



PUBLIC WORKS – ADMINISTRATION CENTER

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2010 Administration Center Facilities Management Annual Report

**To the Honorable Board of Supervisors,
Ozaukee County, Wisconsin**

The Facilities Management Departments, a division of Public Works, mission is to maintain the buildings and grounds in such a manor as to allow the county to conduct their business in a clean and safe environment. We strive to accomplish this as efficiently and economically as possible. My staff and I are responsible for the Administration Center and also the Waubeka, Cedarburg, and Port Washington Highway Department offices.

Daily duties include: Maintaining the heating ventilation, air conditioning systems, plumbing, electrical system, preventative maintenance, and complete janitorial services of the building. In addition, we take care of the grounds, which involves snow removal/ salting sidewalks in the winter, and lawn/flower care spring through fall.

As well as maintaining the building, other responsibilities include preparing the annual budget, generating purchase requests, approving all invoices for payment, and hiring outside contractors then overseeing that the work was done properly. Also we assist other departments with their remodeling needs.

Major Accomplishments for 2010

All shrubs in front of building were removed and replaced.

A new tractor was purchased for snow removal.

A portion of the 2nd floor Historical Building and one office was restored to the original hardwood flooring. One bathroom was completely remodeled.

Many hallways and offices through out the building were repainted.

Two bathrooms were repainted and wall papered.

The engineering for the for the new air conditioner and air handler units were completed for 2011 project.

The Administration Center building and grounds were meticulously maintained.

Respectfully Submitted,

Joseph Hicks