

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		8-101
SECTION:	Miscellaneous	Role and Authority of Facilities Management Division of the Department of Public Works
INITIAL ISSUE DATE:	October 18, 1994	
LATEST REVISION DATE:	July 13, 2012	
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PURPOSE

To outline the role and responsibility of the Facilities Management Division of the Department of Public Works to maintain the buildings and grounds of Shasta County.

BACKGROUND

This policy clarifies the role, responsibility, and authority of Facilities Management, to maintain, modify, and in some cases, upgrade County-owned/leased facilities and property. This responsibility includes insuring that all work is done in a professional manner pursuant to State, federal, and local statutes and follows Countywide priorities. Finally, this policy is intended to clear up any misconception or misunderstanding departments may have about the management of County facilities.

POLICY

1. All County-owned facilities are the property of Shasta County. As such, they are subject to the acquisition, maintenance, and replacement determinations of the Board of Supervisors, or the Facilities Management Division, acting as the division with delegated authority to perform these functions. Departments which occupy owned facilities have no ownership or specific entitlement to those facilities, except for special or preferential use restrictions as may be required by grant terms or Board policy.
2. No structural, mechanical, electrical, or plumbing maintenance or modifications may be made to County-owned buildings without the express written authorization of the Department of Public Works. No County employee, individual private contractor, County inmate, work release participant, general assistance worker, or any other individual may modify any County building(s) or grounds without advance authorization from the Department of Public Works.
3. All requests for modifications or alterations of facilities shall be submitted to the Facilities Management Division at DT-150. Facilities Management will consult with the department to determine the scope of services requested. A Project Request Work Order (Exhibit A) will be prepared by Facilities Management for approval by the department. The Project Request Work Order is the authorization from the department to proceed and will include the estimated cost of the project. Facilities Management will provide cost estimates, mechanical and design assistance, and other technical support to departments which desire to modify or remodel their facilities. Departments which anticipate the need for such modifications should contact Facilities

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Management at least 60-90 days in advance. Facilities Management will then assign staff, authorize departmental staff, or contract for the work to be done. In case of **emergency**, Facilities Management staff is available by telephone. **Telephone: 339-8300; pager 229-7204.** The Director of Public Works may change these numbers when necessary and the Clerk of the Board may insert them into this policy without the need for prior Board approval.

4. Modifications up to \$45,000 will generally be performed by County staff. Wherever feasible, County inmates, general assistance staff, and/or work-release participants will be used to minimize the cost of such work. Facilities Management staff will coordinate with the Sheriff's Department for any County inmate assistance. Any physical modifications to County facilities in excess of \$45,000 generally require that the work be performed pursuant to a public works contract that is competitively bid in accordance with the provisions of the Public Contract Code. This will be coordinated and administered by the Special Projects Division of the Department of Public Works.
5. The costs of all routine maintenance, repairs, and improvements to County buildings will be paid for by the Facilities Management Division and reimbursed by the affected, or benefiting, departments. Journal entries will be prepared monthly and distributed to departments for their approval.
6. Any department that is found to have made modifications to County facilities without prior approval will be billed for the cost of the removal or modification of such work by Facilities Management as the Division deems appropriate.
7. Facilities Management will attempt to respond to the changing physical needs and space requirements of County departments. This will include modifying offices and responding to other needs. However, given the innate space configurations, HVAC requirements, and structural limitations of individual building, some requests to modify or reconfigure a building will be denied.
8. Facilities Management will be responsible for maintaining all buildings in a safe condition and assuring that their structural integrity is not compromised. This responsibility includes the repair of leaky roofs, faulty electrical wiring, inadequate plumbing, poor air quality, or other physical defects that might cause physical injury or illness to the occupants of the building. Facilities Management will also give priority to repairs that constitute safety hazards or are necessary to prevent permanent or long-term damage to a building.

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9. Any contract(s) for maintenance, repairs, or modifications of County buildings or grounds shall be initiated by Public Works. If such improvements are subject to the “capital projects” guidelines of the County, Facilities Management will notify the Special Projects Division of those needed improvements so that the required statutory guidelines are met for funding and managing such a project.
10. Occupants of facilities shall report suspected equipment problems or malfunctioning equipment in buildings to Facilities Management.
11. Facilities Management will provide operating departments with monthly reports listing the work that was done on the buildings they occupy. In addition, the Division shall conduct an annual survey of departments to obtain input on how to improve the services provided by the Division.

RESPONSIBLE DEPARTMENTS

Department of Public Works

REFERENCES

Administrative Update--07/13/2012
 BOS Policy Resolution No. 2012-03--2/7/12 (Amended)
 BOS Policy Resolution No. 2008-02--3/4/08 (Amended)
 BOS Policy Resolution No. 2007-2-- 4/24/07 (Amended)
 BOS Policy Resolution No. 2005-5--7/26/05 (Amended)
 BOS Policy Resolution No. 2004-4--7/27/04 (Amended)
 BOS Policy Resolution No. 98-6--12/19/98 (Amended)
 BOS Policy Resolution No. 94-9--10/18/94

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Exhibit A

**COUNTY OF SHASTA
DEPARTMENT OF PUBLIC WORKS
FACILITIES MANAGEMENT DIVISION**

PROJECT REQUEST

Date: _____

Description of work to be done: _____

Requesting Department _____

Charge Costs To: ORGKEY _____ ACCT # _____

Funds Certified and Job Estimate Approved By _____
(Authorized Signature - Requesting Department)

JOB ESTIMATE

	AMOUNT
Labor	\$ _____
Equipment	_____
Materials	_____
Contract Award	_____
Contract Administration	_____
TOTAL	\$ _____

Estimated By _____ Estimated Completion Date _____

DPW OFFICE USE ONLY

Funds Availability Certificated _____
DPW Fiscal Officer

Project Approved _____
County Executive Officer

Project Approved _____
Director/Deputy Director

Project Number _____