

# ANNUAL CERTIFICATION CHECKLIST STANDARD OF GOOD PRACTICE FOR MAINTENANCE MANAGEMENT

WASHINGTON ADMINISTRATIVE CODE 136-11



County Road Administration Board

The new Standard of Good Practice for Maintenance Management became effective on December 1, 2005. The requirements for compliance with the new Standard of Good Practice are identified in Washington Administrative Code (WAC) 136-11.

Presented below is the Annual Certification Form which will be used by the County Road Administration Board in reviewing compliance with WAC 136-11. This form is essentially a checklist for the requirements as identified in WAC 136-11 and can provide a useful guide to meeting these requirements. Presented on the pages following the form are examples of documents that provide evidence that the requirements are met.

## **ANNUAL CERTIFICATION—STANDARD OF GOOD PRACTICE MAINTENANCE MANAGEMENT WAC 136-11**

The following information is provided for the annual review of county compliance with the requirements of WAC 136-11-040. The information provided herein is current as of December 31, 2008, and summarizes Maintenance Management activities for Calendar Year 2008.

Yes    No    In accordance with WAC 136-11-040, maintenance management procedures have been used by this county to guide cost-effective maintenance and preservation activities on county roads in the previous calendar year.

\_\_\_\_\_ County's maintenance management practices meet the following requirements, in accordance with WAC 136-11-040:

Yes    No    (1)    An inventory of significant maintainable road features (physical assets) has been prepared and/or updated.

Yes    No    (2)    Activity Guidelines have been prepared, reviewed and/or updated for all significant maintenance activities.

Yes    No    (3)    A work program and budget has been prepared for maintenance activities planned in the year. This work program and budget is based upon the road features to be maintained, the types and amounts of maintenance work planned and the costs for the labor, equipment and materials needed to complete the work.

Yes    No    (4)    Labor, equipment and material resource requirements needed to accomplish the planned workload are identified.

Yes    No    (5)    Work scheduling procedures are identified, documented, and utilized in carrying out the maintenance work program.

Yes    No    (6)    Reports showing work accomplishment and cost have been prepared and reviewed by managers and supervisors.

I hereby certify to the accuracy of the responses given herein:

\_\_\_\_\_  
County

\_\_\_\_\_  
Signature of County Engineer

\_\_\_\_\_  
Date

Shown below is a sample inventory of significant features of a county's road system which require maintenance. For maintenance management purposes, a simple summary of such features will provide a useful reference for the types and amounts of features which require maintenance.

**MAINTENANCE FEATURE INVENTORY DATA  
COUNTY ROAD ADMINISTRATION BOARD  
Maintenance Management Program**

	FEATURE NAME	MEAS UNITS	MGMT UNIT	TOTAL INVENTORY
	gravel road	miles	COUNTY	1,131
	paved road	miles	COUNTY	648
	shoulder	miles	COUNTY	1,296
	total road	miles	COUNTY	1,779
	ditch	miles	COUNTY	1,296
	culvert	each	COUNTY	2,669
	catch basin	each	COUNTY	0
	bridge	each	COUNTY	124
	other structure	each	COUNTY	124
	sidewalk	feet	COUNTY	0
	path	feet	COUNTY	0
	street light	each	COUNTY	0
	signs	each	COUNTY	45,000
	guardrail	feet	COUNTY	3,240
	striping	miles	COUNTY	1,944
	year	year	COUNTY	1

Notes:

- 1 Maintenance features are the assets or things that get maintained
- 2 The management unit (MGMT UNIT) may be divided into the various county districts or maintenance areas with the inventory totals for each area identified

The sample activity guideline presented below shows the level of detail needed to adequately describe a particular maintenance activity. Details include the activity name, a brief description which helps differentiate the activity from similar activities, when during the year the activity is typically performed (this can be indicated by percentages), the specific labor, equipment and materials needed to perform the activity, a unit of work measurement together with how much work can typically be accomplished in a full workday, and the maintenance feature on which the activity is performed. A related activity cost sheet is also prepared to identify and document labor, equipment and material costs needed to complete the activity. Average cost per work accomplishment unit and the average daily cost to perform the activity can also be documented.

WASHINGTON COUNTIES Maintenance Management MAINTENANCE ACTIVITY PLANNING GUIDELINE												
ACTIVITY NAME: <i>GRADING</i>												
ACTIVITY CODE: <i>311 (542.311)</i>												
ACTIVITY DESCRIPTION: <i>Blading, shaping and smoothing gravel roads to restore proper grade, shape and drainage.</i>												
MONTHLY SCHEDULE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	X	X	X	X	X	X				X	X	X
SCHEDULING CONSIDERATIONS: <i>Grading is performed when ruts, grooves, or holes cause inadequate drainage, uncomfortable ride, or poor road conditions. The frequency of grading depends upon weather, traffic, and surface stability. Schedule grading to take advantage of natural moisture.</i>												
<b>PERSONNEL</b>				<b>WORK CONSIDERATIONS</b>								
CODE	CLASS	QTY		<ol style="list-style-type: none"> <li>1. Establish traffic control as necessary.</li> <li>2. Grader generally makes two or more passes per lane mile and back blades as necessary.</li> <li>3. Road should be worked in increments less than 2 miles and when adequate moisture exists.</li> </ol>								
L203	Maint Worker III	1										
<b>EQUIPMENT</b>												
CODE	CLASS	QTY										
E101	Grader	1										
E102	Pickup	1		<b>REFERENCE AND SAFETY</b>								
<b>MATERIALS</b>												
CODE	CLASS	QTY										
<b>AVERAGE DAILY ACCOMPLISHMENT</b>				<b>MAINTENANCE FEATURE INVENTORY</b>								
QUANTITY	WORK UNIT			FEATURE	UNIT	CODE						
12	pass miles			gravel road	miles							
<b>PLANNING GUIDELINE APPROVAL</b>												
BY:				EFFECTIVE DATE:				PREV:				



**WORK PROGRAM AND BUDGET REPORT  
COUNTY ROAD ADMINISTRATION BOARD  
Maintenance Management Program**

CODE	ACTIVITY NAME	INVENTORY		PLANNED SERVICE LEVEL		PCT OF DES	ANNUAL WORK QTY	AVG DAILY PROD	CREW SIZE	PERSON DAYS	COST LABOR	DISTRIBUTION			TOTAL COST
		QTY	UNIT	QTY	UNIT							EQUIP	MAT/OTH		
COUNTY															
2311	GRADING	1131	miles	8	pass mi	100	9048	12	1	754	134,876	193,024	0	0	327,900
2313	RE-GRAVELING	1131	miles	5	cu yd	100	5655	150	6	226	48,039	48,256	67,860	164,155	
2321	POTHOLE REPAIR	648	miles	1	ton	100	648	2	2	648	115,914	25,920	25,920	167,754	
2322	CRACK SEALING	648	miles	5	gal	100	3240	24	3	405	72,446	21,600	28,215	122,261	
2323	BLADE PATCHING	648	miles	1	ton	100	648	75	10	86	16,355	12,522	46,182	75,059	
2324	SEAL COATING (BST)	648	miles	0.2	road mi	100	130	2.5	21	1088	206,852	104,429	357,420	668,701	
2331	SHOULDER BLADING	1296	miles	0.4	shld mi	100	518	4	4	518	105,754	69,466	0	175,220	
2332	SHOULDER REPAIR	1296	miles	0.5	cu yd	100	648	20	4	130	26,438	15,552	77,760	119,750	
2390	OTHER ROAD MAINT	1779	miles	1	hours	100	1779	16	2	222	39,783	3,558	2,224	45,565	
2411	DITCHING W/GRADER	1296	miles	0.1	ditch mi	100	130	3	4	173	35,251	23,155	0	58,406	
2412	DITCHING W/DITCHER	1296	miles	10	ditch ft	100	12960	500	6	155	33,003	18,855	0	51,858	
2421	CULVERT CLEANING	2669	each	1	culverts	100	2669	20	2	267	54,468	4,272	0	58,740	
2422	CULVERT REP/REPL	2669	each	0.2	lin ft	100	534	40	6	80	15,611	8,512	13,433	37,556	
2490	OTHER DRAINAGE MTCE	1779	miles	1	hours	100	1779	16	2	222	45,370	22,240	0	67,610	
2511	BRIDGE/STRUCT MTCE	124	each	0.5	hours	100	62	24	3	8	1,526	520	52	2,098	
2512	BRIDGE/STRUCT REPAIR	124	each	0.3	hours	100	37	24	3	5	939	320	32	1,291	
2590	OTHER BRG/STR MAINT	124	each	0.25	hours	100	31	24	3	4	763	260	26	1,049	
2641	SIGN MAINTENANCE	45000	each	0.02	hours	100	900	24	2	75	17,184	6,000	3,000	26,184	
2642	GUARDRAIL REPAIR	3240	feet	0.5	lin ft	100	1620	60	2	54	12,372	4,320	2,700	19,392	
2643	TRAFFIC MARKINGS	1944	miles	2000	ft	100	3888000	8400	2	926	212,119	74,064	92,580	378,763	
2660	SNOW & ICE CONTROL	1779	miles	2.2	hours	100	3914	8	1	489	112,086	82,186	58,704	252,976	
2670	STREET CLEANING	1779	miles	1.3	hours	100	2313	32	4	289	55,364	31,234	0	86,598	
2690	OTHER TRAFFIC MAINT	1779	miles	0.1	hours	100	178	16	2	22	5,086	1,776	444	7,306	
2712	BRUSH CONTROL-MECH	1296	miles	0.1	shldr mi	100	130	3	3	130	25,353	22,464	864	48,681	
2713	BRUSH CONTROL-MANUAL	1296	miles	1	hours	100	1296	48	4	108	22,032	12,960	1,350	36,342	
2721	CHEM VEG CONTRL-MECH	1296	miles	0.1	shldr mi	100	130	12	2	22	4,406	3,802	1,620	9,828	
2722	CHEM VEG CONTRL-MAN	1296	miles	0.1	hours	100	130	16	2	16	3,305	2,851	648	6,804	
2731	LANDSCAPE MAINT	1296	miles	1	hours	100	1296	32	4	162	28,979	2,592	3,240	34,811	
2751	LITTER CONTROL	1296	miles	1	hours	100	1296	16	2	162	28,979	2,592	1,620	33,191	
2761	SLOPE REPAIR	1296	miles	0.7	hours	100	907	32	4	114	23,174	15,904	0	39,078	
2790	OTHER ROADSIDE MAINT	1296	miles	0.1	hours	100	130	32	4	16	3,346	2,296	0	5,642	
2910	MAINTENANCE ADMIN	1	year	5000	hours	100	5000	8	1	625	150,000	20,000	0	170,000	
TOTALS:										8201	1,657,173	857,502	785,894	3,300,569	

The sample Work Program and Budget shown above illustrates how the activity guidelines and inventory data can be used to document a county's maintenance program. As shown, an annual amount of work can be calculated using a county's inventory and planned service level. Then, knowing the labor, equipment and material costs needed for a particular activity (based upon the daily rates identified on an activity guideline), a budget can be calculated.

Note that the above table presents a maintenance work program and budget in a format that combines the various elements of maintenance planning. This is a standard output report from typical maintenance management system software, although a similar report can be generated using a spreadsheet. Such a report also serves to document and present the maintenance work program and budget in a consistent, readable format. Having such a report also demonstrates compliance with the first three items of the standard of good practice for maintenance management.

The calculation of the work program and budget follows this procedure for each activity:  
 Inventory x Planned Service (Effort) level = Annual Work Quantity  
 Annual Work Quantity / Average Daily Production = Number of Activity Days (not shown)  
 Number of Activity Days x Planned Labor Cost Per Day = Labor Cost Distribution  
 x Planned Equipment Cost Per Day = Equipment Cost  
 x Planned Materials Cost Per Day = Materials Cost

**LABOR REQUIREMENTS REPORT (SUMMARY)**  
**COUNTY ROAD ADMINISTRATION BOARD**  
**Maintenance Management Program**

Mgmt Unit: COUNTY

CODE	ACTIVITY NAME	OCT	NOV	DEC	JAN	PERSON DAYS BY MONTH							TOTAL NEED	TOTAL COST		
						FEB	MAR	APR	MAY	JUN	JUL	AUG			SEP	
L201	Maint Worker I										4	90	89.6	40.8	224.4	35904
	PERSON DAYS REQUIRED:	0	0	0	0	0	0	0	0	0	4	90	89.6	40.8	224.4	35904
	AVG NO STAFF REQUIRED:	0	0	0	0	0	0	0	0	0	0.2	5	4.7	2.2	1	
L202	Maint Worker II	360	383.3	278.5	243.7	318.9	395.5	533.9	411.7	265.5	386.8	385.7	290.4	4253.9	760937	
	PERSON DAYS REQUIRED:	360	383.3	278.5	243.7	318.9	395.5	533.9	411.7	265.5	386.8	385.7	290.4	4253.9	760937	
	AVG NO STAFF REQUIRED:	18.2	23.7	14.7	12.9	18.6	22	28.2	21.8	13.4	21.5	20.4	15.4	19.1		
L203	Maint WorkerIII	83.8	95.3	149.2	147.4	154	200.6	313.1	220.3	86.1	193.9	193.4	131.9	1969	451138	
	PERSON DAYS REQUIRED:	83.8	95.3	149.2	147.4	154	200.6	313.1	220.3	86.1	193.9	193.4	131.9	1969	451138	
	AVG NO STAFF REQUIRED:	4.2	5.9	7.9	7.8	9	11.1	16.6	11.7	4.3	10.8	10.2	7	8.9		
L206	Sign Tech	11.8	12.4	12.4	12.2	12.8	12.8	12.8	12.8	198.2	290.4	290.4	198	1077	246761	
	PERSON DAYS REQUIRED:	11.8	12.4	12.4	12.2	12.8	12.8	12.8	12.8	198.2	290.4	290.4	198	1077	246761	
	AVG NO STAFF REQUIRED:	0.6	0.8	0.7	0.6	0.7	0.7	0.7	0.7	10	16.1	15.4	10.5	4.8		
L209	Supervisor	52.8	52.8	52.5	52.5	51.8	51.8	51.8	51.8	51.8	73.2	73.1	60.9	676.8	162432	
	PERSON DAYS REQUIRED:	52.8	52.8	52.5	52.5	51.8	51.8	51.8	51.8	51.8	73.2	73.1	60.9	676.8	162432	
	AVG NO STAFF REQUIRED:	2.7	3.3	2.8	2.8	3	2.9	2.7	2.7	2.6	4.1	3.9	3.2	3		
														TOTAL COST:	1657172	

The labor requirements report shown above shows how a county may document the need for various categories of labor, based upon the amount of work calculated from the work program and budget. By documenting labor resource needs (as well as those for equipment and materials), a county can identify how much of certain resource is needed and how the resource needs vary month by month.

Such information can be generated from a maintenance management system (MMS) or from a spreadsheet. By using the percentage distribution of planned work throughout the year, taken from the activity guideline (note—the X's shown on the activity guideline need to indicate planned percentages of work by month for each activity) and the resource requirements on the activity guideline, together with the total planned activity days in a year, the resource distribution report can be generated.

## WORK SCHEDULING—typical work scheduling considerations...

### Basic Concept

Each supervisor is expected to prepare short-term work schedules to organize available resources to achieve the annual objectives as well as to satisfy specific work needs. In general, the goals of work scheduling are:

- to do the correct amount of work;
- to do work when it should be done--in accordance with management priorities and decisions;
- to do the work where it should be done;
- to do the work with the best combination of labor, equipment, and materials; and
- to coordinate the work as necessary with other work groups for overall effectiveness and efficiency.

This work scheduling process will enhance the supervisor's ability to:

- meet the work program objectives;
- make the best use of the limited resources;
- minimize any loss of time caused by poor or no planning; and
- coordinate and communicate work activities with other departments and divisions.

### Work Scheduling Procedure

Every two weeks the schedulers prepare a written schedule outlining their work plans for the next two weeks. The Bi-Weekly Schedule is to be used. An example of the form is shown in the Figure below.

The work schedule should list those work items that you fully intend to do if all goes as planned. However, it is not likely that everything will go right every week. Equipment may break down or not be available for use. Weather conditions may force changes in the schedule. Conflicts with activities may require schedule adjustments. Schedulers should expect these situations to happen periodically and should prepare a list of alternative work activities that can be done if the scheduled work cannot be done as planned. The bi-weekly schedule form can be used for this list. Alternative activities should include:

- Low priority work that needs to be done eventually, but not during the next two weeks.
- Work that does not require special equipment or preparation.
- Work that can be done by smaller crews; this will minimize the need for major mobilization effort and allow flexibility in crew use.
- Work that will have minimal impact on other departments or divisions or the public if done without advance notice.

### Scheduling Tips and Considerations

The scheduling procedure as outlined is not as rigid or foolproof as the step-by-step description implies. Bad weather, equipment breakdown, emergencies will disrupt a schedule--but part of the scheduling process is to be aware that these situations will occur and to be prepared to respond with little or no difficulty. Because of these situations, schedulers should not expect to accomplish all of the work scheduled. Generally, scheduling efforts can be considered successful and effective if 75 to 80 percent of the scheduled work is completed as planned. Following are some additional hints or techniques to consider:

- It is usually best to prepare a schedule assuming everything will proceed as planned--weather will be okay, no equipment breakdown, etc. But, make sure a list of alternative work is available so that little time is wasted when adjustments to the schedule must be made.

- Try not to schedule too far ahead. Generally, one or two days before the start of the period will probably work out best.
- Take time to estimate the amount of work needed and the number of days required to do the work. Good estimates will improve the scheduling process significantly. The Planning Guidelines, field inspections, and experience all help the estimating process.
- Do not try to schedule all activities for specific days in the calendar part of the form. This is difficult at best, and chances are good that the daily plans will be disrupted at some time during the two weeks. For certain activities, however, where dates are set and critical, it is helpful to note these in the calendar.
- A two-week scheduling period is recommended for most applications. However, in some situations a weekly scheduling process may prove to be more effective. Either will work. Scheduling periods that are longer or shorter than one or two weeks tend to be less effective.
- To supplement the work schedule form it may be helpful to keep an informal “TO-DO” list, to avoid forgetting or losing important work items.

### Coordination and Communication

All schedulers should meet regularly with the organization manager to review and discuss their plans for the next two weeks. A review meeting will provide an opportunity to coordinate work activities, use of special equipment, and personnel. At this session, the manager should provide guidance and direction for the work activity plans as needed and ultimately should approve the schedules.

As appropriate, the organization manager can then use the schedules to communicate the planned activities to the departments and divisions. In this manner, any conflicts between the organization and other units can be identified and minimized.

### Work Assignment

The work scheduling effort will not be effective unless the schedule is used on a daily basis for assigning and dispatching work crews. Keep the following points in mind when making work assignments:

- Use the work schedule for making daily work assignments.  
ALTERNATIVE WORK--Assign personnel to alternative work--from the alternative work list--if bad weather, equipment breakdown, or other situations prevent doing the scheduled work. Also rely on the alternative work list if the scheduled work is finished ahead of time.
- Keep current on the progress of scheduled and assigned work. It may help to make notes daily on the schedule--outlining the work done each day.
- Develop a regular routine of planning work for the next day ahead of time--either on the afternoon of the preceding day or early in the morning of the day the work is to be done.
- To the extent possible, assign the crew enough work for a full day. If this is not possible, make sure the crew knows what to do when they finish the first job.

In planning the work, pay special attention to the crew make-up required in comparison with the Planning Guideline for the activity. Make adjustments to the planned crew size, if needed, to satisfy specific needs, such as:

- longer or shorter travel distances than average;
- unusual requirements for traffic control;
- special safety considerations; or
- unusual job site requirements.

Review the work assignment with the crew leader in whatever detail is necessary to assure complete understanding of what is to be done, where, how, what personnel and equipment to use, and expected results. The Planning Guidelines and work procedures may be used as appropriate to supplement these instructions.



## WORK REPORTING

Work reporting involves the collection and evaluation of work data. From such reporting, managers and supervisors are provided the information necessary to evaluate actual and planned work accomplishment and costs. Management actions based on these evaluations can be taken to help achieve the organization's objectives.

Work reports are completed by field personnel to record work accomplished and the related labor hours, equipment hours and materials used. These data are typically entered on a daily time card and compiled and entered into the county's data system. One of the important aspects of the standard of good practice for maintenance management includes the reporting of accomplishment data, i.e., the amount of work performed for the reported maintenance activity. The reporting of work accomplishment can be done on the daily timecard, or can be done on a daily summary card by the supervisor.

Various evaluation reports should be available for use by managers and supervisors in analyzing and evaluating work performance. These reports typically present key information concerning work accomplishments, costs, and utilization of labor, equipment and material. Such reports can improve the manager's and supervisor's knowledge of operations and maintenance activities and provide the information necessary for decision-making and for addressing work program issues.

Guidelines for evaluating management information are presented below.

## WORK MANAGEMENT EVALUATION GUIDELINES

PERFORMANCE INDICATOR	REPORTED RESULTS	AREAS TO INVESTIGATE	SUGGESTED MANAGEMENT ACTIONS
WORK ACCOMPLISHMENT	LESS THAN PLANNED	<ol style="list-style-type: none"> <li>1. Failure to report accomplishment</li> <li>2. Failure to perform necessary work</li> <li>3. Lack of need to perform work</li> <li>4. Uncontrollable circumstances that hinder performance</li> <li>5. Low priority</li> <li>6. Ineffective or absence of planning and scheduling</li> </ol>	<p>Contact crew leader and correct error Supervision and training Confirm plan for work None</p> <p>None Supervision and training</p>
	GREATER THAN PLANNED	<ol style="list-style-type: none"> <li>1. Overestimating work accomplishment</li> <li>2. Performing more work than necessary</li> <li>3. Necessity for more work than planned</li> </ol>	<p>Contact crew leader and correct error Supervision and training Ensure authorization</p>
AVERAGE DAILY PRODUCTION	LESS THAN PLANNED	<ol style="list-style-type: none"> <li>1. Underestimated accomplishment</li> <li>2. Unusually scattered work areas</li> <li>3. Less than a full day's accomplishment due to weather or other uncontrollable circumstances</li> <li>4. Excess quality or poor workmanship</li> <li>5. Improper method and procedure</li> <li>6. Less than normal work effort</li> <li>7. Lack of or ineffective scheduling</li> </ol>	<p>Contact crew leader and correct error None None</p> <p>Supervision and training Supervision and training Supervision Supervision and training</p>
	GREATER THAN PLANNED	<ol style="list-style-type: none"> <li>1. Overestimated accomplishment</li> <li>2. Unusually concentrated work area</li> <li>3. Poor quality and/or workmanship</li> <li>4. Non-standard method and procedure</li> <li>5. Experimental operation</li> <li>6. Work effort greater than normal</li> <li>7. Used more material than required</li> </ol>	<p>Contact crew leader and correct error None Supervision and training Evaluate operation as potential new development None Praise Supervision and training</p>
CREW DAYS OR PERSON DAYS	LESS THAN PLANNED	<ol style="list-style-type: none"> <li>1. Failure to report all person-hours used</li> <li>2. Failure to perform needed work</li> <li>3. Work planned, but not needed</li> <li>4. Using less than the planned crew size for the work</li> <li>5. Production greater than planned</li> </ol>	<p>Contact crew leader and correct error Supervision and training Confirm plan for work Confirm planned crew size, supervision and training See above re average daily production</p>
	GREATER THAN PLANNED	<ol style="list-style-type: none"> <li>1. Reporting more person hours than used</li> <li>2. Performing more work than planned</li> <li>3. Using larger crew size than planned</li> <li>4. Production less than planned</li> </ol>	<p>Contact crew leader and correct error Confirm plan, need for work, supervision and training Verify need for larger crew, confirm plan, supervision and training See above re average daily production</p>
COSTS	LESS THAN PLANNED	<ol style="list-style-type: none"> <li>1. Failure to perform needed work</li> <li>2. Failure to report work data</li> <li>3. Using less resources to do the work than planned</li> <li>4. Using resources with lower rates or costs than planned</li> <li>5. Production greater than planned</li> </ol>	<p>Supervision and training Contact crew leader and correct error Confirm planning guideline, supervision and training Confirm planning guideline, supervision and training Look at cost details: material costs may offset labor and equipment</p>
	GREATER THAN PLANNED	<ol style="list-style-type: none"> <li>1. Performing more work than planned</li> <li>2. Reporting more work than completed</li> <li>3. Using more resources to do the work than planned</li> <li>4. Using resources with higher rates of costs than planned</li> <li>5. Production less than planned</li> </ol>	<p>Confirm need for work, supervision and training Contact crew leader and correct error Confirm planning guideline, supervision and training Confirm planning guideline, supervision and training Look at cost details</p>

Further details about Maintenance Management can be found on CRAB's website:

[www.crab.wa.gov/maintenance](http://www.crab.wa.gov/maintenance)

From CRAB's homepage, click on CRAB, then Maintenance Management from the drop-down list. On the Maintenance webpage, information about maintenance management can be found, including an overview of Maintenance Management, samples of activity guidelines and a link to the Maintenance Management Basics training course. Other details about the Maintenance Management Program can also be found here.

Larry Pearson, Maintenance Program Manager at the County Road Administration Board is also available to answer questions and to assist counties in meeting the requirements of the new standard of good practice for Maintenance Management (WAC 136-11).

Contact Larry at (360) 951-0929 or by email at [larry@crab.wa.gov](mailto:larry@crab.wa.gov)