

OPERATING DIRECTIVE

Hillsborough County  
Aviation Authority

Number: D360.02.06

Effective: 12/05/02

Revised: \_\_\_\_\_

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Subject: On-Airport Rental Car Facilities  
Maintenance

**PURPOSE:** To outline the basic areas of responsibility for the maintenance of the on-airport rental car facilities.

**GENERAL:** Specific tenant responsibilities are contained in the lease agreements. The tenant is responsible for the maintenance of their exclusive-use areas, such as the car return offices and quick-turn-around (QTA) areas.

**PROCEDURES:** In all cases, the actual provisions of the lease agreement will govern. Maintenance responsibilities are as follows:

A. Landside Rental Car Counters:

1. The Authority will maintain the mechanical and electrical systems and counter shells.
2. The Authority will provide trash removal services.
3. The tenant will maintain tenant installed equipment and provide janitorial services.

B. Landside Rental Car Building - Blue Side:

1. The Authority will maintain mechanical, electrical and plumbing for the building and provide janitorial services on the public side of the counters and in the restrooms. The Authority will also maintain counter shells.
2. The Authority will provide trash removal services to the counters and office areas.
3. The tenant will maintain tenant installed equipment and provide janitorial services behind the counters and in the office areas.

C. Rental Car Return Area - Long Term Garage:

1. The Authority will maintain all rental car return parking areas.

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2. The tenant will maintain all equipment and facilities within the rental car return offices.

3. The tenant will provide janitorial and trash removal services.

D. Rental Car QTA Areas - Long Term Garage:

1. The Authority will maintain common systems within the QTA area including lighting over roadways, fuel leak detection system and common ventilation systems.

2. The Authority will maintain all ready car parking areas.

3. The tenant will maintain all equipment within the QTA lease space including lighting, air conditioning, fuel dispensers, wash racks, oil/water separators, electrical and plumbing systems, house keeping and localized ventilation.

E. Fuel Systems - Long Term Garage:

1. The Authority will monitor and maintain the fuel leak detection system.

2. The tenant is responsible for operation, maintenance and repair of all fuel lines, tanks and delivery systems.

APPROVED:                     /s/ John Wheat                     DATE:           12/10/02