

# ADMINISTRATIVE REGULATIONS

OFFICE OF THE CITY ADMINISTRATOR

Number: 702  
Sections: 1-7  
Effective Date: 10/21/83

SUBJECT: BUILDING MAINTENANCE WORK PRIORITIES

1. Purpose. To regulate work requested of Building Maintenance section of Public Works and standardize prioritization of said work.

2. Authority. City Charter Section 401.

3. Application. This policy applies to all departments in conjunction with the Building Maintenance section, Public Works.

4. Definitions.

4.1 Emergencies. Situations that threaten either public health and safety or the structural integrity of the City's structures.

4.2 Routine Maintenance. Maintenance tasks performed on an ongoing schedule with a frequency of at least once a year to retain an acceptable condition of existing buildings and equipment.

4.3 Maintenance Projects. Projects identified annually by Building Maintenance and the affected department in preparation for the upcoming budget. Conditions characteristic of these projects are (1) scheduled frequency of less than once annually; (2) deterioration beyond an acceptable level yet not an emergency relating to existing building and associated equipment.

5. Policy. The Building Maintenance section of Public Works is to identify its workload as defined in Section 7 and perform their duties in the following prioritized order; emergencies, routine maintenance, maintenance projects and capital improvements. Other departments shall respect these priorities by identifying needed maintenance projects and capital improvements prior to the development of the next fiscal year budget.

6. Responsibilities.

6.1 Public Works Department

6.1-1 It is the responsibility of the Public Works Director or his designee to validate work orders and work requests after careful consideration of (1) work requested, (2) potential urgency due to unforeseen circumstances, (3) impact upon current Building Maintenance workload, and (4) if work requested is defined as capital improvement, verification of appropriate funds allotted to reimburse materials, labor and equipment exist with requesting section, or department. Once established, only the Public Works Director or his designee has the authority to modify or interrupt the work schedule of Building Maintenance



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6.1-2 It is the responsibility of the Building Maintenance Supervisor to, (1) identify individual routine maintenance tasks and insure commitment of labor to address identified tasks, (2) Coordinate an annual inspection of all City structures with Building Maintenance crewleaders for the purpose of identifying work described as maintenance projects.

6.1-3 It is the responsibility of all individual departments to, 1) survey work areas after notification of, but prior to, an inspection with Building Maintenance personnel in order to aid Building Maintenance in determining maintenance needs in next fiscal year, 2) to notify Building Maintenance personnel at the time of inspection prior to budget formulation of pending capital improvements for the purpose of obtaining advice as to the most efficient installation and labor/material cost estimates, 3) to understand the importance of identifying all potential work requested of Building Maintenance during the inspection in preparation for the next budget.

## 7. Procedures.

### 7.1 Emergencies

7.1-1 Upon notification of a potential emergency, the leadworker or crewleader of the affected section of Building Maintenance will respond in a timely and responsible manner for inspection.

7.1-2 After completion of inspection, the inspection will determine whether prompt repair is in order or postpone work by placing work in the appropriate category and schedule accordingly.

### 7.2 Routine Maintenance

7.2-1 Routine maintenance will be performed in accordance with structured maintenance programs detailing tasks, locations, work inventory, frequency and manpower requirements. These programs will be scheduled by the Supervisor to provide the maximum level of service, manpower utilization and cost control.

### 7.3 Maintenance Projects

7.3-1 Maintenance projects will be defined using data gathered during the annual inspection. The data will identify problems, remedies, manpower needs, material requirements, necessary equipment and available funds. Depending upon criticalness, projects will be scheduled to coordinate with routine maintenance, not to supercede it. Private contractors may be used to accomplish these projects based on the judgment of the Public Works Director or his designee.

### 7.4 Capital Improvements

7.4-1 Capital improvements will be identified by a requesting department. In cooperation with the Building Maintenance Supervisor, the total estimated costs for the improvement will be prepared. Those capital improvement projects approved by the budgeting process will be reviewed by the Building Maintenance Supervisor for possible scheduling into his crew's work schedules using defined priorities. Private contractors may be used to accomplish these projects based on the judgment of the Public Works Director or his designee.

  
City Administrator

