

**City of Longview**  
**Department of Parks & Recreation**  
**FACILITY MAINTENANCE**

**ANNUAL REPORT**  
**For**  
**2005**



# **BUILDING SERVICES**

## **Facility Maintenance Department**

### **Our Purpose**

To provide preventative maintenance and repair services for all city owned buildings. To maintain and upgrade mechanical equipment, electrical components, and building infrastructure within each building. To insure the safe and proper operation of all city facilities in a modern, cost effective manner that is responsive to the needs of our customers.

### **Description**

This division is an enterprise fund within the Parks and Recreation Department. It receives funding through annual, internal transfers from most of the other city departments for overall care and maintenance of the 36 city owned buildings. These facilities include City Hall, Police Department, Police Satellite Office, Library, City Shop, Fire Station 81, Fire Station 82, Street Shop & Street Garages, Traffic Shop & Traffic Garages, Facility Maintenance Shop, Water/Sewer Shop, Recreation Office, Park Office & Maintenance Shop, Woman's Club Building, Elks Memorial Building, McClelland Center, Square Dance Hall, City Bus Garage, Transit Center, Senior Center, Mint Valley Racquet Complex, Mint Valley Golf Pro-Shop, Golf Maintenance Building, and 1562 Olympia Way 2<sup>nd</sup> floor - Solid Waste/Recycling offices. These add up to over 250,000 square feet under roof.

This department is also responsible for repairs, maintenance and leasing of the following city rental properties:

1562 Olympia Way 1<sup>st</sup> floor – A.M.R. sleeping quarters, 1560 Olympia Way – A.M.R. Office and 1315 –15<sup>th</sup> Ave. – SignMasters Sign Shop.

The department consists of three full-time and one part-time employees, and occasional seasonal help. Also, specialized support is provided by various local vendors and suppliers.

### **Goals & Objectives**

Our number one goal is to complete repairs and maintenance in a timely and cost effective manner, so as not to inconvenience internal customers during their normal work schedule. Secondly, when completing repairs to lighting fixtures or motor replacement on air handlers to use energy efficient replacement parts in order to reduce energy consumption.

### **Capitol Projects and Special Requests**

This department initiates and oversees all facility Capitol Improvement Projects (CIP), emergency repairs and special request projects for those departments that financially support the department. For large projects that require contractor services, facility maintenance staff provides quality control inspections to insure the work is performed to the city's and manufacturer's specifications.

## **Major Projects**

Major building projects were completed in 2005 at the Police Department, Fire Department, and the Recreation Administration Building. These and other projects are highlighted in the list of accomplishments that follows.

## **Vandalism**

Considering all of the buildings owned by the city, vandalism has not been a major issue. The only building where on going vandalism is a problem is the McClelland Center. The architectural design features attribute to some of the problems. The low swooping roof is easily accessible, which results in shingles being torn off and flashings damaged. The overhead door is not of a commercial grade and therefore receives more than its share of abuse. The pores, exterior brick walls make the removal of graffiti difficult. We also experience occasional restroom vandalism at the Library and City Hall.

## **Facilities Maintenance Accomplishments – 2005**

### **City Hall**

Repaired and refinished roof top deck  
Installed updated security touch pads to Finance  
Installed variable speed motor and controls on I.T. HVAC unit  
Installed new automatic paper towel dispensers  
Repaired generator and load tested the unit  
Repaired and painted two offices

### **City Shop**

Completed lighting upgrade in shop area.  
Installed additional outlet to plug in block heats for buses.

### **Bus Barn**

Re-anchored metal roofing.

### **Facility Shop**

Enclosed south overhead door opening and install man door.  
Added additional lighting on north side for yard security.  
Re-keyed building

### **Water/Sewer**

New roof installed  
Repaired made to sprinkler system

### **Park Maintenance**

Installed new boiler pump motor  
Removed and enclosed an overhead door opening SW side  
Installed new insulated overhead door NW side  
Repaired roof over tool room

### **Recreation Office**

Developed a new conference room  
Installed dropped ceiling in most offices  
Created a break room area, installed cabinets and sink  
Repaired and painted office for Recreation Superintendent  
Repaired and painted office for Office Manager  
Upgraded lighting in most offices  
Re-keyed building

## **Police Department Satellite Office**

Assisted in the completion of office remodel

## **Police Department Main Station**

Sealed cracks in upper parking garage

Installed security fence in outside evidence lockup

Installed additional lighting in outside evidence lockup

Removed and installed new carpeting in Patrol area and briefing room

Removed and rebuilt work stations in Patrol area

Repaired and re-painted briefing room and patrol area

Converted office into drug testing room

Painted and installed hard surface flooring in testing room

Sound proofed interview rooms

Installed more secure locks on holding rooms

Installed security gate in evidence room

Replaced track for overhead door

Motor replacement on overhead door

Replaced radio for overhead door

Replaced 20X30 section of roofing over SE corner building

Replaced locker locks in men's locker room

## **Fire Station 81**

Completed several repairs to overhead doors

Installed new overhead door motors

Installed electric eyes on overhead doors

Relocated shore power to trucks and vans

Installed new lighting on the front of building

Replaced shower valve

Installed electric paper towel dispensers

Relocated emergency shut off switch for kitchen power to the bay

Removed old control station in the office area

Repaired in house speakers to the north side of building

Repaired hose tower lighting and access door

Rebuilt island around kitchen stoves

Installed security light on rear side of the building

Repaired hot water heater

Replaced exhaust fan system over kitchen stove due to fire

Replaced lighting in kitchen

Repaired roofing on NE side of upper roof

## **Fire Station 82**

Assisted in replacement of parking apron

Remodeled kitchen cabinets to accept new stove

Replaced motor and fan in air-unit

### **Racquet Complex**

Replaced flex connection on air-unit #2  
Repaired gutter downspouts  
Repaired south exterior wall  
Repaired tennis court exit doors

### **Elks Memorial**

Replaced lights in women's restroom  
Re-keyed building

### **Golf Maintenance**

Replaced outside lighting  
Repaired overhead doors  
Installed security bars on lunch room window  
Installed security system

### **Golf Pro-Shop**

Cleaned and repaired gutters  
Replaced hot water heater  
Re-leveled rear deck

### **Roy Morse Park Maintenance**

Repaired overhead doors

### **Roy Morse Park Concession**

Installed security system  
Repaired roll-up doors  
Re-keyed building  
Rewired for additional concession equipment  
Repaired outside perimeter lights

### **Woman's Club**

Replaced outside door  
Re-keyed building  
Repaired kitchen plumbing  
Replaced light switch

### **McClelland Center**

Re-keyed building  
Installed new electrical circuits in large room  
Replaced hot water heater  
Repaired roof  
Repaired outside heat pump unit  
Replaced lighting switches

Upgraded lighting in main room

### **AMR**

Repaired office air-unit

Completed electric and plumbing repairs in office area

Repaired door to sleeping quarters

Re-sealed roof over office and sleeping quarters

### **SignMasters**

Gutter repaired

Roof repaired

Re-sealed around sky lights

### **Recycling Office**

Repaired landing and steps to second floor

Re-sealed roof

### **Library**

Installed new hot water heater for kitchen

Re-plumbed kitchen to increase water pressure

Repaired chiller compressor and valves

Replaced igniters on boiler

Replaced automatic door openers

Replaced contactors to upper motor controls

Repaired circulating pump piping

Completed seismic strapping of book racks

**Budget Report by Building**  
**1/1/2005 through 12/31/2005**

<b>Building</b>		<b>Salaries</b>	<b>Supplies</b>	<b>Other Repairs</b>	<b>Total</b>
City Hall	*	\$ 56,112.95	\$ 7,539.06	\$ 88,760.98	\$ 152,412.99
City Shop		\$ 4,012.01	\$ 1,002.51	\$ 9,531.02	\$ 14,545.54
Fire Station 81		\$ 8,753.40	\$ 4,424.87	\$ 9,276.98	\$ 22,455.25
Fire Station 82	**	\$ 1,266.80	\$ 53.78	\$ 581.31	\$ 1,901.89
Library	***	\$ 36,322.67	\$ 8,523.66	\$ 25,864.63	\$ 70,710.96
Water/Sewer		\$ 3,516.87	\$ 525.59	\$ 4,280.02	\$ 8,322.48
LPD Main Station		\$ 19,752.16	\$ 1,975.96	\$ 29,689.49	\$ 51,417.61
LPD Satellite		\$ 1,072.71	\$ 6.45	\$ 403.74	\$ 1,482.90
Transit Center		\$ 209.61	\$ 142.11		\$ 351.72
Bus Garage		\$ 292.97	\$ 32.33	\$ 56.53	\$ 381.83
Roy Morse Park		\$ 1,069.39	\$ 50.78	\$ 164.73	\$ 1,284.90
Columbia Theater		\$ 457.91	\$ 30.32		\$ 488.23
McClelland Art Center		\$ 3,747.04	\$ 3,986.10	\$ 2,533.00	\$ 10,266.14
Woman's Club		\$ 2,710.10	\$ 446.18	\$ 918.25	\$ 4,074.53
Recreation Office		\$ 8,191.09	\$ 562.52	\$ 5,079.36	\$ 13,832.97
Park Maintenance		\$ 2,545.58	\$ 291.62	\$ 2,736.62	\$ 5,573.82
Finance Office		\$ 515.04		\$ 583.21	\$ 1,098.25
Engineering Office		\$ 105.13	\$ 67.35	\$ 12.91	\$ 185.39
Elks Memorial		\$ 1,985.39	\$ 173.32	\$ 3,097.24	\$ 5,255.95
Racquet Complex		\$ 3,648.01	\$ 36.34	\$ 203.21	\$ 3,887.56
Traffic Shop		\$ 309.39	\$ 8.04	\$ 773.78	\$ 1,091.21
Golf Pro-Shop		\$ 666.03	\$ 537.08	\$ 37.66	\$ 1,240.77
Golf Maintenance		\$ 490.91	\$ 258.01	\$ 647.89	\$ 1,396.81
Facilities Shop		\$ 3,629.14	\$ 271.97	\$ 1,411.30	\$ 5,312.41
Square Dance Hall		\$ 130.23			\$ 130.23
AMR Sleeping Quarters		\$ 384.44		\$ 80.94	\$ 465.38
AMR Office		\$ 313.00	\$ 87.71		\$ 400.71
Senior Center		\$ 1,576.40	\$ 246.68	\$ 75.39	\$ 1,898.47
Catlin Hall		\$ 1,068.05	\$ 93.57		\$ 1,161.62
Street Maintenance		\$ 1,944.71	\$ 80.76	\$ 110.22	\$ 2,135.69
Water Filter Plant			\$ 5.46	\$ 53.14	\$ 58.60
Executive & Attorney's				\$ 71.08	\$ 71.08
<b>Total</b>		<b>\$166,799.13</b>	<b>\$31,460.13</b>	<b>\$187,034.63</b>	<b>\$ 385,293.89</b>
				<b>Grand Total</b>	<b>\$ 385,293.89</b>

\* Administration costs are charged to this facility. This budget pays all utilities for this building.

\*\* - Cleaning supplies for this facility are billed to and warehoused at Station 81.

\*\*\* Other Repair line is unusually high due to the replacement of chiller compressor.

