

PORT OF TACOMA COMMISSION
STAFF BRIEFING MEMO



Item No: 10A
Meeting Date: 5/4/2023

DATE: April 25, 2023
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Rick Atkinson, Director Equipment Maintenance
Pat Patterson, Director Facilities Maintenance
SUBJECT: Port of Tacoma Preventative Maintenance Plan

A. BRIEFING REQUESTED

Commission requested a briefing and recommended course of action on the current Port of Tacoma Preventative Maintenance Plan for its building assets.

B. SYNOPSIS

This briefing is on the Preventative Maintenance program for the Port of Tacoma's building assets and supports the implementation of the 2021–2026 Strategic Plan Foundational Goals of:

- EV-2: Invest in assets that support living-wage job creation throughout Pierce County.
- OS-1: Provide continued solid Port financial success and fiduciary performance.
- OS-2: Protect the public's investment by maintaining existing assets and positioning them for future growth.

C. BACKGROUND

Currently, the Port of Tacoma Equipment and Facilities Maintenance Departments maintain 3,323 assets, performing 2,064 preventative maintenance actions at different intervals. This includes the buildings that are leased to Port tenants and those scheduled to be demolished within the next five years.

D. SCOPE OF WORK

Maintain current and future assets consistent with industry best practice and in support of the Port's vision and mission.

E. NEXT STEPS

- Real Estate and Facilities Maintenance teams will update building inspection matrix to include annual inspections and set the foundation for a facilities asset management program.
- Focus will be on highest priority buildings in most need of inspection & maintenance.
- Communicate to tenants our intention to conduct annual inspections.
- Update the 2023 & 2024 budget for projected spend.