

STANDARD PROCEDURE

Aviation Authority

Number: S1100.07

Effective: 12/05/02

Revised: 10/03/13

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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, including the car return offices and service dispatch buildings in the quick-turn-around (QTA) areas and housekeeping in the QTA areas.

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

A. Rental Car Offices – Red and Blue Sides:

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

B. Rental Car Return Area - Long Term Garage:

1. The Authority will maintain all rental car return parking areas.
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 within their exclusive use areas.

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C. Rental Car QTA Areas - Long Term Garage:

1. The Authority will maintain common systems within the QTA area including lighting, fuel dispensers, fuel leak detection system, oil/water separators, electrical systems and common ventilation systems.
2. The tenant will maintain the QTA service dispatch buildings including lighting, air conditioning, electrical and plumbing systems, localized ventilation and provide janitorial and trash removal services. The tenant will maintain their QTA wash racks, utility hose reels, windshield wash fluid systems, vacuum systems and other exclusive use equipment.

D. Rental Car Ready Area – Long Term Garage and Red Side Garage

1. The Authority will maintain common areas and elevator lobbies.
2. The tenant will provide janitorial and trash removal services within their exclusive use areas.

E. Fuel Systems - Long Term Garage:

1. The Authority will monitor and maintain the fuel leak detection system and fuel dispensing system.
2. The tenant is responsible for reimbursing costs for repair or replacement of fueling equipment damaged due to tenant's negligence or accident.

APPROVED: Joe Lopano

DATE: 10/03/13