



Property & Facilities Department
Susan C. Ross, Director

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May 18, 2016

TO: Board of County Commissioners

FROM: Susan Ross, Property & Facilities Director

RE: FACILITIES MAINTENANCE POLICY BLDG-1

Attached is the revised Facilities Maintenance Policy that we discussed at previous work sessions. The primary purpose of the revision was to include a statement regarding centralization of all capital construction within the Property & Facilities Department as recommended by an internal audit conducted several years ago.

We also took the opportunity to update the language to refer to the "Property & Facilities Department" instead of "Building Services" and included paragraph #4 dealing with items attached to the ceiling (our number one fire code violation each year).

All changes are in red so that you can easily track them. Staff requests Board approval and authorization of County Administrator signature of Policy No. BLDG-1.

attachment

FACILITIES MAINTENANCE POLICY

STATEMENT OF POLICY

It is the policy of Deschutes County to maintain continuity and appearance of county facilities, facilitate ease of maintenance, extend the life of assets, comply with safety protocols, and to establish consistent standards for use of County facilities.

APPLICABILITY

This policy applies to all County personnel and all other individuals who use County facilities.

POLICY AND PROCEDURES

1. Where feasible, full-height panels systems instead of hard walls will be used to create separation of spaces. This will allow flexibility in the future if the space needs to again be reconfigured.
2. Animals are not allowed in County facilities, including County vehicles. The exceptions are certified service animals and treatment animals that are both licensed and insured. Fish tanks are permitted.
3. Space heaters are not permitted unless required for medical reasons. Heaters upset the heating/cooling systems and the electrical system and **can become** fire hazards. If an individual heater is approved, it will be provided by Property & Facilities. ~~Other Appliances, such as coffee-makers~~ that do not have automatic shutoffs (such as certain types of coffee makers) are prohibited.
4. No items are to be attached to the ceilings. Items such as plants, decorative lights, and other types of decorations are not to be hung on the ceiling or attached to the ceiling grid. These types of items can block required emergency signage and notification devices or sprinkler heads, and may put too much strain on the ceiling grid.
54. All furniture purchases must be ordered through the Property & Facilities Department Building Services. The furniture will be pre-assembled and will consist of a standard finish to match existing County furniture. Desk and work surfaces will be height adjustable by crank, electric motor, or torsion lever.
65. Chair mats are required at all desk areas to reduce the wear and tear on carpets.
76. County buildings and individual offices are to be painted the standard color(s) as established by Building Services Property & Facilities. All painting must be conducted by Building Services Property & Facilities.

- ~~87.~~ ~~Building Services~~Property & Facilities will establish the standards for window ~~blinds~~treatments, light ~~fixtures~~bulbs, ~~flooring~~carpet, vinyl, laminate, and other finishes. ~~Building Services~~Property & Facilities will be responsible for ordering and installing these items.
- ~~98.~~ Services of outside contractors (such as electricians) will be acquired by ~~Building Services~~Property & Facilities. Individual employees or departments should not hire contractors to ~~perform~~ work in County facilities.
- ~~109.~~ ~~All requests for remodels or construction are to be submitted to the Director of Property & Facilities.~~ Work requests for routine maintenance are to be submitted ~~to the Building Services Manager through the electronic work order system.~~
- ~~11.~~ ~~All requests for remodels, construction, or office reconfigurations are to be submitted to the Director of Property & Facilities. Oversight and management of capital construction projects for facilities that are intended for tenancy or occupancy is to be centralized within the Property & Facilities Department. Departments that oversee facilities that are not occupied such as landfills and roads are responsible for their own capital construction oversight and management, although Property & Facilities may be engaged to act in a consultant role if requested by the managing department.~~

Any exceptions to this policy must be approved by the County Administrator or his/her designee.

Approved by the Deschutes County Board of Commissioners ~~June 28, 2006~~May 25, 2016.

~~Dave Kanner~~Tom Anderson
County Administrator