

# Facilities/Fleet Department

---

## Mission Statement

---

County of Jackson Facilities Department shall maintain our buildings and grounds in the most cost effective manner to match the facility to the users.

## Programs

---

Courthouse Maintenance

Northlawn Maintenance

Tower Maintenance

Chanter Rd Storage Facility Maintenance

Human Services Maintenance

Wesley and Chanter Jails

Fairgrounds – As requested

Department of Transportation – All Locations

Fleet Management and Coordination

Life Ways Main Campus – Owned by the Jackson County Building Authority

Jackson Adult Foster Care Homes – Owned by Lifeways CMH

Public Defenders Office

Medical Examiner

## Courthouse Maintenance

---

### **Activities**

The Facilities Department is responsible for the daily cleaning, upkeep, and maintenance of the Courthouse Building. The department is also responsible for major remodeling and renovation of the building

### **Strategic Plan Impact**

See tower maintenance budget page.



See Tower Maintenance for Strategic Outcomes and Key Indicators for the Facilities Department

# Northlawn Maintenance

---

## **Activities**

The Facilities Department is responsible for the daily cleaning, upkeep, and maintenance of the Northlawn Building. The department is also responsible for major remodeling and renovation of the building

## **Strategic Plan Impact & Accomplishments**

See Tower Maintenance Budget

## **Budget Adjustments**

There are no significant adjustments to this program



See Tower Maintenance for Strategic Outcomes and Key Indicators for the Facilities Department.

# Tower Maintenance

---

## Activities

The Facilities Department is responsible for the daily cleaning, upkeep, and maintenance of the Tower Building. The department is also responsible for minor and major renovation of the building

## Strategic Plan Impact

### ✓ **Safe Communities**

The Facilities Department maintains county jails, the courthouse, animal shelter and the juvenile correctional facility. The Facilities Department ensures both law enforcement and the courts will have safe and secure facilities to lodge prisoners both adult and juvenile as they are arrested or their criminal case is adjudicated. Our goal at the courthouse is to allow for the criminal justice system as it pertains to the business of court to proceed with minimal interruptions. At the animal shelter we maintain the facility to allow for the safe and humane keeping of dangerous animals removed from the community.

### ✓ **Economic Development**

We provide support services as requested to help maintain the County airport. The Facilities Department maintains the JCDOT facilities.

### ✓ **Healthy Community**

The Facilities Department maintains two major facilities that impact public health. We provide support services in the event the Health Department is required to mobilize for a local emergency. We maintain the Life Ways main campus and (2) adult foster care homes.

### ✓ **Recreational & Cultural Opportunities**

The Facilities Department maintains as requested the County Fairgrounds. We assist to ensure the fairgrounds remain a showcase and destination point for both citizens and visitors alike.

## Accomplishments

- ✓ Storage buildings at Chanter Road
- ✓ New building control system at the Northlawn facility

- ✓ New building control system at the Tower
- ✓ New stairwell windows at Courthouse
- ✓ New lobby at LifeWays
- ✓ New elevators at the Tower
- ✓ Installed new elevators at the Courthouse
- ✓ Carpet replaced at Northlawn
- ✓ Assisted new Fair Event Center Project
- ✓ Assisted new Fairgrounds Midway Project
- ✓ Construction of new Treasurer's office
- ✓ Construction of new Public Defender's office
- ✓ Remodel Lifeways Jackson Campus
- ✓ New roof and HVAC at Airport Control Tower

## **DEPARTMENTAL ANNUAL TRAININGS**

- ✓ Aerial Lift
- ✓ Arc Flash Safety
- ✓ Asbestos Awareness
- ✓ Asbestos Contractor/ Supervisor Certified (Techs only)
- ✓ Blood borne Pathogens
- ✓ BW Gas Detector
- ✓ Cleaning Chemical Safety
- ✓ Confined Space
- ✓ Cooling Tower Cleaning/Startup/Shut down
- ✓ Crystalline/Silica Safety
- ✓ Customer Service
- ✓ Emissions Awareness (EME)
- ✓ Fire Alarm Panel/Drills/Extinguishers for all buildings
- ✓ Forklift Practical Safety
- ✓ Generator Operation/Connection
- ✓ Genie Personnel Lift Safety
- ✓ Hand & Power Tool Safety
- ✓ Harness Safety
- ✓ Heat Exchanger De-Scaling
- ✓ Inmate Manipulation
- ✓ Ladder Safety
- ✓ Lead Standards
- ✓ Legionella Awareness
- ✓ Lifeways Mental Health First Aid
- ✓ Lifeways Recipients Rights
- ✓ Lockout/ Tag out
- ✓ Managing Building Water Leaks
- ✓ Megger Training
- ✓ MSDS Online
- ✓ MSP LEIN
- ✓ Ornamental Plaster Repair

- ✓ Refrigerant Recovery Procedures
- ✓ Scaffolding
- ✓ Sensor Switch Occupancy Sensors
- ✓ Skid Steer
- ✓ Utility Shut off for all buildings
- ✓ Bed bugs

## **Budget Adjustments**

There are no significant adjustments to the 2021 Tower Maintenance budget.





## Strategic Outcomes

Indicator	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual
Keeping the County Buildings Open for Business	100%	99.5%	100%	100%	0	0
Lost work days caused from having to close a facility due to a maintenance emergency.	0	1	0	0	0	0
Employees who agreed that their physical work conditions are conducive to fulfilling their work responsibilities.	85%	NM	66%	NM	64%	NM

## Other Key Indicators

Indicator	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020
Total Submitted Work Tickets	3,200	3,270	12,700	13,729	11,690	
Work tickets for Projects						
Costs/estimates/design	50	190	220	246	116	
Construction Projects	6	26	40	45	20	
Personnel	18	18	18	19	19	19
Building Technicians	6	6	6	7	7	7
Maintenance 1 #	6	6	6	6	6	6
Maintenance 2 #	0	0	0	0	0	0
Maintenance 3 #	0	0	0	0	0	0
Landfill Coordinator	1	1	1	1	1	1
Supervisors	3	3	2	2	2	2
Safety/Training Officer	0	0	1	1	1	1
Administrative staff	2	2	2	2	2	2
<b>Work Request tickets average for each employee</b>	433	494	706	722	615	
Building Technicians, Maintenance 2&3 and Supervisors	700	790	990	1078	967	
Maintenance 1	320	360	520	789	601	
Administrative staff	500	540	720	987	843	
Work Tickets per square foot	.006	.008	.001	.001	.001	
<b>Total Maintenance Costs per square foot</b>						

Personnel costs per square foot includes building technicians, casual (grounds and mail), administrative & supervisors. This also includes snow removal	.65	.68	.96	.96	1.04	
Maintenance 1 personnel cost per square foot	.67	.79	.60	.62	.64	
<b>Total personnel cost per square foot</b>	<b>\$1.32</b>	<b>\$1.54</b>	<b>\$1.54</b>	<b>\$1.65</b>	<b>\$1.68</b>	<b>\$</b>
Cost of Operations (cleaning and maintenance supplies) grounds and service contracts.	.32	.38	.31	.34	.32	
<b>Total Maintenance Costs per square foot</b>	<b>\$1.90</b>	<b>\$1.92</b>	<b>\$1.88</b>	<b>\$1.99</b>	<b>\$2.00</b>	<b>\$</b>

# Human Services Maintenance

---

## **Activities**

The Facilities Department is responsible for the daily cleaning, upkeep, and maintenance of the Human Services Building. The department is also responsible for major remodeling and renovation of the building.

## **Strategic Plan Impact & Accomplishments**

See Tower Maintenance Budget

## **Budget Adjustments**

There are no significant budget adjustments to this program.



See Tower Maintenance for Strategic Outcomes and Key Indicators for the Facilities Department.

# LIFE WAYS MAINTENANCE

---

## **Activities**

The Facilities Department is responsible for the daily cleaning, upkeep, and maintenance of the Life Ways Building. The department is also responsible for major remodeling and renovation of the building.

## **Strategic Plan Impact & Accomplishments**

## **Budget Adjustments**

There are no significant budget adjustments to this program.



# Jackson Dept. Transportation Maintenance

---

## **Activities**

The Facilities Department is responsible for the daily upkeep, and maintenance of all the transportation Buildings. The department is also responsible for major remodeling and renovation of the building

## **Strategic Plan Impact**

See tower maintenance budget page.

# Public Defender's Building Maintenance

---

## **Activities**

The Facilities Department is responsible for the daily cleaning, upkeep, and maintenance of the public defender's Building. The State funds a part time maintenance worker I position, we also have a tech that maintains the building and equipment. The department is also responsible for major remodeling and renovation of the building

## **Strategic Plan Impact**

See tower maintenance budget page.