

Facility Preventive Maintenance Effective October 1, 2022

Preventive Maintenance - Preventive maintenance means all maintenance costs related to vehicles and non-vehicles. Specifically, preventive maintenance includes all the activities, supplies, materials, labor, services, and associated costs required to preserve or extend the functionality and serviceability of the asset in a cost-effective manner, up to and including the current state of the art for maintaining such an asset.

Submission Requirements

For Approval:

- Any cost more than \$5,000 must be approved by SDDOT staff. Send an email to SDDOT Asset Specialist with the issue, and estimated costs.

For Submission:

- All submissions must include preventive maintenance reimbursement request form.
- Requesting reimbursement of \$5,000 or more: In addition to the reimbursement request form; the following information must be submitted to support request.
 - check number, or last 4 digits of the credit card used for payment
 - date paid
 - facility location
 - funding source
- For audit selected months: The combination of the above listed information is required for any amount of reimbursement request.
- All invoices must be entered into the State's asset management software before payment will be processed.

Eligible Items

General	Outside	Inside	Equipment Affixed to Facility	Onsite Fuel Systems
Service costs	Gutter\Downspout	Flooring	Maintenance bays	Dispenser hoses
Inspection costs	Signage	Painting interior walls	Built in lifts	Dispenser nozzles
Labor related to maintenance	Lighting	Interior doors and accessories	Exhaust fans and hoses	Dispenser containment
	Roof	Electrical panels	Smoke and/or CO detectors	Dispenser lights
	Accessible features	Electrical	Vacuum systems	Tank fill Stands
	Landscape maintenance	Fire alarm systems	Vehicle wash systems	Tank lids
	Landscaping drainage	Plumbing fixtures		Tank pump's containment

	Sidewalks	Heating and/or air conditioning units		Tank pipe containment
	Parking lot	Lighting		Tank water sensors
	Parking lot striping	Water heater		Tank leak sensors
	Overhead doors	Water softener		Tank fill vents
	Walk in doors	Drains and sewer		Electrical card reader
	Doors seals and accessories	Elevators		Fuel storage tanks
	Facility exterior wall coverings	Security equipment		Electrical control panels
	Security systems\equipment	Emergency lighting		Electrical printers
	Ballard	First aid equipment		Electrical system diagnostic center
		Window seals and accessories		Fuel pump islands
		Windows		
		Plumbing systems		
Expenses not part of a rehabilitation or renovation.				
If activity fits within the definition; however, not listed in the examples above, contact SDDOT staff for approval or clarification.				

Ineligible Items

Costs associated to construction, expansion, renovation, or improvement of a facility as approved in the project scope of work would be considered capital and should be included in the capital application for approval.
Activities associated to the cost of an asset\subcomponent of more than \$5,000. For example, replacing all windows in the facility to improve energy efficiency.
Installing new systems for example, keyless doors to increase security and efficiencies.
Replacing a system or feature to extend useful life or to improve efficiency.
200 CFR -- <i>Capital expenditures</i> means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.