

# The Role of Facilities



**Jeff Rinker**  
*Facilities Manager*



# The Role of Facilities



- The role of Facilities is to repair, maintain and modify all Authority...
  1. Office Buildings
  2. Pump Station Properties
  3. Vacant land



# The Role of Facilities



- To put that into perspective, the Authority has about **350 properties** encompassing about **1700 acres**.
- The Authority also owns about **240,000** square feet of conditioned space.



# How Do We Accomplish This?



## In-house Staff:

- 3 Maintenance Personnel
- 1 Utility/Maintenance Person
- 1 Utility Person



# How Do We Accomplish This?

## Contractors:

- Paint and vinyl wall covering
- Swing door maintenance
- Handy man
- Electrical
- Refuse removal
- Tree pruning
- Roofing
- Overhead door and dock levelers
- Cesspool pumping
- Exterminating
- Flag pole maintenance
- Glass repair
- Graffiti removal
- Lawn irrigation systems

- Lock smith
- HVAC
- Alarms and card access
- Elevator maintenance
- Lawn maintenance
- Fuel dispensing systems
- Fire sprinklers/suppression
- Fire extinguishers
- Snow removal
- Cleaning
- Security guards
- Excavation
- Paving

## Shared Contractors:

- Fencing
- Concrete Work



# Management Staff



- *Facilities Operations Assistant* – Jamie Greene
- *Contracts Administrator* – Chad Bellone
- *Facilities Assistant* – Tom Werner
- *Facilities Management Specialist* – Joe Doscher
- *Facilities Management Specialist* – Steve Brozyna
- *Facilities Manager* – Jeff Rinker

# How Do We Accomplish This?



- All Work is Documented in SAP:
  - Notifications go to union staff.
  - Orders go to contractors.



# Preventative Maintenance



- Preventative maintenance work orders and notifications are generated automatically depending on cycle.
- Most contractors are working year-round on preventative maintenance tasks or responding to problems.
  - HVAC units: inspected quarterly.
  - Landscaping.
  - Cleaning tasks: Monthly, Quarterly and Semi-annually.





# Daily Tasks



- General:

- Empty all trash receptacles and place all collected trash in dumpsters.
- Empty all exterior ashtrays & trash receptacles.
- Refill dispensers if needed (i.e. soap, paper towels, toiler paper, etc.)
- Clean janitors' closets floor, slop sink and equipment.

- Office areas:

- Vacuum all carpeted high traffic areas.
- Spot clean carpets with approved spotter.
- Dust mop all hard surface floors.
- Dust horizontal surfaces.

# Daily Tasks



- Kitchens:

- Clean all tables, counters, cabinets, stovetops and microwave fronts.
- Sweep & mop floors with germicidal cleaner.

- Restrooms:

- Clean and sanitize all toilets, urinals, sinks, counters, mirrors and chrome.
- Sweep and mop floors with germicidal cleaner.
- Empty sanitary napkin disposal holders.

# Weekly Tasks



- General:

- Clean all exterior mats.

- Office Areas:

- Vacuum all carpeting thoroughly (wall to wall).
- Sweep and mop all hard surface floors.
- Dust and spot clean all horizontal and vertical surfaces, including partition tops, window sill and ledges.
- Spot clean all glass (windows & interior partitions).
- Clean and sanitize all telephones, including hand pieces.

- Restrooms:

- Spot clean all partitions.

# Monthly Tasks



- General:

- Hi dust entire building (i.e. cobwebs in corners, etc.).
- Clean – polish all drinking fountains.

- Office Areas:

- Spray buff all VCT flooring during months stripping and waxing not scheduled.
- Machine scrub and refinish all remaining hard surface floors.
- Clean vinyl base trim.

- Restrooms:

- Machine scrub floors with germicidal cleaner.
- Replace all urinal deodorizers.

# Quarterly Tasks



- General:

- Clean all interior glass partitions.
- Clean all baseboards.
- Dust all HVAC louvers and diffusers.
- Clean all light fixtures.
- Vacuum all fabric furniture.
- Dust all window blinds.
- Polish all door push/pull and kick plates and knobs.
- Clean all wood doors with wood cleaner.
- Strip and wax all VCT flooring.

- Restrooms:

- Wash all tile walls and partitions thoroughly.

# Semi-Annual Tasks



- General:
  - Clean all exterior windows (inside and outside).
  - Clean all interior glass (both sides).
  - Clean all window frames & sills.

# Refuse Removal



- Refuse removal is done on a daily basis:
  - General garbage
  - Cardboard
  - Recycling

## Recycling Stats:

- In 2016, SCWA recycled **12.25 tons** of paper, plastic and glass.
- **65.5 tons** of paper, plastic and glass since 2012.



# Security



- Guard services are present at Coram and Oakdale.
  - Coram hours: Mon - Fri: 4 - 9 pm  
Sat 7 - 5 pm
  - Oakdale hours: Mon, Tue, Thu, Fri: 4 - 8 pm  
Wed: 4 - 11 pm





# Inventory



## The Authority has...

- Approx **3500** light fixtures w/approx **9,000** bulbs. Of those, **300** are exterior.
- Approx **500** doors, **90** card readers, and **375** smoke, heat and CO detectors.
- **225** exit lights and emergency fixtures.
- Approx **150** toilets and urinals , **125** sinks, **170** soap and towel dispensers.
- **335** desks, **1300** chairs,
- **24** gates (11 powered)
- **53** overhead doors
- **132** HVAC systems
- **750** fire extinguishers (includes pump stations)



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## Questions?

