



PUBLIC WORKS – ADMINISTRATION CENTER

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2009 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 2009

The remaining work from razing the jail was completed.

The masonry work of putting the stone on the west side of the Administration Center was completed.

The new west parking lot was constructed which includes handicap parking and handicap accessibility entrance.

Both north and south parking lots were crack filled, resealed and restriped with a new layout which added more parking spaces to the north lot.

We changed the signage to the administration center. The new signs are more user friendly to the public, due to the larger print and color coded.

We repainted many offices and hallways through out the Administration Center.

The Port Washington Highway Department office area had new carpet installed and tile in the hallways.

The Administration Center building and grounds were meticulously maintained.

Respectfully Submitted,

Joseph Hicks