Building & Grounds West – 862

Mission Statement

Our fundamental duty is to serve the community. We are actively engaged in improving the quality of life for everyone in Davis County.

The mission of the DCSO Facilities Management team is to create a safe, efficient, and exemplary environment, offering the best solutions for the Sheriff's Office and Davis County.

Other Information

DCSO facilities maintenance is the normally funded ongoing program for the upkeep and preservation of the Justice Complex buildings, equipment, roads, grounds, and utilities required to maintain the facility in a condition adequate to support the Sheriff's mission.

Maintenance in this normal program includes the planned/proactive, preventive, emergency, and unplanned/reactive maintenance required to provide a safe, healthy, and secure environment.

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Prior Year Inputs/Outputs

FTE (2022):

- 7 FTE Maintenance staff
- 3 FTE Janitorial staff

TOTAL STAFF: 10

Fleet (2022):

- 2 full size Chevy trucks: 2007, 2022
- 2 Polaris Rangers
- 1 Polaris 6x6 - 2000

Stats (2022 – YTD):

- 1,054 work orders submitted

Jail Medical Observation Unit completed

Core Functions & Services

Planned/Proactive Maintenance:

Planned maintenance, also referred to as "programmed" or "scheduled" maintenance, is the upkeep of property, machinery, and facilities, including buildings, utility systems, roads, and grounds. Planned maintenance is often characterized by its routine or recurring nature. The Sheriff's Office/Davis County Government expectation is that the Justice Complex will maintain its physical facilities so that they are functional and in a condition adequate to meet the Sheriff's Office mission. Substantial efficiencies result from using planned and scheduled maintenance rather than unplanned/reactive maintenance.

Preventive Maintenance

Preventive maintenance is that portion of the overall maintenance program that provides the periodic inspection, adjustment, minor repair, lubrication, reporting, and data recording necessary to minimize building equipment and utility system breakdown and maximize system and equipment efficiency.

Preventive maintenance:

A. Utilizes planned services, inspections, adjustments, and replacements designed to ensure maximum utilization of equipment at minimum cost.
B. Is a program in which wear, tear, and change are anticipated, and continuous corrective action is taken to ensure peak efficiency and minimum deterioration
C. Includes cleaning, adjustment, lubrication, minor repair, and parts replacement.
D. Proper operation of life safety and security systems.

All are performed on scheduled frequencies in accordance with written maintenance instructions.

Preventive maintenance program procedures are designed to fulfill the needs of the facility. The purpose of the program is to produce cost savings by:

A. Reducing the downtime of critical systems and equipment.
B. Extending the life of the facilities and equipment.
C. Improving equipment reliability.
D. Ensuring proper equipment operation.
E. Improving the overall appearance of the facility.

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Core Functions & Services

Unplanned or Reactive Maintenance
Unplanned/reactive maintenance is the unplanned response to maintenance requests which do not have emergency status. In general, a facilities organization should plan and schedule as much of its maintenance activities as possible. Work that is scheduled and planned is done much more efficiently than that done by reactive maintenance.

Emergency Maintenance
The Sheriff's Office has defined emergency maintenance as the repair or replacement of facility components and equipment requiring immediate attention because the functioning of critical systems are impaired or because health, security, or safety of life is endangered. Emergency maintenance supersedes all other categories of maintenance.

Plant Administration
Plant administration includes the administration, supervision, and the analytical and technical support needed for operation and maintenance of plant.

Building Maintenance (and Operation)
Building maintenance includes the operation of building equipment and control systems. Building maintenance also includes: (1) ordinary recurring maintenance and repair of buildings and equipment, (2) maintenance, repair, and replacement of building components and equipment. "Equipment" includes building operating equipment and built-in equipment.

Grounds Maintenance
Grounds maintenance includes maintenance of grounds and outdoor facilities such as lawns, trees, shrubs, roads, sidewalks, fences, signs, lighting, storm drains, irrigation systems, and parking lots.

Custodial Services
Custodial services (aka "Janitorial Services") includes general cleaning, restroom sanitizing, rodent and insect control, sweeping, mopping, trash removal, and window cleaning for buildings.

Fire Systems
The operation and maintenance of the fire detection and suppression systems and equipment is part of the Building Maintenance functions.

Current Year Projected Outcomes

Enter a brief narrative of the budget initiatives the department undertook this year and a status update of those programs.

1. Completion of the new Medical Observation Unit – Completed
    - Completed under budget
2. Boiler replacement – 31 year old Raypack hot water boilers – In process
3. Installed new Maintenance shop AC unit – Done through county staff – In process
    - $5,000 under budget – being installed by B&GW staff
4. Completion of new Victolic valves and fitting in main boiler room – Completed
    - Valves and fittings are 31 years old – being replaced by B&GW staff
5. Replaced 4’ trench drain in the jail kitchen – Completed
    - All work completed by B&GW staff
6. Separated 480v parking lot lights from state property – Completed
7. Installed card access system in the Medical Observation Unit – Completed
8. Architect for EOC – In process
    - Selecting architect 9/1/22
9. Completed the new camera system throughout the facility – Completed
10. Added TB servers for extended recording time – Completed
11. Edwards fire alarm panel upgrade – Completed
12. Dropped utility cost due to new boilers, lighting, HVAC controls modifications

Next Year Budget Initiatives

Enter a brief narrative tying budgetary requests to planned projects and programs for the 2023 budget

1. 1 additional FT maintenance staff member*
2. 1 additional FT janitorial staff member*
3. Emergency Operations Center – In progress
4. Jail kitchen coolers – Walk-thru coolers are failing; #1 priority
5. MAU-1 replacement – 31 years old
6. New 480v LED parking lot fixtures – Replace existing metal halide fixtures – break down is accruing
7. Jail swamp coolers – These units have met their end of life – bottoms are beginning to rust out
8. Medical Wing slider door – Chief Butcher’s request. There is a safety issue not having a window in the door
9. Dispatch feasibility study – Second floor of the medical observation unit
10. Water softener replacement – These units are 31 years old and the steel bottoms are rusting out

11. Johnson Controls – Upgrade – Remove the Utah Controls BMS and replace with Johnson Controls

*Staff Increases

New FT Maintenance staff member needed.

- The loss of inmate workers resulted in assigning one FT employee to work outside during the summer months. While the Work Center was in operation, Building & Grounds West required 6-8 inmate workers each day to assist with grounds care, including mowing lawns, trimming and edging, tree care, snow removal, painting, minor lawn sprinkler repair, washing county vehicles, etc.
- The Justice Complex is now 32 years old and requires more labor to maintain due to its age.
- Several remodel projects are scheduled for the next 7 years.
- The new Medical Observation Unit will require maintenance.
- Administrative responsibilities have grown considerably.

New FT Custodial staff member needed.

- The loss of inmate workers from the Work Center had a huge impact on the cleanliness of the facility. Previously, a good portion of the custodial services were provided by inmate workers, both inside the jail and in staff areas throughout the rest of the complex.
- We currently have 3 janitors for a facility of 350,000 square feet which operates 24 hours a day, 7 days a week; 1 assigned to the jail and 2 assigned to the rest of the complex.
- The new Medical Observation Unit of 23,000 square feet was added this year, and we anticipate a new EOC facility in the near future, adding to the responsibilities of the custodial staff.