

Memorandum

City of Lawrence

Public Works

TO: Mark Thiel, Assistant Public Works Director / Infrastructure
FROM: Steve Bennett, Building and Structures Manager
Airport Operations Manager
Date: February 6th 2013
RE: **2012 Facilities and Structures Year end Update**

I wanted to take this opportunity to provide a yearend 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 [\$1,017,158.00]
- Lawrence Arts Center [\$153,210.00]
- Lawrence Municipal Airport [\$194,037]
- Facilities and Structures [\$754,710.00]
- 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 December 31st, 2012 the Division highlights are:

- A new roof top A/C 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 and the inspector 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.
- 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, 2002. We received better pricing and control over cleaning. Other buildings are being added to the contract.
- Solid Waste office received a lighting upgrade with t-8 lighting and exterior LED's.
- Started working on the vehicle relocation line for the street division. Installing new electrical service for the street division fleet, for winter warm up, on the sander.
- 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.
- Installed 700 feet of pigeon control at the New Hampshire Parking Structure.
- DCSC and Fire/Med #1 had two roofs replaced; both were leaking and causing damage.
- Completed KU / Oread pathway lighting project.
- The DCSC and Fire/Med #1 had two roofs that were replaced.
- Replaced north sloped roof on City Hall.
- Staff remodeled the City Commission room in City Hall.
- Downtown parking lots, parking stalls, and parking garages repainted.
- Updated lighting at the Arts Center according to energy audit recommendations.
- Updated the existing kitchen for DCSC on the 2nd floor.
- Designed the electrical lighting portion of the KU lighted Pathway.
- Updated exterior lighting at Fire/Med #4.
- Bill Musick and Stan Alldredge completed BOC (Building Operator Certification) I, and are attending BOC II classes.
- Upgraded the lighting in the Solid Waste office building.
- Replaced bay lights at the SWAN building with energy efficient lighting.
- Facilitated the design of exhaust ventilation for SWAN welding stations.
- Designed and performed electrical work for 2nd brine pretreatment station.
- 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 II classes.
 - Numerous office and waiting room renovations have also been performed.
 - Repaired exterior wall panels that have deteriorated over the years.
 - Led lighting was installed in the 2nd floor meeting room. Achieved a 900 dollar annual energy cost savings.
 - Parking lot and walks were repaired.
- 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.
 - A wildlife assessment was performed for the airport.
 - Cleared overgrown areas to help with wildlife control
 - 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 requested the work order. We have four "types" of work orders and six priority classifications:

Types of work orders	Priority classifications
• Scheduled repairs	• Emergency (2 hours response)
• Emergency repairs	• High (24 hour response)
• Preventive maintenance	• 2 to 3 days
• Demand	• 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.

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 main taxiway and runway are scheduled for repairs.
- 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.
- Scheduled repairs to both parking garages should be completed next year.

- 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.
- Replacing Circon DDC controls at City Hall. Circon is not manufactured anymore.
- Replacing the HVAC units with energy efficient units.
- Installing DDC controls at Senior Center.
- Replacing HVAC at the SWAN building.
- Construction of 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



Light bases being prepared



Light bases painted



Poolroom Relighting



Ceiling fans Lawrence Airport Terminal



south
patio

Health Building



Health Building



north lot far
northeast corner

Health building parking lot



Health Building parking lot



Health Building Parking Lot



Poehler Building Parking lot



Senior Center roof



Fire/Med #1 Roof



Fire/Med Roof



Senior Center Roof



Sealing concrete NH parking garage



Full depth repair RF parking garage



City Commission room remodel



City Commission room remodel



Maintenance to Community Health Building
Roof



Maintenance to Community Health Building
Roof



New Hampshire Garage