE TO BE MADE WHERE POSSIBLE. NOTIFY<br>THE SPECIFIC CRAFT SUPERVISOR AND CC MECHANICAL SUPERVISORS<br>OF ALL UNRESOLVED PROBLEMS  | ( / ) | ( )  |
| 15 " REVIEW SYSTEM FUNCTIONS "<br>THE WATCH ENGINEER ON DUTY WILL ENSURE THAT ALL SYSTEMS<br>UNDER YOUR DIRECT RESPONSIBILITY ARE FUNCTIONING CORRECTLY.<br>ON A CONTINUOUS BASIS YOU WILL REVIEW BUS STATION OPERATIONS<br>AND MAINTENANCE MANUALS ASSURING FUNCTIONAL CONTROL AT<br>DESIGN PARAMETERS. THE WATCH ENGINEER ON DUTY WILL<br>COMPARE AND OBSERVE ACTUAL FIELD CONDITIONS TO ENSURE<br>OPTIMAL ENERGY EFFICIENCY ADJUSTING SYSTEMS ACCORDINGLY.<br>REPORT FAILURES TO THE CRAFT SUPERVISOR RESPONSIBLE FOR             | ( / ) | ( )  |

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 004 =====  
ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176172-1  
REQUESTED BY : =====  
AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8708

STANDARD/PROCEDURE NO.: GBSBW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "B" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE  
SCHEDULING REPAIRS AND CC MECHANICAL SUPERVISORS. LOG THE  
NAME OF THE SUPERVISOR WHO RECEIVED THE REPAIR REQUEST AND  
FOLLOW UP PERIODICALLY ON REPAIR PROGRESS.

16 BLANK ( / ) ( )

17 INSPECT SPECIFIC WINTER EQUIPMENT ASSIGNED TO YOUR TOUR ( / ) ( )  
(SEE STANDING WORK ORDERS RELEATED TO THIS EQUIPMENT).

18 " COMPLETE AND PROCESS NECESSARY FORMS " ( / ) ( )  
TIME CARDS, EQUIPMENT LOGS, CONTRACTOR SHEETS AND THE DAILY  
NARRATIVE LOG ARE TO BE PROPERLY COMPLETED AND SUBMITTED  
AT THE END OF EACH TOUR. ALL SHEETS MUST BE COMPLETELY AND  
CORRECTLY FILLED OUT. SUBMIT ALL SHEETS AT THE END OF THE  
SHIFT WHEN SIGNING OUT.

19 " EXECUTE FACILITY SICK ABSENCE POLICY " ( / ) ( )  
EMPLOYEES REPORTING OUT SICK OR BECAUSE OF AN INJURY ON DUTY  
ON A NORMAL BUSINESS DAY FOR THE DAY TOUR MUST REPORT THEIR  
ABSENCE TO THE MECHANICAL SUPERVISORS ONE HOUR BEFORE THE  
START OF THEIR TOUR. THEY MUST ALSO ON A DAILY BASIS ATTEMPT  
TO CONTACT THEIR MECHANICAL SUPERVISORS, OR ANOTHER  
SUPERVISOR, BY 630 AM AT (201) 346-4016 (LEAVE A  
MESSAGE). DURING WEEKENDS, HOLIDAYS OR OFF TOURS, EMPLOYEES  
MUST CONTACT THE WATCH ENGINEER ON DUTY ONE HOUR PRIOR TO  
THE START OF THEIR TOUR. THEY MUST ALSO CONTACT THEIR  
SUPERVISOR, OR ANOTHER SUPERVISOR BY 6:30 AM ON THE NEXT  
BUSINESS DAY FOLLOWING THE OCCURRENCE; THEN DAILY EVERY  
BUSINESS DAY THEREAFTER. EVERY EMPLOYEE MUST CONTACT THEIR  
SUPERVISOR WITH THE REASON FOR THEIR UNSCHEDULED ABSENCE.  
THE EMPLOYEE WILL LEAVE A TELEPHONE NUMBER WHERE HE / SHE  
MAY BE CONTACTED DURING THE HOURS OF PAID SICK LEAVE. THE  
POSTED SCHEDULE IS TO BE STRICTLY OBSERVED. ALL KNOWN  
VACANCIES ARE TO BE SCHEDULED FOR COVERAGE AT LEAST A WEEK  
IN ADVANCE. "E" TOUR PERSONNEL WILL ASSUME ALL SCHEDULED  
VACANCIES FOR ANY GIVEN DAY UNLESS DIRECTED BY A SUPERVISOR.

20 " SUPPORT OF OTHER CRAFTS " ( / ) ( )  
THE WATCH ENGINEER WILL ASSIST OTHER CRAFTS IN THE  
PERFORMANCE OF THEIR DUTIES, AS LONG AS SUCH ASSISTANCE WILL  
NOT PREVENT HIM OR HER FROM COMPLETING THEIR ASSIGNED WORK.  
UNLESS OTHERWISE DIRECTED BY MAINTENANCE SUPERVISION

21 " PREPARATIONS TO END TOUR " ( / ) ( )  
DUTY PERSONNEL ARE TO CLEAN THE WORK AREA, RESET ALL SYSTEMS

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 005	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0176172-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01			MAINTENANCE TYPE: KEY TO KE
SCHEDULE DATE: 02/11/2013			PRIORITY : 99
START DATE : 02/11/2013	SHIFT: B		PM/PROJECT NO : 164 8708

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STANDARD/PROCEDURE NO.: GBSBW	MAINTENANCE TYPE: BUILDING OPS/CONTROL
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : BUILDINGS
DESCRIPTION: GWB BS "B" SHIFT WINTER OPS & BLDG SYSTEM MONITORING	

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE

- AND ENSURE AN ADEQUATE SUPPLY OF PAPER IS PRESENT IN ALL  
 PRINTER BINS. DUTY PERSONNEL WILL HAVE ALL LOGS COMPLETED  
 PRIOR TO BEING RELIEVED.
- 
- |  |  |           |
|--|--|-----------|
| 22 " BRIEF YOUR RELIEF "   | DUTY PERSONNEL ARE TO PROVIDE THEIR RELIEF WITH A DETAILED<br>ACCOUNT OF TOURS EVENTS. NOTIFY THE RELIEF OF ALL FIRE AND<br>LIFE SAFETY SYSTEM DEFICIENCIES. REVIEW THE LOG AND ANSWER<br>ANY QUESTIONS. RELIEVE DUTY PERSONNEL ONLY WHEN THEY ARE<br>PREPARED TO TAKE THE TOUR " KEY TO KEY." | ( / ) ( ) |
| 23 " REVIEW EQUIPMENT INVENTORY "  | PRESENT YOUR RELIEF WITH EQUIPMENT ASSIGNED. SHOW THAT ALL<br>ITEMS ARE SATISFACTORY OPERATING CONDITION.  | ( / ) ( ) |
| 24 INSPECT & MAINTAIN BOILER SYSTEMS, & ALL AUX. EQUIPMENT.  |  | ( / ) ( ) |
| 25 RECORD ALL BOILER SYSTEM TEMPERATURES AND PRESSURES IN<br>EQUIPMENT LOG.  |  | ( / ) ( ) |
| 26 INSPECT HEATING OPERATION OF AIR HANDLING UNITS # 1 TO 4<br>RECORD ALL PROBLEMS FOUND IN EQUIPMENT LOG.                         |  | ( ) ( )   |
| 27 SIGN OUT AND LOG OUT OF ALL COMPUTER APPLICATIONS   |  | ( / ) ( ) |
| 28 WEEKLY: ALL TOURS.<br>INSPECT FIRE ALARM SYSTEM AND RESPOND TO ALARMS. ASSIST FDNY<br>OR OTHER AGENCY AS DIRECTED OR REQUESTED. |  | ( / ) ( ) |
| 29 RESPOND TO OPERATIONAL AND PUBLIC SAFETY REQUESTS.  |  | ( / ) ( ) |
| 30 EXERCISE ALL AIR HANDLING UNIT DAMPERS.   |  | ( ) ( )   |
| 31 VISUALLY INSPECT CHEMICAL TANKS FOR PROPER OPERATION OR<br>LEAKS. RECORD ALL FINDING IN LOG BOOK & INFORM SUPERVISOR.           |  | ( ) ( )   |
| 32 VISUALLY INSPECT ALL BOILER ROOMS, TANKS, PUMPS & VALVES<br>FOR LEAKS OR MALFUNCTIONS.  |  | ( / ) ( ) |
| 33 RECORD ALL INDICATIONS OF VIBRATION OR EXPANSION JOINT<br>LEAKS IN LOG BOOK.  |  | ( ) ( )   |
| 34 INSPECT ALL GAUGES FOR PROPER OPERATION. CLEAN COVER GLASS<br>AS NEEDED.  |  | ( / ) ( ) |
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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB	SUB-FACILITY:	PAGE: 006	=====
ORG UNIT: 164	SEC/SUB-SEC : 0201		WORK ORDER: 0176172-1
REQUESTED BY :			=====
AUTHORIZED BY: OMS			WORK ORDER TYPE : PM
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01			MAINTENANCE TYPE: KEY TO KE
SCHEDULE DATE: 02/11/2013			PRIORITY : 99
START DATE : 02/11/2013	SHIFT: B		PM/PROJECT NO : 164 8708

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STANDARD/PROCEDURE NO.: GBSBW	MAINTENANCE TYPE: BUILDING OPS/CONTROL
SAFETY PERMIT REQUIRED: NO	EQUIPMENT CLASS : BUILDINGS
DESCRIPTION: GWB BS "B" SHIFT WINTER OPS & BLDG SYSTEM MONITORING	

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
35 VISUALLY INSPECT LHL COMPACTOR AND UBL DUMPSTER.	( )	( )
36 VISUALLY INSPECT MER FLOOR DRAINS AND ROADWAY DRAINS.	( / )	( )
37 INVENTORY PARTS AND MATERIALS FOR REPLENISHMENT FROM MAIN STOCKROOM.	( / )	( )
38 CLEANUP MECHANICAL ROOMS, COOLING TOWER, AND PUMP ROOMS.	( )	( )
39 COMPLETE DAILY LOGS AND EQUIPMENT LOG.	( / )	( )
40 7-3 TOUR B	( / )	( )
41	( )	( )
42 INSPECT BOILERS AND ALL PUMPS FOR PROPER OPERATION. RECORD ALL PROBLEMS IN LOG BOOK.	( / )	( )
43 RECORD IN APPROPRIATE LOG BOOK WATER METER READINGS.	( / )	( )
44 ESCORT AND / OR ASSIST ALL CONTRACTORS, ENGINEERS AND PORT AUTHORITY PERSONNEL VISITING THE BUS STATION.	( / )	( )
45 LOG ALL VISITORS BY: NAME, DATE, TIME IN AND OUT, WORK AREA ESCORTED TO AND WORK DONE.	( / )	( )
46 EXERCISE ALL AHU DAMPERS. ENSURE PROPER OPEN AND CLOSE SEQUENCE.	( )	( )
47	( )	( )
48	( )	( )
49	( )	( )
50 INSPECT ALL ELECTRICAL ROOMS TRASH, DEBRIS OR DAMAGE..	( )	( )
51 INSPECT PATRON MONIITOR FOR PROPER OPERATION	( )	( )
52 COMPLETE DAILY LOGS AND EQUIPMENT LOG.	( / )	( )

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB    SUB-FACILITY:                    PAGE: 007                    =====  
ORG UNIT: 164    SEC/SUB-SEC : 0201                    WORK ORDER: 0176172-1  
REQUESTED BY :                    =====  
AUTHORIZED BY: OMS                    WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01    MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013                    PRIORITY                    : 99  
START DATE    : 02/11/2013    SHIFT: B                    PM/PROJECT NO    : 164 8708

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STANDARD/PROCEDURE NO.: GBSW                    MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO                    EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "B" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE                    O.K. NOTE

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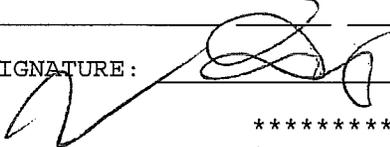
THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176200-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: C PM/PROJECT NO : 164 8710

TASK LOCATION : ALL AREAS AT THE GWB  
 EQUIPMENT ID : FAC GWB1 GWBS 00  
 EQUIP DESCRIPTION: GWB BUS STATION / NON EQUIPMENT SPECIFIC  
 W/O DESCRIPTION : BS W/E-DAILY ROUTINE "C" FALL / WINTER USE MPC "GBSCW"  
 TASK DESCRIPTION : RESPOND TO ALL REQUESTS FOR SERVICE. MONITOR THE SIEMENS  
 DESC. OF WORK/ BMS. CHECK ALL HVAC EQUIPMENT LOCATED IN BOTH NEW YORK AND  
 SUPERVISOR NEW JERSEY AND MAKE ADJUSTMENTS TO THE SYSTEMS AS NEEDED.  
 COMMENTS INSPECT AND MONITOR FIRE PROTECTION SYSTEMS.

\*\*\*\*\*  
 \* LABOR \*  
 \*\*\*\*\*

EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
D. STAMBELU	2460	2/11/13 6						

SIGNATURE:  DATE COMPLETED: \_\_\_\_\_

\*\*\*\*\*  
 \* PARTS/MATERIALS \*  
 \*\*\*\*\*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 002 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176200-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: C PM/PROJECT NO : 164 8710

STANDARD/PROCEDURE NO.: GBSCW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "C" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE

- |  |             |
|--|-------------|
| 01 >>>> TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED <<<<<br>WORK UNIFORM, SAFETY SHOES, PERSONAL PROTECTIVE EQUIPMENT,<br>REFLECTIVE SAFETY VEST, PROPER KEYS & CARDS FOR ACCESS,<br>HAND TOOLS AND FLASHLIGHT<br>PORTABLE RADIO<br>ALL TOOLS REQUIRED FOR TOUR OF DUTY   | ( / ) ( )   |
| 02 >>>> SAFETY NOTES <<<<<br>OBSERVE ALL SAFETY PROCEDURES ASSOCIATED WITH WATCH<br>ENGINEERS TOUR OF DUTY. ENSURE PROPER OPERATION OF PORTABLE<br>RADIO AND REMOTE MICROPHONE. ENSURE THAT EXTRA RADIO<br>BATTERIES ARE FULLY CHARGED AND AVAILABLE.  | ( / ) ( )   |
| 03 >>>> SAFETY PROCEDURES <<<<<br>USE APPROPRIATE LOCK-OUT TAG OUT PROCEDURES AS NEEDED.<br>USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT INJURIES.<br>USE CAUTION WHEN HANDLING OR USING CLEANING SOLUTIONS,<br>MATERIALS OR CHEMICALS. SECURE OR REMOVE ALL LOOSE CLOTHING<br>OR JEWELRY WHILE WORKING NEAR OR WITH ROTATING MACHINERY.<br>REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES TO<br>SUPERVISOR IMMEDIATELY. | ( / ) ( )   |
| 04 >>>> IMPORTANT NOTES <<<<<br>INSPECT ALL FACILITIES;BS,PIP,NJAB,MT,MTC & LLTOLLS<br>MAINTAIN CONTACT WITH OPERATIONS CONTROL CENTER.<br>VERIFY ID FOR ALL VISITING CONTRACTORS OR CONSULTANTS.<br>VERIFY PRESENCE OF MMIS EQUIPMENT AND BARCODE LABEL.<br>LEAVE AREA CLEAN AND ORDERLY  | ( / ) ( / ) |
| 05 >>>> TASKS <<<<<br>SIGN IN: REPORT TO YOUR ASSIGNED WORK LOCATION   | ( / ) ( )   |
| 06 " PREPARE FOR RELIEF "<br>EMPLOYEES MUST BE FULLY DRESSED IN THE WORK UNIFORMS<br>PROVIDED AND WEARING SAFETY SHOES. ADDITIONAL SAFETY<br>EQUIPMENT WILL BE WORN AS REQUIRED.   | ( / ) ( )   |
| 07 " INVENTORY PERSONAL TOOLS AND EQUIPMENT "<br>ALL EQUIPMENT ASSIGNED TO YOU, SUCH AS DUTY RADIOS, KEYS,<br>CELL PHONE ARE TO BE INVENTORIED ON EACH TOUR AND<br>CHECKED FOR FUNCTION. IMMEDIATELY REPORT ANY DISCREPANCIES<br>OR MALFUNCTIONS VERBALLY (DAY TOUR), AND IN WRITING TO THE<br>APPROPRIATE SUPERVISOR FOR CORRECTIVE ACTION.   | ( / ) ( )   |

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 003 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176200-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: C PM/PROJECT NO : 164 8710

STANDARD/PROCEDURE NO.: GBSCW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "C" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
08 " OBTAIN BRIEFING FROM PREVIOUS WATCH ENGINEER " RECEIVE A VERBAL REPORT OF ANY SIGNIFICANT ISSUES FROM THE EMPLOYEE YOU ARE RELIEVING. REVIEW THE PREVIOUS 24 HOURS OF LOGS. REVIEW THE LOG BOOK UP TO YOUR LAST LAST TOUR.	( )	( )
09 CHECK FIRE ALARM SYSTEM STATUS.	( )	( )
10 LOG ONTO SIEMENS " BAMCS " AND REVIEW ALARMS	( )	( )
11 LOG ONTO "OUTLOOK". CHECK E-MAILS FOR IMPORTANT MESSAGES.	( )	( )
12 " MAINTAIN COMMUNICATIONS AT ALL TIMES " TAKE NECESSARY STEPS WITH ALL SUPERVISORS AND OPERATIONS CONTROL CENTER TO MAINTAIN RADIO CONTACT AT ALL TIMES.	( )	( )
13 " MAINTAIN LEGIBLE, ACCURATE AND DETAILED LOG BOOKS " DURING YOUR TOUR INDICATE ALL SIGNIFICANT EVENTS; NAME THE PARTIES INVOLVED AND TIMES AND DATES EVENTS OCCURRED. RECORD IN LOG BOOK ALL CONTRACTOR ACTIONS. INCLUDE ON ALL CONTRACTOR SHEETS; TECHNICIANS NAME, THE TIME "IN" AND TIME "OUT" THAT CONTRACTORS WERE ON SITE. ALL TIME SHEETS MUST HAVE EMPLOYEE'S NAME LEGIBLY PRINTED AND SIGNED. A DETAILED DESCRIPTION OF THE WORK PERFORMED BY THE CONTRACT EMPLOYEE WILL BE ENTERED IN LOGBOOK.	( )	( )
14 "OPERATE BUILDING AUTOMATION SYSTEM & RUN AN ALARM SUMMARY" THE WATCH ENGINEER ON DUTY IS TO LOG ONTO AND VIEW SIEMENS BAMCS. HE / SHE WILL ADDRESS ALL OUTSTANDING ALARMS AND INVESTIGATE CAUSE. A CONTINUOUS EFFORT IS TO BE MADE TO IDENTIFY AND REDUCE RECURRING ALARM PROBLEMS. REPAIRS TO ALARM SYSTEM ITEMS ARE TO BE MADE WHERE POSSIBLE. NOTIFY THE SPECIFIC CRAFT SUPERVISOR AND CC MECHANICAL SUPERVISORS OF ALL UNRESOLVED PROBLEMS	( )	( )
15 " REVIEW SYSTEM FUNCTIONS " THE WATCH ENGINEER ON DUTY WILL ENSURE THAT ALL SYSTEMS UNDER YOUR DIRECT RESPONSIBILITY ARE FUNCTIONING CORRECTLY. ON A CONTINUOUS BASIS YOU WILL REVIEW BUS STATION OPERATIONS AND MAINTENANCE MANUALS ASSURING FUNCTIONAL CONTROL AT DESIGN PARAMETERS. THE WATCH ENGINEER ON DUTY WILL COMPARE AND OBSERVE ACTUAL FIELD CONDITIONS TO ENSURE OPTIMAL ENERGY EFFICIENCY ADJUSTING SYSTEMS ACCORDINGLY. REPORT FAILURES TO THE CRAFT SUPERVISOR RESPONSIBLE FOR SCHEDULING REPAIRS AND CC MECHANICAL SUPERVISORS. LOG THE NAME OF THE SUPERVISOR WHO RECEIVED THE REPAIR REQUEST AND	( )	( )

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 004 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176200-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: C PM/PROJECT NO : 164 8710

STANDARD/PROCEDURE NO.: GBSCW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "C" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE O.K. NOTE  
 FOLLOW UP PERIODICALLY ON REPAIR PROGRESS.

16 BLANK LINE ( ) ( )

17 INSPECT SPECIFIC WINTER EQUIPMENT ASSIGNED TO YOUR TOUR (SEE STANDING WORK ORDERS RELATED TO THIS EQUIPMENT). ( ) ( )

18 " COMPLETE AND PROCESS NECESSARY FORMS "  
 TIME CARDS, EQUIPMENT LOGS, CONTRACTOR SHEETS AND THE DAILY NARRATIVE LOG ARE TO BE PROPERLY COMPLETED AND SUBMITTED AT THE END OF EACH TOUR. ALL SHEETS MUST BE COMPLETELY AND CORRECTLY FILLED OUT. SUBMIT ALL SHEETS AT THE END OF THE SHIFT WHEN SIGNING OUT. ( ) ( )

19 " EXECUTE FACILITY SICK ABSENCE POLICY "  
 EMPLOYEES REPORTING OUT SICK OR BECAUSE OF AN INJURY ON DUTY ON A NORMAL BUSINESS DAY FOR THE DAY TOUR MUST REPORT THEIR ABSENCE TO THE MECHANICAL SUPERVISORS ONE HOUR BEFORE THE START OF THEIR TOUR. THEY MUST ALSO ON A DAILY BASIS ATTEMPT TO CONTACT THEIR MECHANICAL SUPERVISORS, OR ANOTHER SUPERVISOR, BY 6:30 AM AT (201) 346-4016 (LEAVE A MESSAGE). DURING WEEKENDS, HOLIDAYS OR OFF TOURS, EMPLOYEES MUST CONTACT THE WATCH ENGINEER ON DUTY ONE HOUR PRIOR TO THE START OF THEIR TOUR. THEY MUST ALSO CONTACT THEIR SUPERVISOR, OR ANOTHER SUPERVISOR BY 6:30 AM ON THE NEXT BUSINESS DAY FOLLOWING THE OCCURRENCE; THEN DAILY EVERY BUSINESS DAY THEREAFTER. EVERY EMPLOYEE MUST CONTACT THEIR SUPERVISOR WITH THE REASON FOR THEIR UNSCHEDULED ABSENCE. THE EMPLOYEE WILL LEAVE A TELEPHONE NUMBER WHERE HE / SHE MAY BE CONTACTED DURING THE HOURS OF PAID SICK LEAVE. THE POSTED SCHEDULE IS TO BE STRICTLY OBSERVED. ALL KNOWN VACANCIES ARE TO BE SCHEDULED FOR COVERAGE AT LEAST A WEEK IN ADVANCE. "E" TOUR PERSONNEL WILL ASSUME ALL SCHEDULED VACANCIES FOR ANY GIVEN DAY UNLESS DIRECTED BY A SUPERVISOR. ( ) ( )

20 " SUPPORT OF OTHER CRAFTS "  
 THE WATCH ENGINEER WILL ASSIST OTHER CRAFTS IN THE PERFORMANCE OF THEIR DUTIES, AS LONG AS SUCH ASSISTANCE WILL NOT PREVENT HIM OR HER FROM COMPLETING THEIR ASSIGNED WORK. UNLESS OTHERWISE DIRECTED BY MAINTENANCE SUPERVISION. ( ) ( )

21 " PREPARATIONS TO END TOUR "  
 DUTY PERSONNEL ARE TO CLEAN THE WORK AREA, RESET ALL SYSTEMS AND ENSURE AN ADEQUATE SUPPLY OF PAPER IS PRESENT IN ALL PRINTER BINS. DUTY PERSONNEL WILL HAVE ALL LOGS COMPLETED ( ) ( )

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB      SUB-FACILITY:                      PAGE: 005      =====  
 ORG UNIT: 164      SEC/SUB-SEC : 0201                      WORK ORDER: 0176200-1  
 REQUESTED BY :    =====  
 AUTHORIZED BY: OMS                                      WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01      MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013                              PRIORITY                      : 99  
 START DATE      : 02/11/2013      SHIFT: C                      PM/PROJECT NO      : 164 8710

STANDARD/PROCEDURE NO.: GBSCW                      MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO                              EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "C" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP	DESCRIPTION OF STANDARD OR PROCEDURE PRIOR TO BEING RELIEVED.	O.K.	NOTE
22	" BRIEF YOUR RELIEF " DUTY PERSONNEL ARE TO PROVIDE THEIR RELIEF WITH A DETAILED ACCOUNT OF TOURS EVENTS. NOTIFY THE RELIEF OF ALL FIRE AND LIFE SAFETY SYSTEM DEFICIENCIES. REVIEW THE LOG AND ANSWER ANY QUESTIONS. RELIEVE DUTY PERSONNEL ONLY WHEN THEY ARE PREPARED TO TAKE THE TOUR " KEY TO KEY."	( / )	( )
23	" REVIEW EQUIPMENT INVENTORY " PRESENT YOUR RELIEF WITH EQUIPMENT ASSIGNED. SHOW THAT ALL ITEMS ARE SATISFACTORY OPERATING CONDITION.	( / )	( )
24	INSPECT & MAINTAIN BOILER SYSTEMS, & ALL AUX. EQUIPMENT. RECORD ALL BOILER SYSTEM TEMPERATURES AND PRESSURES IN EQUIPMENT LOG.	( / )	( )
25	INSPECT HEATING OPERATION OF AIR HANDLING UNITS # 1 TO 4 RECORD ALL PROBLEMS FOUND IN EQUIPMENT LOG.	( / )	( )
26	SIGN OUT AND LOG OUT OF ALL COMPUTER APPLICATIONS	( / )	( )
27	WEEKLY: ALL TOURS. INSPECT FIRE ALARM SYSTEM AND RESPOND TO ALARMS.ASSIST FDNY OR LOCAL MUNICIPALITY AS REQUESTED OR DIRECTED.	( / )	( )
28	RESPOND TO OPERATIONAL AND PUBLIC SAFETY REQUESTS.	( / )	( )
29	EXERCISE ALL AIR HANDLING UNIT DAMPERS.	( / )	( )
30	VISUALLY INSPECT CHEMICAL TANKS FOR PROPER OPERATION OR LEAKS. RECORD ALL FINDING IN LOG BOOK & INFORM SUPERVISOR.	( / )	( )
31	VISUALLY INSPECT BOILER ROOM, TANKS, PUMPS, AND VALVES FOR LEAKS., STRUCTURAL FLAWS.	( / )	( )
32	RECORD ALL INDICATIONS OF VIBRATION OR EXPANSION JOINT LEAKS IN LOG BOOK.	( / )	( )
33	INSPECT ALL GAUGES FOR PROPER OPERATION. CLEAN COVER GLASS AS NEEDED.	( / )	( )
34	VISUALLY INSPECT LHL COMPACTOR AND UBL DUMPSTER.	( / )	( )
35	VISUALLY INSPECT MER FLOOR DRAINS AND ROADWAY DRAINS.	( / )	( )

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 006 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176200-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01 MAINTENANCE TYPE: KEY TO KE  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/11/2013 SHIFT: C PM/PROJECT NO : 164 8710

STANDARD/PROCEDURE NO.: GBSCW MAINTENANCE TYPE: BUILDING OPS/CONTROL  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : BUILDINGS  
 DESCRIPTION: GWB BS "C" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K.	NOTE
36 INVENTORY PARTS AND MATERIALS FOR REPLENISHMENT FROM MAIN STOCKROOM.	( / )	( )
37 CLEANUP MECHANICAL ROOMS, COOLING TOWER, AND PUMP ROOMS.	( / )	( )
38 COMPLETE DAILY LOGS AND EQUIPMENT LOG.	( / )	( )
39 3-11 TOUR C	( / )	( / )
40 LOG ONTO SIEMENS COMPUTER AND MONITOR ALARMS.	( / )	( / )
41 INSPECT FIRE HOSES THROUGHOUT BUS STATION WITH PARTICULAR ATTENTION TO UBL AND LHL. NOTE NEED FOR HOSE REPLACEMENT.	( / )	( )
42 INSPECT ALL FIRE SPRINKLER VALVES. ENSURE THAT VALVES ARE SECURE AND IN CORRECT OPERATING POSITION.	( )	( )
43 INSPECT BOILERS AND ALL PUMPS FOR PROPER OPERATION. RECORD ALL PROBLEMS IN LOG BOOK.	( )	( )
44 RECORD IN APPROPRIATE LOG BOOK WATER METER READINGS.	( / )	( )
45 INSPECT ALL ELECTRICAL CLOSETS AND THEIR EXHAUST FANS. RECORD IN APPROPRIATE LOG BOOK ANY DAMAGE OR PROBLEMS FOUND.	( / )	( )
46 VISUALLY INSPECT SKIN AREA AND ELECTRICAL CLOSET LIGHTING,	( / )	( )
47 RECORD IN APPROPRIATE LOG BOOK PRESENCE OF TRASH OR DEBRIS IN SKIN AREA AND ELECTRICAL CLOSETS.	( / )	( )
48	( / )	( )
49 INSPECT LHL PHONE ROOM A/C UNITS FOR PROPER OPERATION..	( / )	( )
50 RECORD IN LOG BOOK LHL PHONE ROOM A/C UNITS FILTER CONDITION	( / )	( )
51 INSPECT ALL STAIRCASE STEPS FOR WEAR OR DAMAGE.	( / )	( )
52 COMPLETE DAILY LOGS AND EQUIPMENT LOG.	( / )	( )

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB      SUB-FACILITY:              PAGE: 007      =====  
ORG UNIT: 164      SEC/SUB-SEC : 0201                      WORK ORDER: 0176200-1  
REQUESTED BY :                                      =====  
AUTHORIZED BY: OMS                              WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0T07-164-034-609-640-01      MAINTENANCE TYPE: KEY TO KE  
SCHEDULE DATE: 02/11/2013                      PRIORITY                      : 99  
START DATE      : 02/11/2013      SHIFT: C                      PM/PROJECT NO      : 164 8710

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STANDARD/PROCEDURE NO.: GBSCW                      MAINTENANCE TYPE: BUILDING OPS/CONTROL  
SAFETY PERMIT REQUIRED: NO                      EQUIPMENT CLASS : BUILDINGS  
DESCRIPTION: GWB BS "C" SHIFT WINTER OPS & BLDG SYSTEM MONITORING

STEP DESCRIPTION OF STANDARD OR PROCEDURE                      O.K. NOTE

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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0101 WORK ORDER: 0176239-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-035-140-323-01 MAINTENANCE TYPE: RELAMPING  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 25  
 START DATE : 02/08/2013 SHIFT: B PM/PROJECT NO : 164 1556

TASK LOCATION : NJAB  
 EQUIPMENT ID : N/A  
 EQUIP DESCRIPTION: MULTIPLE EQUIPMENT ROUTE TYPE WORK ORDER  
 W/O DESCRIPTION : EQUIPMENT ROOM RELAMPING  
 TASK DESCRIPTION : AN-NJAB-MISC RM RELAMPG  
 DESC. OF WORK/ INSP CONNECTIONS & CONTACTS RELAMP AND WIPE REFLECTOR  
 SUPERVISOR NOTIFY SUPERVISOR OF ANY DEFECTS NOTED.  
 COMMENTS REPLACE BALASTS AND ENDS AS NEEDED - DISPOSE OF USED BULBS AS SPECIFIED BY FACILITY

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 \* LABOR \*  
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EMPLOYEE NAME	CLASS	DATE					VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
K. LUKACH	2163	8						
L. ORTEGA	2163	8						

SIGNATURE: *[Signature]* DATE COMPLETED: \_\_\_\_\_

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 \* PARTS/MATERIALS \*  
 \*\*\*\*\*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
		<i>[Handwritten]</i>			

PLANNED: NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL: \_\_\_\_\_ *TO BE CONTINUED* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS: *[Signature]*  
 \_\_\_\_\_  
 \_\_\_\_\_  
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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0176362-1  
 REQUESTED BY : =====  
 AUTHORIZED BY: OMS WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-114-221-01 MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 20  
 START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8677

TASK LOCATION : MTH  
 EQUIPMENT ID : N/A  
 EQUIP DESCRIPTION: MULTIPLE EQUIPMENT ROUTE TYPE WORK ORDER  
 W/O DESCRIPTION : MTH RESTROOMS HOUSE & PUBLIC (4) INSPECT & SERVICE MPC P-07  
 TASK DESCRIPTION : WK-MTH SRVC RESTROOMS (4)  
 DESC. OF WORK/ IF PRESENT, VISUALLY NOTE IF RESTROOM FAN IS OPERATIONAL.  
 SUPERVISOR IF FAN NOT OPERATIONAL RECORD ON W/O FOR CORRECTIVE ACTION.  
 COMMENTS INSPECT OPERATION OF TOILET FLUSHOMETERS, AND SINK FAUCETS.  
 CHECK TOILET SEATS, PRIVACY DOORS, AND LATCHES. CLEAR

\*\*\*\*\*  
 \* LABOR \*  
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EMPLOYEE NAME	CLASS	DATE					VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
A. BELLO	2127	<u>2</u>						

SIGNATURE: A Bello DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*  
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ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB      SUB-FACILITY:                      PAGE: 002      =====  
 ORG UNIT: 164      SEC/SUB-SEC : 0201                      WORK ORDER: 0176362-1  
 REQUESTED BY :    =====  
 AUTHORIZED BY: OMS                                      WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-114-221-01      MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013                              PRIORITY                      : 20  
 START DATE      : 02/11/2013      SHIFT: B                      PM/PROJECT NO      : 164 8677

STANDARD/PROCEDURE NO.: GWP07                      MAINTENANCE TYPE: INSP & MAINTAIN  
 SAFETY PERMIT REQUIRED: NO                              EQUIPMENT CLASS : MECHANICAL  
 DESCRIPTION: INSPECTION AND SERVICE RESTROOM EQUIPMENT

STEP DESCRIPTION OF STANDARD OR PROCEDURE                      O.K. NOTE

- |  |         |
|--|---------|
| 01 >>>> TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED <<<<<br>PERSONAL PROTECTIVE EQUIPMENT, HAND TOOLS, CLEANING RAGS,<br>DROP LIGHT OR FLASHLIGHT.  | ( ) ( ) |
| 02 >>>> SAFETY NOTES <<<<<br>WHEN APPLICABLE, NOTIFY SUPERVISOR THAT WORK HAS BEGUN.<br>VERIFY PROPER OPERATION OF COMMUNICATIONS EQUIPMENT<br>ASSIGNED TO WORK UNIT.  | ( ) ( ) |
| 03 >>>> SAFETY PROCEDURES <<<<<br>ENSURE THAT WORK AREA IS FREE AND CLEAR OF NON-MAINTENANCE<br>PERSONNEL. USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT<br>INJURIES. REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES<br>TO SUPERVISOR IMMEDIATELY.  | ( ) ( ) |
| 04 >>>> IMPORTANT NOTES <<<<<br>REVIEW MAINTENANCE PROCEDURES AND CLARIFY ALL QUESTIONS<br>WITH YOUR IMMEDIATE SUPERVISOR. DISCARD ALL WIPE CLOTHS AND<br>WASTE PROPERLY. UPON COMPLETION OF ALL TASKS & CLEAN-UP,<br>NOTIFY SUPERVISOR AND ALL AFFECTED PARTIES. VERIFY PRESENCE<br>OF MMIS EQUIPMENT & BARCODE LABEL. LEAVE AREA CLEAN AND<br>ORDERLY " HELP OUR TEAM KEEP IT CLEAN" | ( ) ( ) |
| 05 >>>> TASKS <<<<<br>RESTROOM PORTER IS TO BE NOTIFIED PRIOR TO INSPECTION SO<br>RESTROOM CAN BE SECURED OF PATRONS.  | ( ) ( ) |
| 06 ALL RESTROOM EQUIPMENT SHOULD BE CLEANED BY PORTER BEFORE<br>INSPECTIONS ARE MADE.  | ( ) ( ) |
| 07 IF PRESENT, VISUALLY NOTE IF RESTROOM FAN IS OPERATIONAL.<br>IF FAN IS NOT OPERATIONAL RECORD ON W/O FOR FUTURE ACTION.   | ( ) ( ) |
| 08 VERIFY PROPER OPERATION OF ALL FLUSHOMETERS, WASH BASIN<br>FAUCETS, SOAP AND PAPER TOWEL DISPENSERS.  | ( ) ( ) |
| 09 MAKE MINOR ADJUSTMENTS AS NECESSARY. REPLACE DEFECTIVE<br>PARTS AS NEEDED. RECORD PARTS USAGE ON WORK ORDER.  | ( ) ( ) |
| 10 IDENTIFY, ISOLATE AND REMOVE FROM SERVICE ALL EQUIPMENT<br>REQUIRING MAJOR REPAIRS, RECORD ON W/O FOR FUTURE ACTION.  | ( ) ( ) |
| 11 RETURN COMPLETED WORK ORDER TO SUPERVISOR AND REPORT ALL<br>PROBLEMS VERBALLY AND IN WRITING.   | ( ) ( ) |

THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB      SUB-FACILITY:                      PAGE: 003      =====  
ORG UNIT: 164      SEC/SUB-SEC : 0201                      WORK ORDER: 0176362-1  
REQUESTED BY :    =====  
AUTHORIZED BY: OMS                                      WORK ORDER TYPE : PM  
ACCOUNT CODE : 1-1X-0B04-164-034-114-221-01      MAINTENANCE TYPE: INSP & MA  
SCHEDULE DATE: 02/11/2013                              PRIORITY                      : 20  
START DATE      : 02/11/2013      SHIFT: B                      PM/PROJECT NO      : 164 8677

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STANDARD/PROCEDURE NO.: GWP07                      MAINTENANCE TYPE: INSP & MAINTAIN  
SAFETY PERMIT REQUIRED: NO                              EQUIPMENT CLASS : MECHANICAL  
DESCRIPTION: INSPECTION AND SERVICE RESTROOM EQUIPMENT

STEP DESCRIPTION OF STANDARD OR PROCEDURE                      O.K. NOTE

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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0101 WORK ORDER: 0179381-1  
 REQUESTED BY : T. BURKE =====  
 AUTHORIZED BY: T.BURKE WORK ORDER TYPE : CO  
 ACCOUNT CODE : 1-1X-0B04-164-035-609-133-01 MAINTENANCE TYPE: ASSIST-NO  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 09/12/2012 SHIFT: B PM/PROJECT NO :

TASK LOCATION : ALL AREAS AT THE GWB  
 EQUIPMENT ID : FAC GWB1 NYNJ 00  
 EQUIP DESCRIPTION: ALL AREAS AT GWB/ NON EQUIPMENT SPECIFIC  
 W/O DESCRIPTION : ASSIST TSD/BLEWATER CONTRACTOR WITH ANALOGTO DIGITAL PHONES  
 TASK DESCRIPTION : ASSIST TSD/BLEWATER CONTRACTOR WITH ANALOGTO DIGITAL PHONES  
 DESC. OF WORK/ THIS IS REQUESTED ASSISTANCE FROM TSD'S PEDRO AZVEDO TO CUT  
 SUPERVISOR OVER ORIGINAL ANALOG PHONE LINES TO THE NEW CISCO DIGITAL  
 COMMENTS VOIP SET UP. WORK TO BE PERFORMED IN VARIUOS LOCATIONS

\*\*\*\*\*  
 \* LABOR \*  
 \*\*\*\*\*

EMPLOYEE NAME	CLASS	DATE					VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
C. BONANNO	2163	8						
K. CALDARULO	2163	8						

SIGNATURE: CB DATE COMPLETED: N/A

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 \* PARTS/MATERIALS \*  
 \*\*\*\*\*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
		NO STOCK PARTS FOR TASK			
		NO DIRECT CHARGE PARTS FOR TASK			

ADDITIONAL:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS:  
Stock parts for task  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

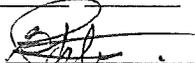
THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0181542-1  
 REQUESTED BY : T. DONOW  
 AUTHORIZED BY: TD WORK ORDER TYPE : CO  
 ACCOUNT CODE : 1-1X-0B04-164-034-114-450-01 MAINTENANCE TYPE: REPAIR  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 54  
 START DATE : 02/04/2013 SHIFT: B PM/PROJECT NO :

TASK LOCATION : MAIN TOLL CANOPY  
 EQUIPMENT ID : BLR T2UE 0002 00  
 EQUIP DESCRIPTION: BOILER 2,2003 1.6M BTU HR NAT GAS-IN MTC  
 W/O DESCRIPTION : MTC BOILER # 2  
 TASK DESCRIPTION : MTC BOILER # 2  
 DESC. OF WORK/ BOILER IS INTERMITTENTLY TRIPPING OUT ON FLAME FAILURE  
 SUPERVISOR .CHECK BURNER AND MAKES REPAIRS NEEDED  
 COMMENTS

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 \* LABOR \*  
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EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
A. MARRARA	2460	2-11-13 8						
G. PORTEE	2460	8						

SIGNATURE:  DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*  
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ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETION COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

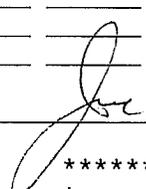
THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0501 WORK ORDER: 0181547-1  
 REQUESTED BY :  
 AUTHORIZED BY: 028387 WORK ORDER TYPE : EM  
 ACCOUNT CODE : 1-1X-0B04-164-013-020-813-01 MAINTENANCE TYPE: SNOW OPER  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 99  
 START DATE : 02/08/2013 SHIFT: B PM/PROJECT NO : 164 3224

TASK LOCATION :  
 EQUIPMENT ID : FAC GWB1 SNOW 00  
 EQUIP DESCRIPTION: ALL AREAS AT THE GWB- SNOW REMOVAL  
 W/O DESCRIPTION : SNOW RELATED DUTIES DUE TO COSTAL STORM ON FEB. 8TH & 9TH  
 TASK DESCRIPTION : SNOW RELATED DUTIES DUE TO COSTAL STORM ON FEBURARY 8TH &  
 DESC. OF WORK/ 9TH. ALL PRE STORM, STORM, & POST STORM ACTIVITIES.  
 SUPERVISOR  
 COMMENTS

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 \* LABOR \*

EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
T. CAREY	2002	8						
M. FAIRLEY	2002	8						
T. HARRISON	2002	8						
J. SANTIAGO	2002	8						
R. SEGRO	2002	8						
M. ROSENBERG	2002	8						

SIGNATURE:  DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
 - Rear lot snow pile move to Pagono lot  
 - Move 6 pallets of Calcium into storage  
 - South walk salt & Remove patches of snow

COMPLETION COMMENTS:  
 EAST & WEST Bus Slips Clear Snow Reported by NJ Transit  
 salt in front of TBA Garage past 6 area  
 post 10 pile toll lane 24 walkway

THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0181549-1  
 REQUESTED BY : T. DONOW =====  
 AUTHORIZED BY: T D WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-140-221-01 MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 20  
 START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8676

TASK LOCATION : NJAB & LL TOLLS  
 EQUIPMENT ID : N/A  
 EQUIP DESCRIPTION: MULTIPLE EQUIPMENT ROUTE TYPE WORK ORDER  
 W/O DESCRIPTION : NJAB & LL RESTRMS INSP/SRVC:(14) USE MPC P07  
 TASK DESCRIPTION : NJAB & LL RESTRMS INSP/SRVC:(14) USE MPC P07  
 DESC. OF WORK/ NJAB 2ND, 1ST, MAINT, TBA'S, LOWER, & KITCHEN, RESTROOMS.  
 SUPERVISOR IF PRESENT, VISUALLY NOTE IF RESTROOM FAN IS OPERATIONAL.  
 COMMENTS IF FAN NOT OPERATIONAL RECORD ON W/O FOR CORRECTIVE ACTION.  
 INSPECT OPERATION OF TOILET FLUSHOMETERS, AND SINK FAUCETS.  
 CHECK TOILET SEATS, PRIVACY DOORS, AND LATCHES. CLEAR  
 STOPAGGES & MAKE MINOR REPAIRS.NOTE PROBLEMS ON WORK ORDER.

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 \* LABOR \*  
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EMPLOYEE NAME	CLASS	DATE					VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
A. BELLO	2127							

SIGNATURE: *ABello* DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*  
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ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
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COMPLETION COMMENTS:  
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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 002 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0181549-1  
 REQUESTED BY : T. DONOW =====  
 AUTHORIZED BY: T D WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-140-221-01 MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 20  
 START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8676

STANDARD/PROCEDURE NO.: GWP07 MAINTENANCE TYPE: INSP & MAINTAIN  
 SAFETY PERMIT REQUIRED: NO EQUIPMENT CLASS : MECHANICAL  
 DESCRIPTION: INSPECTION AND SERVICE RESTROOM EQUIPMENT

STEP DESCRIPTION OF STANDARD OR PROCEDURE	O.K. NOTE
01 >>>> TOOLS, SAFETY EQUIPMENT AND MATERIALS REQUIRED <<<< PERSONAL PROTECTIVE EQUIPMENT, HAND TOOLS, CLEANING RAGS, DROP LIGHT OR FLASHLIGHT.	( ) ( )
02 >>>> SAFETY NOTES <<<< WHEN APPLICABLE, NOTIFY SUPERVISOR THAT WORK HAS BEGUN. VERIFY PROPER OPERATION OF COMMUNICATIONS EQUIPMENT ASSIGNED TO WORK UNIT.	( ) ( )
03 >>>> SAFETY PROCEDURES <<<< ENSURE THAT WORK AREA IS FREE AND CLEAR OF NON-MAINTENANCE PERSONNEL. USE PERSONAL PROTECTIVE EQUIPMENT TO PREVENT INJURIES. REPORT ALL ABNORMAL CONDITIONS AND SAFETY ISSUES TO SUPERVISOR IMMEDIATELY.	( ) ( )
04 >>>> IMPORTANT NOTES <<<< REVIEW MAINTENANCE PROCEDURES AND CLARIFY ALL QUESTIONS WITH YOUR IMMEDIATE SUPERVISOR. DISCARD ALL WIPE CLOTHS AND WASTE PROPERLY. UPON COMPLETION OF ALL TASKS & CLEAN-UP, NOTIFY SUPERVISOR AND ALL AFFECTED PARTIES. VERIFY PRESENCE OF MMIS EQUIPMENT & BARCODE LABEL. LEAVE AREA CLEAN AND ORDERLY " HELP OUR TEAM KEEP IT CLEAN"	( ) ( )
05 >>>> TASKS <<<< RESTROOM PORTER IS TO BE NOTIFIED PRIOR TO INSPECTION SO RESTROOM CAN BE SECURED OF PATRONS.	( ) ( )
06 ALL RESTROOM EQUIPMENT SHOULD BE CLEANED BY PORTER BEFORE INSPECTIONS ARE MADE.	( ) ( )
07 IF PRESENT, VISUALLY NOTE IF RESTROOM FAN IS OPERATIONAL. IF FAN IS NOT OPERATIONAL RECORD ON W/O FOR FUTURE ACTION.	( ) ( )
08 VERIFY PROPER OPERATION OF ALL FLUSHOMETERS, WASH BASIN FAUCETS, SOAP AND PAPER TOWEL DISPENSERS.	( ) ( )
09 MAKE MINOR ADJUSTMENTS AS NECESSARY. REPLACE DEFECTIVE PARTS AS NEEDED. RECORD PARTS USAGE ON WORK ORDER.	( ) ( )
10 IDENTIFY, ISOLATE AND REMOVE FROM SERVICE ALL EQUIPMENT REQUIRING MAJOR REPAIRS, RECORD ON W/O FOR FUTURE ACTION.	( ) ( )
11 RETURN COMPLETED WORK ORDER TO SUPERVISOR AND REPORT ALL PROBLEMS VERBALLY AND IN WRITING.	( ) ( )



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 MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 004 =====  
 ORG UNIT: 164 SEC/SUB-SEC : 0201 WORK ORDER: 0181549-1  
 REQUESTED BY : T. DONOW =====  
 AUTHORIZED BY: T D WORK ORDER TYPE : PM  
 ACCOUNT CODE : 1-1X-0B04-164-034-140-221-01 MAINTENANCE TYPE: INSP & MA  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 20  
 START DATE : 02/11/2013 SHIFT: B PM/PROJECT NO : 164 8676

EQUIPMENT ROUTE

EQUIPMENT ID	EQUIPMENT DESCRIPTION	STD/PROC	O.K.	NOTE
RST AB33 RESV 00	MAINT RESERVE RM BATHROOM & LOCKER RM		( ) ( )	
RST AGEV 0002 00	PA RESTROOM - EMER GARAGE		( ) ( )	
RST A113 RESV 00	REST ROOM, 67 RESERVE ROOM		( ) ( )	
RST A117 MENS 00	PUBLIC MENS RESTROOM		( ) ( )	
RRF A117 FIXT 00	RESTRM FIXTURES-LADY PUBLIC RESTRM		( ) ( )	
RST A117 PUBF 00	LADY PUBLIC RESTROOM-LADY PUBLIC RESTRM		( ) ( )	
RST A118 LADY 00	PUBLIC LADIES RESTROOM		( ) ( )	
RRF A118 FIXT 00	RESTRM FIXTURES-MALE PUBLIC RESTRM		( ) ( )	
RST A118 PUBM 00	MALE PUBLIC RESTROOM-MALE PUBLIC RESTRM		( ) ( )	
RST A124 MENS 00	REST ROOM - MALE POLICE		( ) ( )	
RST A126 MENS 00	MENS PD LOCKER & RESTROOM		( ) ( )	
RST A127 LADY 00	OPS FEMALE RESTROOM		( ) ( )	
RST A226 MENS 00	PA MENS RESTROOM 2ND FLOOR		( ) ( )	
RST A227 LADY 00	PA LADIES RESTROOM 2ND FLOOR		( ) ( )	
RST A242 RESV 00	PD FEMALE RESTRM/SHOWER		( ) ( )	
RST TJLE LADY 00	LADY'S PUBLIC RESTROOM - LL TOLL HOUSE		( ) ( )	
RST TJLE MENS 00	MEN'S PUBLIC RESTROOM - LL TOLL HOUSE		( ) ( )	

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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0501 WORK ORDER: 3009054-1  
 REQUESTED BY : C. HAMPE  
 AUTHORIZED BY: OMS WORK ORDER TYPE : ST  
 ACCOUNT CODE : 1-1X-0B04-164-034-113-100-01 MAINTENANCE TYPE: REPAIR  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 54  
 START DATE : 12/22/2004 SHIFT: A PM/PROJECT NO :

TASK LOCATION : GWB TOLLS  
 EQUIPMENT ID : FAC GWB1 NYNJ 00  
 EQUIP DESCRIPTION: ALL AREAS AT THE GWB/ NON EQUIPMENT SPECIFIC  
 W/O DESCRIPTION : MINOR TOLL REPAIRS  
 TASK DESCRIPTION : MINOR TOLL REPAIRS  
 DESC. OF WORK/  
 SUPERVISOR  
 COMMENTS

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 \* LABOR \*

EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
J. RACANELLI	2002	2-11-13 2						

SIGNATURE: *John Ratti* DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
PLANNED:					
I	AA0102680	STENCIL, BRASS, 2-1/2" ADJUSTABLE LE	1	EA	
I	AG5200110	**USE FASTENER CONTRACT** SCREW, S	1	BX	
I	AK0400030	**USE FASTENER CONTRACT** NUT, 8/3	1	BX	
I	AU0700058	HAND/SURFACE WIPES, WATERLESS, PRE	1	KAN	
I	AW0900020	PAINT, SPRAY, OSHA BLACK GLOSS, 15	2	EA	
I	BE0103867	TIE, CABLE TY-RAP, 14-1/2", T(>&<)>	25	EA	
I	DS0100200	TAPE, DUCT, 3" X 60 YD. WATERPROOF	1	ROL	
I	HA0100490	GLOVE, LATEX, LARGE, NON-STERILE,	1	BX	
NO DIRECT CHARGE PARTS FOR TASK					

ADDITIONAL:  
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THE PORT AUTHORITY OF NY AND NJ  
MAINTENANCE WORK ORDER

FACILITY: GWB SUB-FACILITY: PAGE: 002  
ORG UNIT: 164 SEC/SUB-SEC : 0501  
REQUESTED BY : C. HAMPE  
AUTHORIZED BY: OMS  
ACCOUNT CODE : 1-1X-0B04-164-034-113-100-01  
SCHEDULE DATE: 02/11/2013  
START DATE : 12/22/2004 SHIFT: A

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WORK ORDER: 3009054-1  
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WORK ORDER TYPE : ST  
MAINTENANCE TYPE: REPAIR  
PRIORITY : 54  
PM/PROJECT NO :

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COMPLETION COMMENTS:

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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

3

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0501 WORK ORDER: 3009100-1  
 REQUESTED BY : C. HAMPE  
 AUTHORIZED BY: OMS WORK ORDER TYPE : ST  
 ACCOUNT CODE : 1-1X-0B04-164-036-609-100-01 MAINTENANCE TYPE: ASSIST-NO  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 54  
 START DATE : 01/21/2003 SHIFT: A PM/PROJECT NO :

TASK LOCATION : ALL AREAS AT THE GWB  
 EQUIPMENT ID : FAC GWB1 NYNJ 00  
 EQUIP DESCRIPTION: ALL AREAS AT GWB/ NON EQUIPMENT SPECIFIC  
 W/O DESCRIPTION : OPERATION UNIT SUPPORT 68 REQUEST  
 TASK DESCRIPTION : OPERATION UNIT SUPPORT 68 REQUEST  
 DESC. OF WORK/  
 SUPERVISOR  
 COMMENTS

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 \* LABOR \*  
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EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
V. LETREN	2002	2-11-13 2						
M. NORCIA	2002	2						

SIGNATURE: John Rucelli DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*  
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ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
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PLANNED:  
 NO STOCK PARTS FOR TASK  
 NO DIRECT CHARGE PARTS FOR TASK

ADDITIONAL:  
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COMPLETION COMMENTS: 178<sup>st</sup> @ sidewalk pickup cones

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THE PORT AUTHORITY OF NY AND NJ  
 MAINTENANCE WORK ORDER

1

FACILITY: GWB SUB-FACILITY: PAGE: 001  
 ORG UNIT: 164 SEC/SUB-SEC : 0501 WORK ORDER: 3009211-1  
 REQUESTED BY : C. HAMPE  
 AUTHORIZED BY: OMS WORK ORDER TYPE : ST  
 ACCOUNT CODE : 1-1X-0B04-164-036-609-100-01 MAINTENANCE TYPE: CLEANING  
 SCHEDULE DATE: 02/11/2013 PRIORITY : 54  
 START DATE : 01/22/2003 SHIFT: A PM/PROJECT NO :

TASK LOCATION : ALL AREAS AT THE GWB  
 EQUIPMENT ID : FAC GWB1 NYNJ 00  
 EQUIP DESCRIPTION: ALL AREAS AT GWB/ NON EQUIPMENT SPECIFIC  
 W/O DESCRIPTION : CLEAN MAINTENANCE SHOP AREAS  
 TASK DESCRIPTION : CLEAN MAINTENANCE SHOP AREAS  
 DESC. OF WORK/  
 SUPERVISOR  
 COMMENTS

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 \* LABOR \*

EMPLOYEE NAME	CLASS	DATE	DATE	DATE	DATE	DATE	VEHICLE ID	VEHICLE USAGE
		HOURS	HOURS	HOURS	HOURS	HOURS		
V. LETREN	2002	2						
M. NORCIA	2002							
J. RACANELLI	2002							

SIGNATURE: *John Radli* DATE COMPLETED: 2-11-13

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 \* PARTS/MATERIALS \*

ITEM IND	ITEM ID	DESCRIPTION	PLANNED QTY	U/M	ACTUAL QTY
PLANNED:					
I	AA0500010	CAN, ASH, GALVANIZED, 20-1/2 GAL., H	1	EA	
I	BE0103685	STRIP, ELECTRICAL, 6 FULL SURGE PRO	1	EA	
NO DIRECT CHARGE PARTS FOR TASK					

ADDITIONAL:  
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COMPLETION COMMENTS:  
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