

07. FACILITIES, VEHICLES, AND UTILITIES

7.2. Building Housekeeping and Routine Maintenance

Approved by BOS – January 31, 2018

7.2.1. Purpose. To define clear objectives for the housekeeping and routine maintenance of county buildings.

7.2.2. General

A. It is the role of the Department of Public Works to implement this policy so that the buildings and grounds of Fluvanna County will be maintained to a high degree while working in concert with the diverse objectives of the tenant organizations.

B. Buildings shall be provided with the housekeeping and routine maintenance necessary to protect the physical integrity of buildings and keep them in a condition where they are sanitary, safe, and pleasant to visit or occupy. The Public Works Department shall maintain records related to building repairs and maintenance.

C. Grounds and landscaping shall be maintained in a condition that reflects good planning and maintenance.

7.2.3. Process

A. Detailed schedules of housekeeping requirements shall be developed and maintained for each building. Building Services personnel shall utilize these schedules as checklists.

B. The Public Works Director, or his designee, shall conduct semi-annual inspections of each building.

7.2.4. Routine Building Maintenance

A. General Practices - All buildings shall be maintained in a state of good repair and in a condition that is safe, healthy and comfortable for occupants. Training shall be provided to Building Services personnel in proper cleaning methods, industrial hygiene, and safety guidelines, including blood borne pathogens cleanup procedures. Standard safety practices shall be observed and stressed.

B. Restrooms - Restrooms shall be thoroughly cleaned on a daily basis. Soap, paper towels, etc., shall be checked and replaced promptly.

C. Floor Maintenance – Tile floors shall be stripped and waxed on a regular basis. The integrity of tile floors should be considered and chipped or broken tiles should be promptly replaced. Carpeted floors shall be inspected on a weekly basis to determine if other than routine care is needed.

D. Interior Walls, Ceilings, and Attics – All interior surfaces shall be cleaned and/or dusted on a regular basis. Damage shall be and scheduled for repairs as soon as it is noticed. Ceilings should be checked regularly for signs of water leakage, and appropriate repairs implemented as soon as possible. Attics should be checked annually for ventilation flow, moisture, and proper storage of any materials there.

E. Doors and Windows - Windows and screens shall be cleaned and checked for damage annually. Glazing shall be repaired, cracked panes replaced, damaged caulking removed and replaced. Grills, sashes, sills, etc., shall be inspected and repaired as needed. Doors should be checked on a regular basis for ease of operation, and repairs and/or adjustments made as needed.

F. Lighting - Each building shall have lights checked and repaired at regular intervals. Exit and emergency lights should be checked monthly (tenants should perform this check and report any discrepancy to the Public Works Department). Light bulbs shall be changed as soon as their failure is noticed.

G. Gutters, Downspouts, Roof Drains - Gutters and downspouts shall be inspected annually, or more frequently as needed. Appropriate repairs shall be made as soon as damage is noticed. Gutters shall be cleaned and their general condition checked twice a year.

H. Heating, Ventilation, and Air Conditioning (HVAC) – Building HVAC systems shall receive routine preventive maintenance at least twice per year, typically during the spring and autumn seasons. All boilers shall be inspected annually by a State-certified boiler inspector. Boilers shall have a current Virginia boiler inspection certificate posted in the vicinity of the boiler. (Certificates are currently good for two years.)

I. Roof Maintenance – Building roofs shall be thoroughly inspected on a regular basis, with particular attention being paid to known problem areas and to roofs which are reaching the end of their expected life.

J. Elevators - Licensed elevator mechanics shall routinely inspect all of the county's elevators. Elevator pits and mechanical rooms shall be inspected semiannually at a minimum. Custodians shall report elevator problems to the Buildings Services Supervisor immediately. Building Services personnel shall be responsible for keeping elevator cabs and doors clean, and for reporting any problems or malfunctions to their supervisor.

K. Painting and Exterior Maintenance – Regular inspections shall be made of building envelopes. Maintenance and repairs to exterior building surfaces, including exterior painting, caulking, masonry cleaning, repointing, and patching shall be accomplished as soon as possible after damage is detected.

L. Fire Extinguishers – Fire Extinguishers in buildings shall be properly mounted in designated areas. Access to fire extinguishers shall not be blocked or impeded. A company certified to maintain fire apparatus shall inspect the extinguishers annually, or as otherwise proscribed by law.

M. Storage - Improper storage of materials can lead to fire and safety hazards. No supplies, equipment or other materials may be stored within 36 inches (horizontally) of electrical cabinets and circuit breaker boxes. Adequate access must be maintained at all times in accordance with applicable OSHA regulations and/or Fire Codes. Solvents, petroleum-based paints, kerosene, gasoline, paint thinner and other volatile liquids shall not be stored in County office buildings, unless fully contained within a suitable, sealed cabinet.