

**Subject: DES- Clarification on Building Engineer**

**FY 2019 Proposed Budget  
Budget Work Session Follow-up**

**3/29/2018**

The following information is provided in response to a request made by Katie Cristol at the work session on 3/9/2018, regarding the following question:

Ms. Cristol requested clarification on the responsibilities and duties to be performed by the Building Engineer added in the FY 2019 Proposed Budget in the Facilities Maintenance Bureau.

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When the County adds square footage to the facility inventory, operating demands increase for utilities, staffing, services by contract, and ultimately capital repair and replacement. For the addition of the Buck property, we applied industry staffing standards and reduced as appropriate to reflect the current lower intensity of usage. For our staffing recommendations relative to square footage, we look at both industry best practices and our own local experience over time. Most traditional models for facility management staffing consider the size of the facility(s), the replacement value, and its usage. The 2006 International Facility Maintenance Association (IFMA) study recorded that the average gross square footage (GSF) under management per maintenance staff member was approximately 47,000 GSF per maintenance staff. According to the County's facility assessment contractor, EMG, this remains a good planning standard.

After the Facilities Maintenance Bureau reviewed the condition of the four buildings at the Buck property and adjusted for near term operational plans we determined that one FTE would be sufficient for now to join our maintenance team and maintain the right level of service across the entire County facility inventory. The Buck property includes 116,000 GSF and includes maintenance related to roofs, HVAC, life safety and intrusion systems, which are nearing the end of their useful lives, and the 3.5 acres of land. At full occupancy and usage, our model would yield approximately 2.5 FTEs. Largely unoccupied buildings present different risks than occupied ones, where occupants can quickly notify maintenance staff of any problems. The maintenance requirements of the Buck buildings will include:

- Weekly walk-throughs at each building and the surrounding property to identify any required corrective maintenance. This includes preventive maintenance to mechanical, electrical and plumbing (MEP) components and systems to reduce the potential for failures that can lead to substantial damages and recovery expenses due to the buildings being unoccupied.

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- Highly skilled preventive and corrective repair and maintenance to medium, large and complex mechanical, electrical, and plumbing components and systems, Building Automation Systems (BAS), doors, locks, window hardware, lighting, electrical outlets, bathroom fixtures, minor carpentry and drywall.
- Inspections and certification of contracted corrective and preventive maintenance work (facility maintenance is a blend of in-house and contract).