

GREENE COUNTY BUILDING OPERATIONS

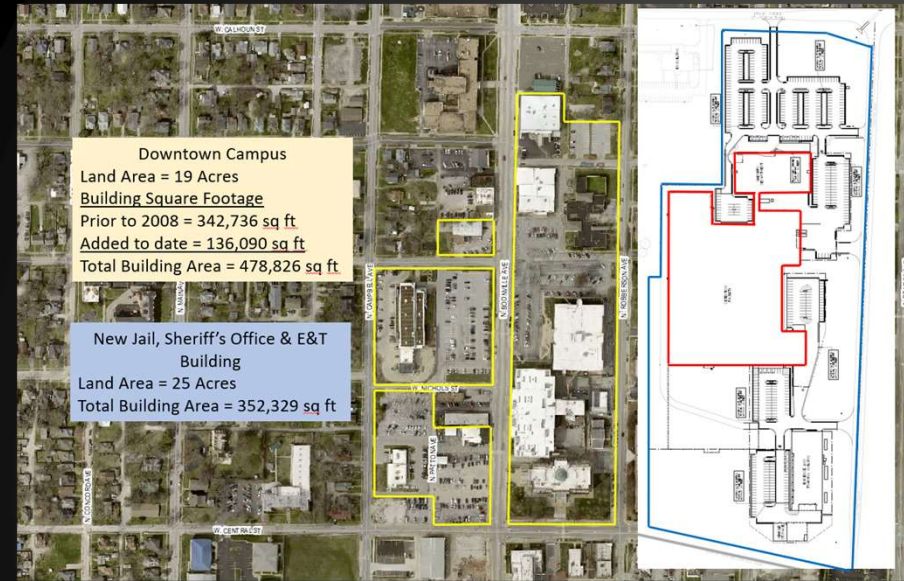
FRANZ WILLIAMS- DIRECTOR OF OPERATIONS

GARY ROWE- ASSISTANT DIRECTOR



GENERAL INFORMATION

- We take care of 16 buildings, excluding Cox tower, that span 3 campuses.
 - This is a total of 822,675 square feet, which has increased by 617,230 square feet since 2008.
- We currently have a total of 39 employees. This includes:
 - 18 maintenance staff
 - 16 custodial staff
 - 5 administrative staff



- Work order numbers:
 - Total 3 month avg: 638/month
 - ~35/employee/month
 - Non-PM 3 month avg: 216/month
 - These often include work orders that can take hours if not days to complete such as installing equipment, building cabinets, rekeying doors, etc.
 - Total currently open as of 10/13: 330

Resource Management Department - Personnel						
	2008	2014	2018	2019	2020	2021
Director and Admin Asst	2	2	2	2	2	2
Bldg Regs/PZ/Env	26	10	22	25	26	26
General Services	8	5	5	5	5	5
Building Operations	27	20	21	22	23	27
	63	37	50	54	56	60

WHAT DO WE DO?

- Building Maintenance
 - HVAC
 - Plumbing
 - Electrical
 - Preventative Maintenance
 - General Maintenance
 - Locksmithing
- Custodial Duties
- Recycling



Lifting RTU 10 up on the roof of the old jail in 2020.



HVAC

- Our HVAC team does all the installing of new equipment, troubleshooting, and repairing of all the heating and cooling systems in the buildings.
- We received ARPA money this year to upgrade all of our controls so that we can adjust temps, diagnose problems, and make sure everything is running properly, all from a laptop.
- This means that typically our staff can fix what's wrong before you may even notice a problem.



Jamieson & Joe working inside the chiller at the new jail.



Ely climbing up the chiller at the new jail.

ELECTRICAL

PLUMBING

Cody

RJ



- Our electricians are here to assist with anything from a breaker tripping to installing new conduit.
- I'm sure you often see them changing light bulbs around campus, both in the building and in the parking lots.
- They often work with HVAC when installing new units to help get electrical ran.
- With the continuous renovations that seem to be happening all over campus, our electrical department stays busy moving electrical, installing new panel boxes, etc.

Justin

Phil



- Our plumbers do everything from unclogging a toilet (which happens often with the inmates) to installing new piping.
- Most of their work orders are unexpected and can take some time to fix. Especially when it's a pipe leaking, because that often means they have to shut the water off and repair that section.

RJ changing parking lot lights at Judicial.



- Our locksmiths are responsible for anything related to doors, locks, mechanical locks, detention locks and keys.
- As many of you have experienced, we have had a very long, 2 year project of rekeying the entire campus. We began rekeying our buildings in 2021. This streamlined our keying system and minimizes the amount of keys our employees have to carry to be able to do their jobs.

GENERAL MAINTENANCE



Chris loading janitorial supplies for delivery



Info desk at HCH that Dan and Joe raised up for campus security.



Chris



Rick

Chuck



- We currently only have 3 people that do everything else on campus. This includes moving furniture, carpentry items, warehouse work, delivering janitorial supplies, painting, changing ceiling tiles, etc.



Dan

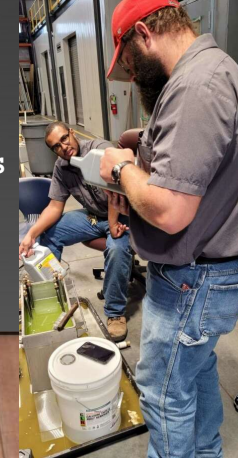
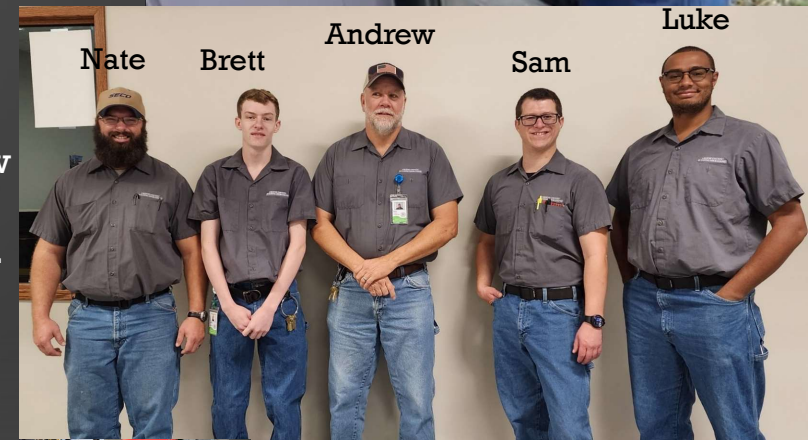
Joe

PREVENTATIVE MAINTENANCE

- In recent years, we have been changing our mindset from Deferred Maintenance (fix it when it breaks) to Preventative Maintenance in order to save money in the long run.
- Preventative maintenance is never ending. It includes things like changing filters (every 3 months here on campus and every month at the new jail), changing belts yearly to prevent breakage, making sure things are properly cleaned/oiled, etc.
- We currently have 5 techs that take care of all PM work on all campuses.
- PM by the numbers:
 - On a 3 month average, 422 PM work orders roll every single month. Some months may only have 250 while others end up with 585 rolling out. This number will continue to rise as we find more at the new jail and as we complete ARPA projects and future construction projects.
 - This means that currently, each PM Mechanic must complete a minimum of 5 work orders every single day to keep up. This can be extremely difficult when some PM's take hours to complete, not minutes.



Andrew changing a filter at Historic



Luke & Nate cleaning the heat strips in the humidifier at Building Ops.



ASSET ESSENTIALS

The image displays the 'Asset Essentials' software interface for submitting work orders. It includes a main 'WORK ORDERS' dashboard with a table of existing orders, a 'WORK ORDER DETAILS' form for creating a new request, and three 'Select Locations' pop-up windows. Red circles and arrows highlight specific UI elements: the 'Add Location' button in the details form, the 'Add Location' dropdown menu, and the 'Select' button in the location selection windows.

- How to submit a work order:
Call/Email us!
We are in the office everyday from 7am-4pm. When calling in a work order, please let us know your location (building, floor, office number), the issue at hand, and if it's a project, the timeline in which it needs completed.
Asset Essentials:
Many of you are already using Asset Essentials to enter work orders. Updated contact lists can be submitted by Office Holders and Department Heads to Rebecca.
- Asset Essentials is our work order system. We began using it in June of 2020. It allows us to more easily track how much we're putting into equipment (so we can more easily decide whether to replace or keep repairing), how long each work order takes (so we know how much additional staff we may need in the future), and it makes maintaining our PM's significantly easier and ensures they are getting done in a timely manner.

CUSTODIAL STAFF



New Jail Crew:

Left to Right: Leasa, Kira, Mandy and Alan.

Locations:

- Leasa- 1st floor Sheriff's
- Mandy- 2nd floor Sheriff's
- Kira- Warrants & Bonding, Master Control and Floater.



- We currently have 16 custodians that take care of our 14 buildings.
- They do everything from stocking paper products and vacuuming to stripping/waxing floors and cleaning carpets.
- We recently purchased a new carpet cleaner and restroom cleaner, in hopes of no longer having to have a company come in and clean our carpets for us.
- We also installed new chemical dispensers on 10/3, in all custodial closets that have a mop sink. With our increasing staff here at Greene County and continuous growth, we are trying to find ways to reduce our costs but increase the effectiveness of the chemicals we use.



Main Campus Crew:

Left to Right: Carson, Paul, Joe, Madison, Darla, Chris, Jonita, Erik, Bruce, Moniqua, Ruth. Not pictured: Tray.

Locations:

- HCH- Carson (Ground & 1st), Paul (2nd & 3rd), Tray (stairs & floor care)
- Juvenile- Madison
- Judicial- Moniqua (1st), Ruth (2nd), Jonita (3rd), Erik (3rd, floater)
- Building Ops- Bruce (also does most of the floor care on campus)
- Outbuildings- Joe (this includes Admin, Archives, FJC, Morgue, and Election Center)
- PSC- Chris

- Building Operations took over the recycling program in May of 2022 after receiving a grant for it.
- Recycling has continuously grown since then. We recycle a variety of items including: cardboard, paper, plastic, aluminum cans, tin, steel, copper, brass, light bulbs, and even pallets.
- We plan to add recycling containers in the new jail breakrooms as well as at the FJC over the next few months.
- So far this year we have recycled 43.94 Tons (87072.7Lbs) of materials. This number does not include the pallets we recycle or the cardboard recycling at the new jail from September or October.
- If anyone has any ideas for more recycling bins, please let Rebecca know and we'll do our best to accommodate.
- If you don't know where the recycle bins closest to you are, please reach out and ask! We'll be happy to direct you to the nearest ones.

RECYCLING

	Cardboard	Paper	Plastic	Aluminum	Tin	Steel	Copper	Brass	Bulbs		
January	5222.8	1338.9	58.6	20.8	1320	0	0	0	0		
February	9488.6	1407.4	87.4	33.6	800	0	0	0	0		
March	7810.8	654.5	66.6	48.2	980	0	243	0	0		
April	8715.3	1505.8	87.6	626.2	0	0	0	0	0		
May	7953.6	975.3	82.5	28.2	0	0	0	0	0		
June	5538	948.5	71	29	0	0	334	553	0		
July	3791	1192.5	41.5	31.5	0	0	0	0	0		
August	7615.5	1193	57.5	37.5	0	0	412	0	0		
September	6525	1453.5	48	26	0	2940	394	0	800		
October	3715	482	67	21	0	0	0	0	0		
November	0	0	0	0	0	0	0	0	0		
December	0	0	0	0	0	0	0	0	0		
Yearly	66375.6	11151.4	667.7	902	3100	2940	1383	553	800	87072.7	
Tonnage	33.1878	5.5757	0.33385	0.451	1.55	1.47	0.6915	0.2765	0.4	43.93635	

THANK YOU!
QUESTIONS?