910.1 SUBJECT: ORGANIZATION AND POLICY - FACILITIES MANAGEMENT

:1 OBJECTIVE:
Provide for inspection, general maintenance, preventive maintenance, and servicing of all City-owned buildings and equipment.

Conducts limited new construction and renovation projects when authorized under proper authority.

:2 AUTHORITY:
This procedure amended by City Council April 19, 2004, Item A1.

:3 DIRECTION:
The Facilities Division Manager, as an appointed official, serves at the pleasure of the Mayor, receiving direction through the Administrative Services/Management and Budget Director.

:4 FUNCTIONS:
A. Establishes a Preventive Maintenance Program for City buildings.
B. Responsible for the repair, maintenance, and renovation of all City-owned buildings, structures and equipment, i.e. plumbing, air conditioning/heating units.
C. Establish a facilities master plan for all City buildings, creating standards for usage and capital renewal.
D. Provide minor (<$25,000) renovations to buildings as directed.
E. Establishes and maintains key management program for City buildings.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:

:8 EFFECTIVE DATE:
This procedure effective April 19, 2004.