

Fiscal Year 2011/2012 Budget Program Description

Facilities Management

Department Mission Statement:

Facilities Management, a department of 33 employees, provides professional management and certified technicians to support all County Government Facilities and grounds as directed by the County Board. The department has three divisions- Maintenance, Housekeeping and Records. In addition, Facilities Management is responsible or a partner in the planning, design and construction management of renovations and new facilities.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<p><u>OCA 160001-Operations</u> – The <u>Maintenance division</u> consists of 11 maintenance staff members and 1 supervisor that reports directly to the Director of Facilities. The department oversees the repairs and maintenance of over 800,000 square feet in 19 buildings using a computerized maintenance program. Trained and certified technicians perform preventative maintenance on over 850 pieces of equipment and annually complete 8500 work orders. The department is also responsible for room set-ups, snow removal, lawn and grounds maintenance. Also the review and monitoring of energy management. The <u>Housekeeping division</u> consists of 15 housekeeping staff members and 1 supervisor. Responsible for the safe and effective cleaning of Government center campus. Staff is trained using the 9 step Green cleaning process using green, environmentally safe products. 5 of the County Buildings have been awarded the Green Clean certificate. The <u>Records division</u> consists of 2 staff members and 1 supervisor. The division manages approximately 15,000 County records (some dating back to 1838) using a computerized tracking system. Records are stored off site in an Environmentally secure building.</p>	<p>All Departments in McHenry County Government</p>	<p>Essential</p>	<p>General Fund</p>
<p><u>OCA 160350- Operations Valley Hi-</u> Provides the Maintenance of the facilities and grounds, as well as the Records for Valley Hi Nursing Home as described under the OCA 160001. Meets the requirements under IDPH for life safety and safety of Valley Hi residents and under the direction of the County Board.</p>	<p>Residents and citizens of McHenry County</p>	<p>Essential Illinois Department of Public Health</p>	<p>Enterprise Fund</p>
<p><u>OCA 160082- Operations Department of Transportation</u> –Provides the Maintenance, Housekeeping and records services as described in OCA 160001 to the McHenry County Department of Transportation.</p>	<p>Department of McHenry County Division of Transportation.</p>	<p>Essential</p>	<p>Enterprise Fund</p>