



SEA
Airport Dining and Retail
Preventative Maintenance (PM) Manual
2022/2023



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1. Maintenance Incidents

- The tenant should first call the ACC (206-787-5406) in the event of any maintenance emergency. The ADR Facilities Business Manager (FBM) will receive notice of this ACC call and follow up with the correct maintenance shop for further information and timelines. The FBM will follow up with the tenant once determined if this is the Port's responsibility or the tenant's responsibility.
- If it is determined that the tenant is responsible to resolve the incident, the tenant should contact its own contractors to perform the work.

2. Preventative Maintenance Requirements – Tenant Responsibility

Type 1 Hood (grease)

The tenant is responsible for the following:

- Daily cleaning of the filters at the type 1 hood; emptying the grease pan collector, both at the hood and at the exhaust fan location.
- To hire an industry-certified contractor that will perform the cleaning of the grease system.
- To provide the FBM with the inspection report from the contractor. The report is required to be submitted through the Veoci platform.

The contractor hired by the tenant to perform cleaning of the Type 1 hood is responsible for the following:

- Clean the entire length of the grease duct (horizontal and vertical runs), the fusible links, the interior sprinkler heads, and the exhaust fan related to the grease system once a month. Schedule frequency can be adjusted on an as-needed basis due to fluctuations in operational demands and must be approved by FBM.
- Clean any area outside the tenant space that was affected by the cleaning of the grease duct.

Type 2 Hood (steam)

The tenant is responsible for the following:

- To hire an industry-certified contractor that will perform the cleaning of the system every six months.
- To provide the FBM with the inspection report from the contractor.
- The report is required to be submitted through the Veoci platform.
- The contractor hired by the tenant to perform cleaning of the Type 2 hood is responsible for the following:
 - Clean the entire length of the duct (horizontal and vertical runs) and the exhaust fan related to the grease system every six months.
 - Clean any area outside the tenant space that was affected by the cleaning of the grease duct.



Ansul System

The tenant is responsible for the following:

- The concession tenant is required by code to have the system professionally inspected twice a year.
- To hire an industry-certified contractor that will perform the inspection.
- Notify the FBM of the date of the scheduled inspection.
- To provide the FBM with an inspection report that certifies that the inspection has been performed and that the system is operational. The report is required to be submitted through the Veoci platform.

These best practices can help you extend the lifespan of your Ansul system and maintain kitchen safety.

- Remove any grease buildup from kitchen equipment.
- Utilize your exhaust system when preheating, cooking, and cooling appliances
- Use proper filters on your exhaust systems, and make sure they allow air to pass freely.
- Use cleaning agents designed for kitchen appliances — nothing flammable
- Make sure all fire suppression discharge nozzles are not blocked by equipment or cookware.
- Regularly remove grease from the kitchen hood, filters, and ducts

The contractor hired by the tenant to perform the inspection of the Ansul system is responsible for the following:

- Inspect the Ansul system every six months.

Fire Extinguishers

The tenant is responsible for the following:

- Inspect monthly the integrity of the pin and that the dial is in the green holding area – initial inspection on the back of the tag monthly.
- Hire an industry-certified field contractor that will perform the annual inspection for both types of fire extinguishers (ABC and K).
- Provide the FBM with a photo of the tag that certifies the inspection has been performed and that the fire extinguisher is operational. Two photos should be uploaded for the annual inspection; the front of the tag with vendor month/year punched and the back of the tag with monthly initials. The report is required to be submitted through the Veoci platform.
- The contractor hired by the tenant to perform the inspection of the fire extinguishers is responsible for inspecting both fire extinguishers (ABC and K) once a year.



Grease Cooking Equipment/Gas Connections

The tenant is responsible for the following:

- Have the fryers, woks, char broiler, grills, convection grills, and all other grease cooking equipment within the space inspected on a quarterly basis by the industry-certified contractor.
- To provide the FBM with an inspection report that certifies that the work has been performed and that the equipment is operational. This document is provided at the back of this manual (*Quarterly Gas and Cooking Equipment Requirements – Document for Contractors*). The report is required to be submitted through the Veoci platform.

The contractor hired by the tenant to perform grease cooking equipment maintenance is responsible for the following every three months:

- Inspect and calibrate thermostats
- Inspect all switches and light indicators for proper operation
- Visually inspect burner and pilot operations
- Inspect all electrical wiring for damage or lost connections
- Adjust gas regulators for all gas cooking equipment
- Inspect overall operation and functions of equipment
- Inspect and clean flue vents for gas cooking equipment
- Clean burners and pilot assemblies
- Inspect thermocouples for standing pilots
- Check electronic ignition controls systems
- Adjust burners and gas valves for proper operation
- Minor cleaning on the exterior of equipment pertaining to excessive grease build-up
- Inspections on gas connection to ensure no leaks or grease build-up

Flushing Beer Lines

The tenant is responsible for the following:

- To have the beer lines cleaned monthly by an industry-certified contractor.
- To provide the FBM with a proof of inspection/invoice that certifies that the work has been performed and that the system is operational. Location names must be listed on the invoice.



Acceptable Document Upload Types for Veoci

TYPE 1 HOOD	REPORT FROM VENDOR
TYPE 2 HOOD	REPORT FROM VENDOR
COOKING EQUIPMENT	REPORT FROM VENDOR
GAS INSPECTION	REPORT FROM VENDOR
ANSUL SYSTEM	REPORT FROM VENDOR
FLUSHING BEER LINES	INVOICE FROM VENDOR
FIRE EXTINGUISHERS	PHOTO OF TAG (FRONT AND BACK)

3. Preventative Maintenance Requirements – Non-tenant Responsibility

- **Backflow Prevention Devices**
 - The Port of Seattle Boiler Room is responsible for testing these systems annually. Please reach out to your FBM with any questions.
- **Hot Water Tank Inspections**
 - Washington State Labor and Industries performs the initial inspection. Third-Party contracted to perform inspections every two years. Reach out to FM with any questions.

4. ADR Bi-Annual Facility Inspections

- The FBM will perform inspections of each facility on a bi-annual basis to ensure compliance with fire, building codes, and the lease agreement. Criteria to be inspected and days to complete discrepancies are as follows:

INSPECTION CRITERIA	DAYS TO COMPLETE CORRECTION
REFRIGERATION/FREEZER CLEANLINESS	
REFRIGERATOR TEMP GREATER THAN 41°	2 DAYS
FREEZER TEMP GREATER THAN 0°	
FLOORING/TILE/GROUT	30 DAYS
DAMAGED WALLS	30 DAYS; IF LARGE ENOUGH FOR RODENTS - 2 DAYS
ELECTRICAL VISUAL INSPECTION	IMMEDIATELY
CEILING VISUAL INSPECTION	30 DAYS
FURNITURE WEAR AND TEAR	90 DAYS
FRONT SIGN AND EXIT SIGN OPERATIONAL	14 DAYS
OIL CADDY OPERATIONAL	30 DAYS



Facility Maintenance Criteria Extended

- Stained ceiling tiles, spongy walls, missing cove face, sagging countertops, and changes in the appearance of the sprinkler head are to be corrected immediately.
- Electrical problems using duct tape and/or electrical tape to perform a temporary fix are prohibited. Broken electrical conduit and unauthorized, non-permitted work above the ceiling area is prohibited.
- Use of improper extension cords and incorrect storage around electrical equipment is prohibited.
- Holes and cracks in the floors, walls, and/or ceilings are prohibited.
- The tenants that have grease cooking equipment are required by the Port to dump waste grease at the end of each day into the grease recycling tank (bulk tank) located at the location(s) designated by the Port.
- The tenants are responsible to purchase their own grease oil caddy.
- The storing of flammable materials, such as cardboard boxes, wood pallets, cooking oil, and chemicals, in the back of the house, corridors, or any other locations outside of a tenant-leased space is prohibited.

Alterations

No alterations that involve structural work or changes that increase the load on the electrical, plumbing, heating, ventilation, and air conditioning systems of the premises are to be performed unless the tenant first obtains the Port's written consent. Any approved alteration will meet or exceed the POS design standards and codes.

Additional Notes

The tenants are responsible for the general cleanliness of their location, assigned storage areas, corridors, common trash, and recycling areas. Any changes to the equipment that the concession tenant intends to make shall be approved by the Port.

Damage to the base building that occurred during any tenant PM requirement will be repaired at the expense of the tenant. Not implementing any of the above PM requirements and/or correcting facility discrepancies will be considered as a default on the lease.



Contacts

Sanar J. Almafrachi
Facilities Business Manager
Mobile: 206-605-2631
Email: Almafrachi.s@portseattle.org

Khalia Moore
Senior Manager
Mobile: 206-384-6233
Email: Moore.k@portseattle.org

Ruth Shumeye
Business Manager
Mobile: 206-450-8720
Email: Shumeye.r@portseattle.org

Tami Kuiken
Business Manager
Mobile: 206-883-7181
Email: Kuiken.t@portseattle.org



Quarterly Gas and Cooking Equipment Requirements

Submittal Document for Contractors

Any major defects are noted below for repair. If any gas leaks are found, the unit will be isolated from the gas source until further approval is given for repair by the next business day. If the gas leak is severe and is a safety issue to the site or airport, the gas leak will be repaired on-site and or isolated. Please see the notes below for any malfunctions or defects found during inspection reports.

Please note that if there is excessive grease build-up between inspections, adjust the frequency as needed.

Inspection Notes: _____

During this visit, the following maintenance checks were performed on grease equipment and gas lines.

1. Inspect and calibrate thermostats
2. Inspect all switches and light indicators for proper operation
3. Visually inspect burner and pilot operations
4. Inspect all electrical wiring for damage or lost connections
5. Adjust gas regulators for all gas cooking equipment
6. Inspect overall operation and functions of equipment
7. Inspect and clean flue vents for gas cooking equipment
8. Clean burners and pilot assemblies
9. Inspect thermocouples for standing pilots
10. Check electronic ignition controls systems
11. Adjust burners and gas valves for proper operation
12. Minor cleaning on the exterior of equipment pertaining to excessive grease build-up
13. Inspections on gas connection to ensure no leaks or grease build-up

Location Serviced (Name & Concourse): _____

Maintenance Company Name: _____

Technician Name/Contact: _____

Date: _____