

Fiscal Year 2008/2009 Budget Program Description

Facilities Management

Department Mission Statement:

Facilities Management provides professional management and certified technicians to support all County Government facilities and grounds as directed by the County Board. To support all departments with the most user friendly, efficient and cost-effective operations providing archives, custodial services, preventive maintenance, maintenance support, copier leasing and maintenance, copier paper and other forms used. To assure that all cared for facilities meet BOMA, ADA, OSHA, NFPA, and ASHRAE standards.

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
<p><u>OCA 160001 – Operations</u> – Central point of contact for employees and public for all physical facility needs. Prepares and administers department budget. Processes payments of invoices totaling over 1.2 million dollars per year. Inputs and tracks service orders (currently averaging over 2,500 per year). Oversees utility (electric/gas, Water/Sewer) supply contracts. Supervises all maintenance contracts (fire alarm systems, fire sprinklers, fire pumps, elevators, emergency generator, etc.) Maintains contract for leased copiers in all departments (maintenance and toner included). Provides all copier paper and other forms used by all departments. Provides maintenance of facilities and grounds. Provides custodial services as directed. Provides Archives (records management) to all departments. Functions as project manager and general contractor for facilities projects as directed by County Board. Plans and oversees space needs as directed by County Board.</p>	<p>Citizens of McHenry County All Departments</p>	<p>Essential</p>	<p>General Fund</p>
<p><u>OCA 160350 – Operations Valley Hi</u> – Provides maintenance of facilities and grounds. Maintains potable water system and waste water system (spray irrigation fields and systems). Functions as project manager and general contractor for facilities projects as directed by County Board.</p>	<p>Citizens of McHenry County Employees of Valley Hi</p>	<p>Essential</p>	<p>Enterprise Fund</p>
<p><u>OCA 160082 – Operations Highway Department</u> – Provides custodial and maintenance services to Department of transportation building.</p>	<p>Citizens of McHenry County Employees of Highway Department</p>	<p>Essential</p>	<p>Enterprise Fund</p>