Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet, Landis Allen, Mike Williams, Scott Ewing, Brian Hatch and Dave Spence

Audit date 06/12/2023



Building: Health Department

Year Built: 2009

Major Remodel/Addition:

Sq. Footage: 48,417 ft.

Address: 22 S. State St. Clearfield, Ut. 84015

Summary

Lack of parking will be addressed this year 2023 with the completion of the Parking Lot Project. Brian Hatch would like to see the xeriscaping of the landscaping completed with the parking project. Employees would like a pavilion between the Health Building and NDSC with a new door added for access from NDSC on the west side of building. New sign installed in front of building. Need to finish curbing/landscaping around new sign. Drinking fountains are date would like new ones installed with bottle fillers. Need to get bids for new desktops for reception desks.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
Landscaping	Would like to xeriscape the front off Health Dept. Unused grass area. Employees would like a path created around the building.		
LED Lighting	Replace lighting throughout building with LEDs	$130,000	
Signage	Electric vehicle sign, visitor only signage and employee parking signs.		
Rubber stair treads	Install rubber floor in stairwels	$25,00	

Department Needs/Requests

Project	Detail	Proposal	Estimate
Reception Area	There is an area in reception where packages are delivered that needs help. Gouges in wall from delivery carts. Bids for new reception desk countertops.		$7,500
HVAC	Hard to regulate offices.		
Thermostat/Vital Records	Employees would like the thermostat moved closer to the area they are working in.		
Parking lot/Landscaping	Would enjoy a walking path around building. Also, would like a sitting area on west side of building for employees to eat lunch or just be outside. Finish parking lot project		$500,000

Major Systems Report

Roof:	Under warranty. No issues.
HVAC:	HVAC has been working more decently this summer. Less complaints then past years.
Parking Lot:	Slurry seal was recently applied to parking lot. July/2020. Parking stalls re-striped Summer 2023.
Flooring:	Overall no issues.
Landscape:	Need to spray for weeds. Planters were removed and future plans for the area would include covered patios.
Façade:	No current issues. Couple panels have fallen off in past.
Lighting/Electrical:	No issues.
Interior Wall Finishes:	Knicks and scrapes on door jams and corners. Need to have a contractor come in with a bid to refresh. Contractors came out and gave bids. Extremely over budget request.
Plumbing:	No issues.
Exterior Concrete:	Entryway replaced 5yrs. ago.
Doors:	No issues.

Routine Maintenance Observations

	Need	Action
1.	Corner Guards	Install corner guards after corners have been repaired and painted. Look into durable, paintable plastic ones.
2.	Rest rooms.	There is an odor that comes and goes in the restrooms near reception. Sounds like the problem has been fixed but please maintain.
3.	Lighting.	Please replace light that is out in Board Room. Also, replace any other burned out bulbs as needed.
4.	Ice Machine.	The ice machine in the employee break room on the second floor is dripping.
5.	Heat Tape.	Does heat tape need to be added to the back of building. Large icicles forming through last winter.
6.	Benches.	Need concrete benches placed out by the bus stop so people do not use new sign as a seat.
7.	Back Stairwell.	Handprint wall.
8.	Board Room.	Bring down quotes, mission statement. Touch up paint as needed.
9.	Vital Records/WIC.	Paint/Touch up as needed.
10.	Multi-purpose Rm/Classroom.	Move pictures/ touch up paint. Folding door in classroom.

Additional Recommended Projects

	Need	Action
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		