

Approved:

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Department of Transportation

ROUTINE MAINTENANCE COST COLLECTION

PURPOSE:

To establish a procedure to ensure uniform and accurate accounting for the cost of maintenance (labor, equipment, and material) of the State Highway System.

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

This procedure primarily impacts Maintenance employees responsible for collection of routine maintenance costs.

GENERAL:

This procedure addresses maintenance work performed (including maintenance contracts) and requires proper tracking, charging, and inputting of information into the Department's job cost accounting system. Information necessary for proper job costing is similar to information necessary for operation of the Maintenance Management System (MMS), but are not complete instructions for utilizing the Maintenance Management System. ***Procedure No. 325-010-001, Maintenance Management System***, and the ***Maintenance Cost Handbook*** should be referenced for the complete instructions concerning operation of the Maintenance Management System.

1. DISTRICT MAINTENANCE ENGINEER RESPONSIBILITIES

The District Maintenance Engineer/Administrator, or designee, is responsible for ensuring all district maintenance personnel report time, equipment, and material charges uniformly and accurately to the job cost accounting system.

2. MAINTENANCE COST HANDBOOK

A ***Maintenance Cost Handbook*** is produced and made available by the Office of Maintenance. The ***Maintenance Cost Handbook*** is required to be used and provides the detailed information necessary for uniform and accurate job costing.

- 2.1 The ***Maintenance Cost Handbook*** provides direction for collecting maintenance activity information at the level necessary for management purposes. The direction provided by this handbook uses the terms "must", "will" or "shall". It also allows for individual district management to require a greater level of detail to be reported for their individual management needs. These areas are identified by "should" or "may" conditions.
- 2.2 Updates to the ***Maintenance Cost Handbook*** are issued by the Office of Maintenance as needed.
- 2.3 Additional copies of the handbook may be obtained from the Office of Maintenance SharePoint page.

3. **TRAINING**

Personnel must be trained in the use of the ***Maintenance Cost Handbook***. Training will be provided by the Office of Maintenance to appropriate district personnel. Additional training needs should be arranged by district personnel.

4. **FORMS**

None required