

Memorandum

City of Lawrence

Public Works

TO: Mark Thiel, Assistant Public Works Director / Infrastructure
FROM: Steve Bennett, Building and Structures Manager
Date: 7/17/2012
RE: **2012 Facilities and Structures Mid-Year Update**

I wanted to take this opportunity to provide a mid-year update and status of our 2012 Facilities and Structures Program.

The Facilities and Structures Division is responsible for five budgets—

- Lawrence Douglas County Community Health Department Lawrence Arts Center
- Lawrence Municipal Airport
- Facilities and Structures Two parking garages: Riverfront Parking Garage and the New Hampshire Parking Garage.

The division has seven full time employees – five skilled maintenance workers (electrician, HVAC technician, multi-trade maintenance person for all buildings, one assigned to health facility, one assigned to airport, one assigned to parking structures) and a custodian for City Hall. The Facilities and Structures Division is responsible for building maintenance for approximately 40 municipal buildings. It maintains the downtown lighting, parking structures; downtown parking lots and city owned street lighting. We respond to Planning/Development Services and Police reports of graffiti. We spend a minimum of eight hours a week at the I.T.C. Center on Bob Billings Parkway. This division also provides technical support for other departments as well. This division is also responsible for snow and ice removal at the two parking structures, around numerous buildings and also the runways, taxiways and all other areas at Lawrence Municipal Airport. We also are responsible for mowing at the Lawrence/Douglas County Health Building and Lawrence Municipal airport. The airport has approximately 475 acres to be mowed.

As of June 30, 2012 the Division highlights are:

- A new roof top air-conditioning unit was installed to cool the mezzanine offices and the computer room at the Central Maintenance Garage.
- Built an office on the second floor of City Hall for the Customer Service Supervisor.
- Installed a wall to create a small conference room on the ground floor of City Hall.
- Used recycled Herman Miller cubicle furniture to remodel Public Works reception area.
- Installed LED lighting for the flag at City Hall.
- Worked directly with the City/County sustainability Coordinator, Eileen Horn on Energy conservation projects. Projects were identified for future improvements at City Hall and Arts Center
- HVAC auxiliary units were installed for Development Services. These units will supply heat and air-conditioning.
- A City wide custodial contract was implemented April 2. We received better pricing and control over cleaning.
- Solid Waste office received a lighting upgrade with t-8 lighting and exterior LED's.

- Installing new electrical service for the street division fleet. It is being attached to the sander rack. This will assure winter warm up of vehicles
 - Installed barrel winch for Traffic Division to move barrels of paint used for traffic painting.
 - Replaced metal halide fixtures with LED along the walkway for Fire/Med #2.
 - Completed the mezzanine storage area at Central Maintenance.
 - Installed a roof drain at the Senior Center.
 - Rebuilt sump pump and lines in the Riverfront Parking garage.
 - Updated the CO2 sensor system, calibrated entire system.
 - Replaced ball valves on fire system lines in New Hampshire Parking Garage.
 - Painted parking lines in parking garages and Street Division parking lot.
 - Install 700 feet of pigeon control at the New Hampshire Parking Structure
 - Completed KU / Oread pathway lighting project.
- Some projects for the Community Health Building include:
 - A privacy room was built for the Health Department just off the reception desk.
 - Converted the second floor meeting room lighting to LED.
 - All roof penetrations, around boiler and water heater exhaust stacks were repaired to warranty standards.
 - The roof on the Community Health Building has 3 years left on the 15 year warranty. We have been working with the original installer and the warranty company to perform inspections and facilitate any repairs covered by warranty to try to extend the life of the roof.
 - Installed new shelving in storage areas for the Health Department
 - Dale Seele completed Building Operator Certification level I and is attending B.O.C. II classes
 - Numerous office and waiting room renovations have also been performed.
 - Repair exterior wall panels that have deteriorated over the years.
- Some projects for Lawrence Municipal Airport include:
 - The airport entrance was re-graded and grass was planted where the sewer system line was installed along airport road.
 - Grading and rip rap was used to control water runoff west of terminal. Replaced posts and lights on the airport sign
 - Cleaned the concrete drainage pipes on airport road
 - Sprayed around all lights for vegetation.
 - Repaired sidewalk in front of the terminal building.
 - Keeping record of all wildlife sighting for the Wildlife assessment grant.
 - Repaired and painted the segmented circle and wind sock area.
 - Built access road to the airport beacon. We can now use city equipment to access the beacon for repairs.
 - Cleaned all carpet at the airport.
 - Removed tree line that was encroaching in the glide-path at the north end of the airport.
 - Micro surfaced the main road to the airport terminal.
 - Mowed, mowed, and mowed.
 - LED lighting was made the standard for the City's pedestrian lighting. This has been accepted by contractors and developers as well. We are presently evaluating LED cobra head lighting for street lights.

Our Work Order system request form is accessed through the intranet. When a request is received we designate the priority, person it is assigned to, completion date, and estimated time involved. This is entered into the main system and an e-mail notification is sent to the person performing the work. When the work is completed the ticket is closed out. The date the work was completed, hours used, and a completion notification sent to the person who requests the work order. We have four "types" of work orders and six priority classifications:

Types of work orders	Priority classifications
<ul style="list-style-type: none"> • Scheduled repairs • Emergency repairs • Preventive maintenance • Demand 	<ul style="list-style-type: none"> • Emergency (2 hours response) • High (24 hour response) • 2 to 3 days • 1 week • 1 month • "on the list" of projects / repairs

At any time through the process the person requesting the work may check for updates on the ticket. We track quantity of work orders by type, priority, labor and property. Reports are only limited by the information that is entered. At present we are evaluating all budgets to insure we have adequate funding for the rest of the year. A work order customer satisfaction survey was implemented a few years ago. It has provided good feedback. As part of all work orders, once closed, the requester is sent a customer satisfaction survey. We track and respond to all surveys for improved customer service.

Projects scheduled for the remainder of this year are:

- Evaluating large energy usage at Fire/Med 1. Started in February 2012
- Installing energy monitoring devices on the downtown lighting. Will be used for grant comparison.
- Assisting Traffic with evaluating cobra head replacements. We are looking at LED or other possible energy saving designs.
- Mandatory recycling for City Hall.
- Evaluate daylight harvesting for New Hampshire parking garage.
- Possible enclosure for the exposed elevators at the New Hampshire parking garage.
- Repairs to Riverfront garage and New Hampshire garage.
- Energy audit recommendation implementations for City Hall and the Arts Center.
- Library expansion and parking garage construction.
- Sewer installation at the airport.
- The DCSC and Fire/Med #1 have two additional roofs that will be replaced; both are leaking and causing damage.

Looking forward:

- Crack sealing at the airport is needed. There is a pavement management program for the airport, which is required by the FAA. Their funding is based on how well we maintain their improvements.
- The apron by the terminal and around the hangers needs to be sealed. We are getting separation and gravel which as stated earlier, is a hazard for airplanes.
- The Library roof should be replaced during the renovation. Penetrations and traffic from the HVAC installation would reduce the life of a new roof.
- Energy conservation projects as identified by the energy audits for the Arts Center.

- We need a maintenance building for lifts, trucks, and equipment. Presently we have equipment and supplies stored everywhere possible. A maintenance building would clear out the stairwells and others area at City Hall where furniture and equipment is stored.
- The garage sweeper will need to be replaced in the next 2 years; we will address this in a budget request.
- Replace Circon DDC controls at City Hall. Circon is not manufactured anymore.
- Replace the HVAC units with energy efficient units.
- Install DDC controls at Senior Center
- Replace HVAC at the SWAN building
- Construct two 10 hanger units at Lawrence Municipal Airport.
- Replacing the rest of the 10' Victorian lights in downtown Lawrence with LED fixtures.

Please let me know if you have any questions.



Central Maintenance Roof top HVAC



Central Maintenance Roof Access



Street Division Parking Lot



Electrical Installation for vehicles at Street Division



LED lighting Fire/Med #2



Replaced Fire Sprinkler lines at New Hampshire Parking Structure



Health Building original lighting



Health Building LED lighting



City Hall Roof replacement



City Hall Roof replacement



12th Street Lighted Pathway



12th Street Lighted Pathway