

Greene County Building Operations

Franz Williams - Director of Building Operations

Gary Rowe and Adam Grube - Assistant Director



General Information

- We take care of 17 buildings, excluding Cox tower, that span 3 campuses.
 - This is a total of 838,107 square feet, which has increased by 632,662 square feet since 2008.
- We currently have a total of 39 employees. This includes:
 - 18 maintenance staff
 - 16 custodial staff
 - 5 administrative staff

Downtown Campus

Land Area = 19 Acres

Building Square Footage

Prior to 2008 = 342,736 sq ft

Added to date = 136,090 sq ft

Total Building Area = 478,826 sq ft

New Jail, Sheriff's Office & E&T Building

Land Area = 25 Acres

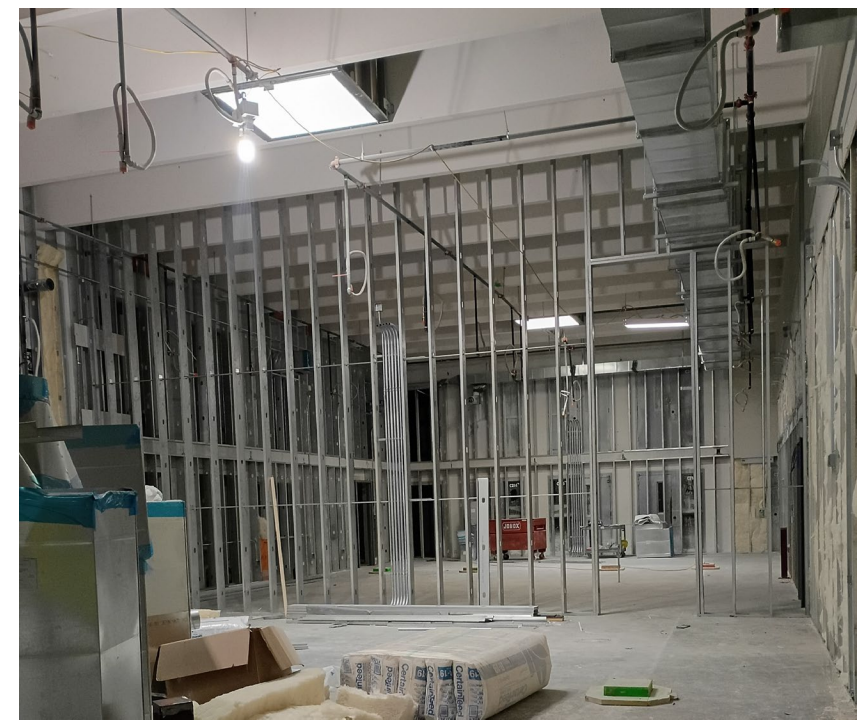
Total Building Area = 352,329 sq ft

	Resource Management Department - Personnel					
	2020	2021	2022	2023	2025	2026
Director and Admin Asst	2	2	2	2	2	2
Bldg Regs/PZ/Env	26	26	26	26	26	26
General Services	5	5	5	5	5	5
Building Operations	23	30	35	39	39	39
	56	63	68	72	72	72

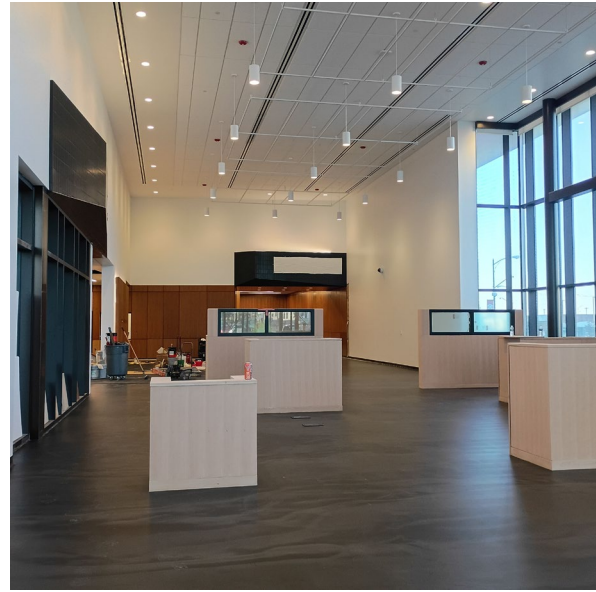
- Work order numbers:
 - Total 3 month avg: 706/month
 - ~39/employee/month
 - Non-PM 3 month avg: 208/month
 - These often include work orders that can take hours if not days to complete such as installing equipment, building cabinets, rekeying doors, etc.
 - Total currently open as of 9/1: 932

Family Courts Facility & Judicial Addition

- Construction on the Judicial addition and renovations on the Old Jail began in early 2025.
- The addition to Judicial will now house the Campus Security checkpoints and Pre-trial offices.
- The Old Jail site is now the Family Courts Facility and will house the following:
 - 4 new family courtrooms on the 2nd floor.
 - Juvenile administrative offices, Juvenile courtroom, Judges chambers, and GCYA on the 1st floor.



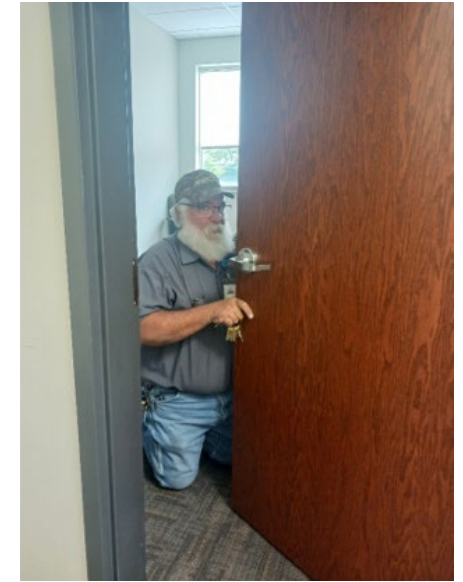




What Do We Do?



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





HVAC

- Our HVAC team does all the installing of new equipment, troubleshooting, and repairing of all the heating and cooling systems in the buildings.
- This means that typically our staff can fix what's wrong before you may even notice a problem.





Electrical

- 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.

Plumbing

- 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.



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, 498 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.

Locksmiths

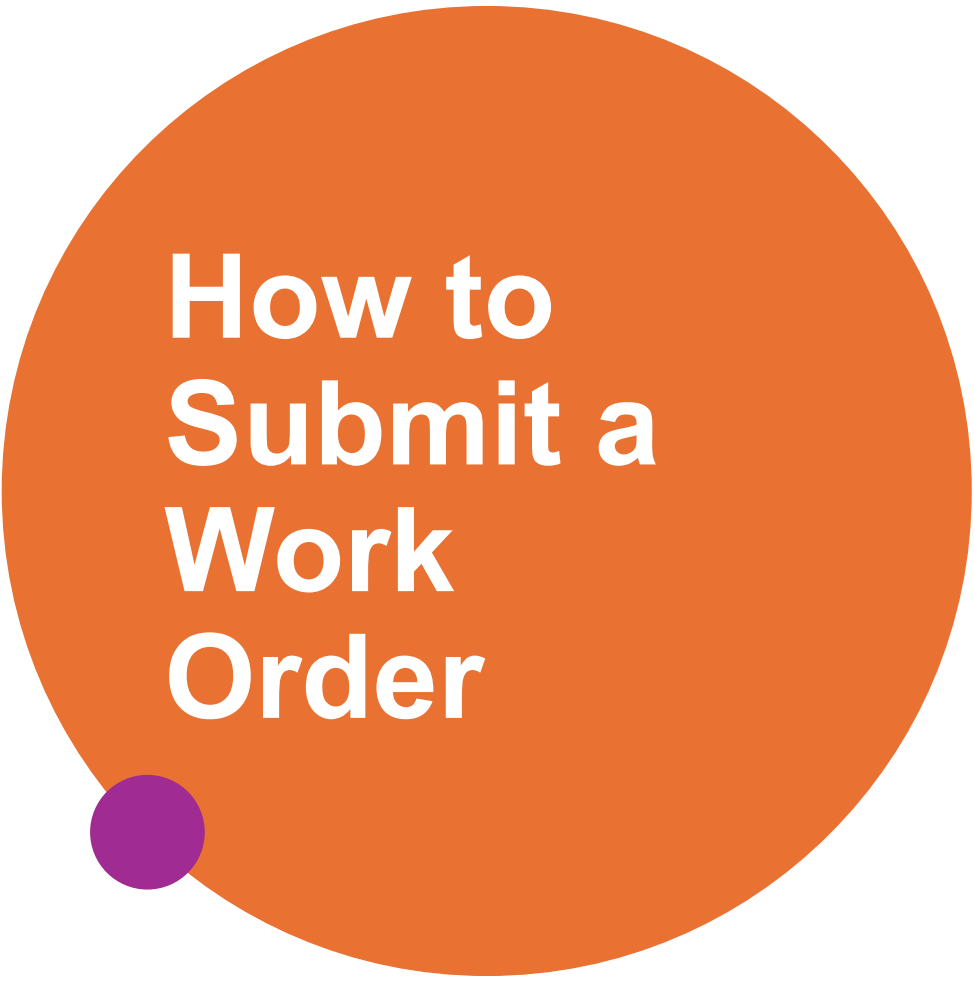
- Our locksmiths are responsible for anything related to doors, locks, mechanical locks, detention locks and keys.
- As many of you have experienced, we have had a very long, 2 year project of rekeying the entire campus. We began rekeying our buildings in 2021. This streamlined our keying system and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



General Maintenance

We currently only have 4 people that do everything else on campus. This includes moving furniture, carpentry items, warehouse work, delivering janitorial supplies, painting, changing ceiling tiles, etc.





How to Submit a Work Order



Call or 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.

- [All]
- FJC
- ↳ Greene County Main Campus
 - Administrations
 - Archives
 - Building Operations Garage
 - Cox Tower
 - Historic Courthouse
 - Judicial Center
 - Justice Center
 - Justice Center Tower
 - Juvenile
 - Morgue
 - Operations Center
 - PSC
- ↳ Greene County Sheriff's Plaza
 - Detention Facility
 - Sheriff's Building
 - Training Facility
 - Highway

Select Locations

+ New

✓ Select

Columns

View

No View - Default

Site

Greene County Facilities

[All]

→ FJC

→ Greene County Main Campus

→ Greene County Sheriff's Plaza

→ Highway

☐	Name	Location Status	Assigned To
☐			
☐	Administrations		
☐	Basement		
☐	Floor 1		
☐	Floor 2		
☐	Roof		
☐	Archives		
☐	Roof		
☐	FJC		
☐	Basement		
☐	Floor 1		
☐	Floor 2		
☐	Roof		
☐	Historic Courthouse		

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Select Locations

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Site

Greene County Facilities ▾

[All]

→ FJC

→ Greene County Main Campus

→ Administrations

→ Archives

→ Building Operations Garage

→ Cox Tower

→ Historic Courthouse

→ Basement

→ Floor 1

→ Floor 2

→ Floor 3

→ Roof

→ Judicial Center

→ Justice Center

→ Justice Center Tower

→ Juvenile

→ Morgue

→ Operations Center

→ PSC

→ Greene County Sheriff's Plaza

☐	Name	Location Status	Assigned To
☐			
☐	Historic Courthouse		
☐	Basement		
☐	Floor 1		
☐	Floor 2		
☐	Floor 3		
☐	Roof		
☐	Assessors		
☐	Room 35		
☐	Room 37		
☐	Room 39		
☐	Mens Public Restroom		
☐	Womens Public Restroom		
☐	Collectors Office		

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Select Locations

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Site

Greene County Facilities ▾

[All]

→ FJC

→ Greene County Main Campus

→ Administrations

→ Archives

→ Building Operations Garage

→ Cox Tower

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→ Floor 2

→ Floor 3

→ Roof

→ Judicial Center

→ Justice Center

→ Justice Center Tower

→ Juvenile

→ Morgue

→ Operations Center

→ PSC

→ Greene County Sheriff's Plaza

☐	Name	Location Status	Assigned To
☐			
☐	Floor 3		
☐	Building Regulations		
☐	Environmental		
☐	Human Resources		
☐	Planning & Zoning		
☒	Resource Management		
☐	District "O"		
☐	Senior Services		
☐	Mens Public Restroom		
☐	Womens Public Restroom		
☐	Conference Room		
☐	Civil Division (Room 300)		
☐	GIS (Room 314A)		

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Custodial Staff

- 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

- Not pictured: Paul & Terry
- Locations:
 - HCH- Paul, Terry, and Tray (stairs & floor care)
 - Juvenile- Cody
 - Judicial- (1st) Brad, Ruth (2nd & FJC), Darla (Custodial Lead, 2nd) Alan (3rd)
 - Outbuildings- Ethan (this includes Admin, Archives, Morgue, and Election Center)
 - PSC- Rick



Jail Crew

- Locations:
 - Chuck- 1st floor Sheriff's
 - Mandy- 2nd floor Sheriff's
 - Erik- Warrants & Bonding, Master Control and Floater.
 - Jeremy- E&T, Medical & Mezzanine



Recycling

- 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.
- So far this year we have recycled 46.05 Tons (92,103 Lbs) of materials. This number does not include the pallets we recycle.

2026	Cardboard	Paper	Plastic	Aluminum	Tin	Copper				
Total Lbs	77965	10711	559	320	2335	213	0			92103
Total Tons	38.9825	5.3555	0.2795	0.16	1.1675	0.1065	0		46.0515	46.0515

2025	Cardboard	Paper	Plastic	Aluminum	Tin	Copper				
Total Lbs	116121	9982	694	860	12940	1401	0			141998
Total Tons	58.0605	4.991	0.347	0.43	6.47	0.7005	0		70.999	70.999

2024	Cardboard	Paper	Plastic	Aluminum	Tin	Steel	Copper			
Total Lbs	97952.5	13083.5	884	594.5	1100	3227	52			116893.5
Total Tons	48.97625	6.54175	0.442	0.29725	0.55	1.6135	0.026		58.44675	58.44675

•Since 2022, we have kept a total of 261.64 Tons (523,275 Lbs) out of landfills. That’s an average of 5.03 Tons per month.

•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.

2023	Cardboard	Paper	Plastic	Aluminum	Tin	Steel	Copper	Brass	Bulbs	
Total Lbs	89075.6	13714	833.7	976	3100	2940	1383	553	800	112575.7
Total Tons	44.5378	6.8572	0.41685	0.488	1.55	1.47	0.6915	0.2765	0.4	56.28785

2022	Cardboard	Paper	Plastic	Aluminum	Tin	Steel	Copper	Brass		
Total Lbs	39931.9	10557.7	660.8	240.8	5360	2420	510	24		59705.2
Total Tons	19.96595	5.27885	0.3304	0.1204	2.68	1.21	0.255		29.8406	29.8526

Fun Fact: It takes approximately 30 plastic bottles with caps to make 1 pound. That means since we started, we’ve recycled approximately 108,900 plastic bottles.

Thank you!
Questions?