

City of Kirkwood Purchasing: Building Services

Mission Statement

The Building Services division's mission is providing safe, pleasant and highly functional City facilities that comply with all federal, state and local regulations for the use of our employees and general public.

General Description

In late 2007, the Building Services division became a division under the Purchasing Department.

The Building Services division plans, manages and executes all repairs/rework/maintenance services for approximately 21 public buildings ensuring the City's facilities and systems are functional, energy efficient, secure, well-maintained and available for use by all departments. Building Services also acts as a consultant for other buildings not listed regarding repairs and new systems.

New and additional responsibilities include sidewalk snow removal on City owned sidewalks (approximately 2.3 miles), generator maintenance management and backflow/ irrigation testing and compliance.

The following list is the City facilities that are exclusively maintained by the Building Services division.

CITY OF KIRKWOOD FACILITIES

NAME	LOCATION	YEAR BUILT	ROOF AREA SQUARE FEET	FLOOR AREA SQUARE FEET
City Hall	139 S. Kirkwood	1941/ 1992	13,000	25,000
Farmers Market Enclosed Building Shelter	150 E. Argonne	1976 1976 1976	530 4,000	530 4,000
Fire House No. 1	137 W. Argonne	2005	8,000	
Fire House No. 2	11804 Big Bend	1929 2003	10,300	19,846
Fire House No. 3	1321 W. Essex	2003	8,000	10,890
Police Building	137 W. Madison	1963/ 1970/ 1992	10,340	20,080
Police Rifle Range	Rifle Range Rd.	1960	4,130	3,630
Public Works Facility Street/Sanitation/Storage	345 S. Fillmore	1992	20,880	18,000

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NAME	LOCATION	YEAR BUILT	ROOF AREA SQUARE FEET	FLOOR AREA SQUARE FEET
Common Area Building			5,700	5,463
Vehicle/Building Maintenance including Mezzanine			14,930	18,840
Open Storage			10,150	10,000
Salt Dome			8,920	7,800
Fuel Station			181	181
			1,330	
Purchasing/Utilities Mezzanine	212 S. Taylor Ave.	1969/ 1971/ 1974	13,000 0	13,000 2,500
Train Station	100 W. Argonne	1893	3,726	2,352
Water Treatment Plant	2020 Marshall		1,120	11,530
Water Maintenance Shop and Storage Building	351 S. Fillmore	1992	7,690	6,594
Formerly Torrisi Property	Monroe Avenue			
Pioneer Building				

The Building Services division uses the following performance measurements: staffing, contract administration, building maintenance expenditures, work orders and work order classifications.

Staffing

The Building Services division is staffed with two maintenance workers (Lead Technician and Technician) and is managed by the Building Services Supervisor who also is responsible for warehouse operations for the Purchasing Department. At this time, sixty percent of the supervisor's salary is allocated to purchasing and 40% is allocated to building maintenance. In 2005, this division had four employees (1/2 Director of Fleet and Building Services, 1/2 Assistant Director of Fleet and Building Services, 1 Lead Technician and 2 Technicians). The current census is 2.4 employees.

Contract Services

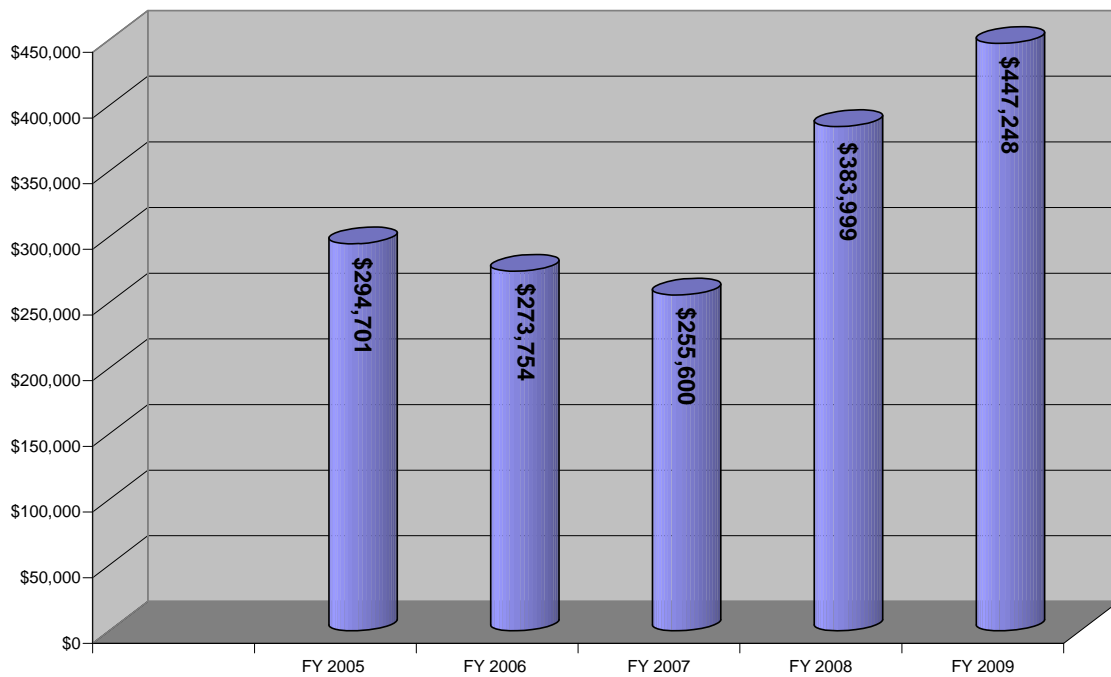
Due to staffing levels, compliance issues, needed specialized expertise and overall cost, the division provides contract administration and management for several services such as: janitorial services (City Hall, Police Station, Public Works, Purchasing/Utilities Building, Water Maintenance Building and Train Station), elevator maintenance, repair and inspections, security and fire alarm services, pest control, HVAC maintenance and repair, overhead door major repair, fire extinguisher testing and maintenance program, backflow/irrigation testing inspections, various major plumbing, electrical and painting requirements.

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Building Services Expense

Building expenses include budget minus balance plus capital expenses. Building expenses are increasing due to implementing a preventative maintenance program, adding additional service agreements and increasing capital expenditures. These increases are necessary in order to maintain, repair and replace critical and non-critical components on our facilities.

Building Services Expenses



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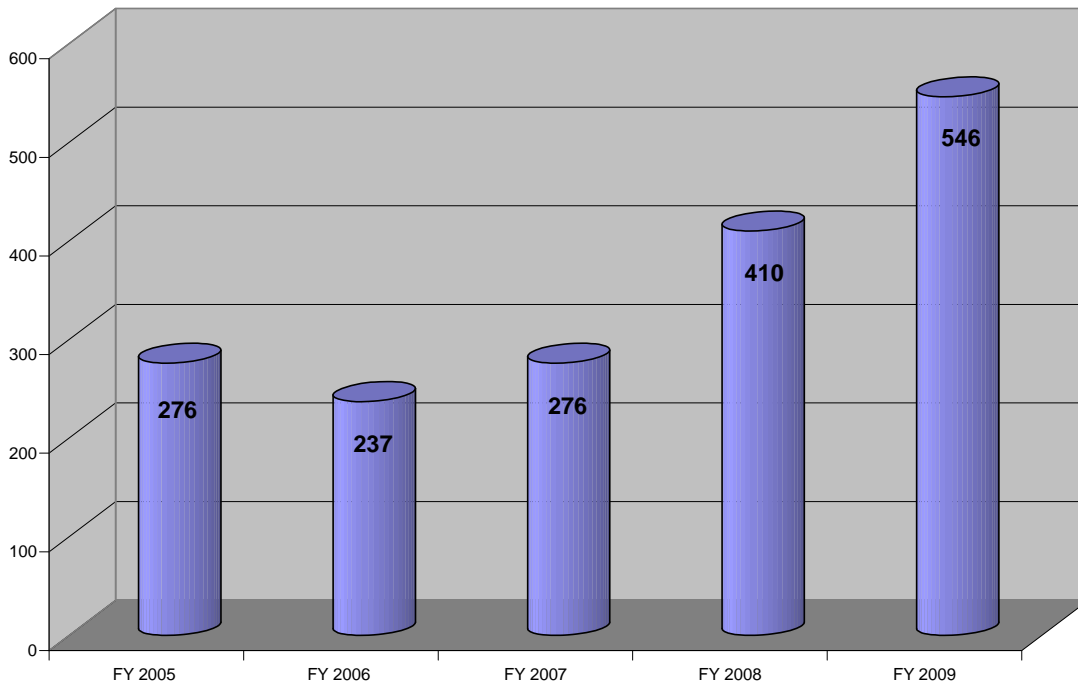
Work Orders

Building Services uses H.T.E system's work order component. Work Orders are required on every action taken by the division as it relates to repair, maintenance and replacement.

Work Orders allows management to prioritize critical needs, safety issues and maintenance plans.

Completed Work Orders have risen substantially since Purchasing obtained the Building Services Division. Now, Work Orders are mandatory and require full description of work and costs associated with repair. Additionally, Building Services is incorporating a full preventative maintenance program for each building and due to the Facilities Assessment, capital improvements have increased.

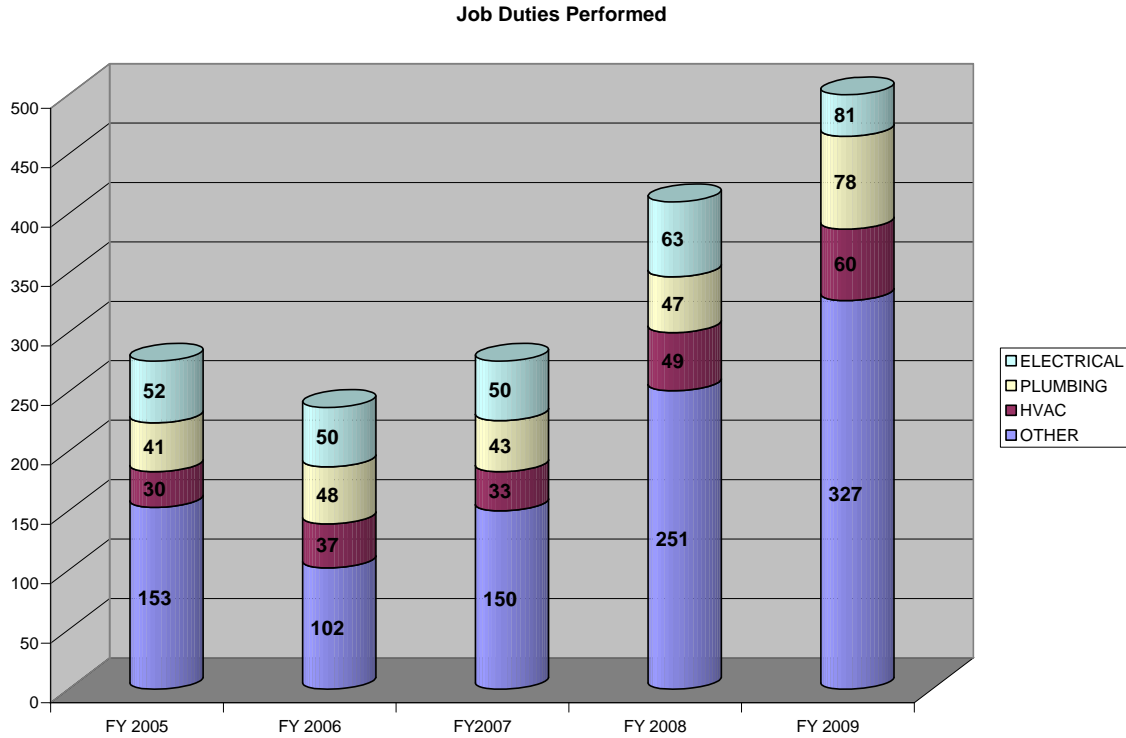
Work Orders Completed



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Work Orders by Type

Work order types are HVAC, Plumbing, Electrical and Other. The “Other” category may include, but is not limited to carpentry, fabrication, furniture relocation and painting.



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