

**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:

City Council minutes of November 1, 1960. Procedure adopted by City Council August 18, 1969, Item 55; reviewed and determined current August 25, 1975, Item 7; amended March 28, 1983, Item 328; amended April 19, 1993; amended September 11, 2000, Item 7X; amended April 19, 2004, Item A1.

:8 EFFECTIVE DATE:

This procedure effective April 19, 2004.