

## **FACILITIES MANAGEMENT DEPARTMENT**

The Facilities Management Department is responsible for managing all of the county owned real property. To accomplish this task, the department conducts life cycle analysis on all equipment associated with the operation of the county facilities; we are responsible for conducting a preventive and corrective maintenance program, space allocation, energy conservation, long term and short term planning for capital improvements, record retention, custodial services and design and renovations for all county owned real property.

The Department consists of three divisions:

1. Facilities Management Division
2. Records and Archives Division
3. Custodial Services Division

The **Facilities Management Division** is staffed with technicians who are experienced in the general repair and installation of commercial plumbing, electrical, heating, ventilation and air condition (HVAC) systems, Building Automated System (BAS) controls, renovations and space allocation. Our department maintains and manages various service contracts for elevators, pest control, life safety operation devices and their functions along with commercial chiller plants and landscaping service contracts. We are responsible for energy conservation initiatives, long range and short range planning for the sustainability of county facilities. We maintain life cycle analysis on roofs, HVAC equipment and interior renovations. We are presently managing 1,507,608 total square feet of county owned real property.

**Records and Archives Division** is responsible for securing, receiving, storage and safe transportation of Dougherty County's records in accordance to the State of Georgia Archives and Records Board. This includes the retention of records and the date of destruction of records according to the time limit set by the State of Georgia Records and Archives Board. This division also manages the landscaping and grounds at the Judicial Building at 225 Pine Avenue.

The **Custodian Services Division** is responsible for managing the cleanliness of and sanitization of several county owned real properties. The mission for this division is to perform custodial services diligently and to keep all county facilities clean and sanitized. This division currently provides custodial services to fourteen county owned real properties representing a total of 33,813 square feet of facilities serviced. This division also assists the Voter's Registration and Elections Department with the mobilization and the set up, break down and storage of the voting equipment.