



Joseph Hicks
Building Superintendent

**2007 ANNUAL REPORT OF THE OZAUKEE COUNTY
ADMINISTRATION CENTER**

**THE HONORABLE OZAUKEE COUNTY BOARD OF
SUPERVISORS**

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

ADMINISTRATION CENTER

Due to retirement of the Facility Manager, this department has been restructured. A custodial position was transferred to the Justice Center enabling us to fund a mechanical position. This enables us to do larger in-house remodeling projects and let us meet our mechanical repair needs.

Daily duties include maintaining the heating, ventilation and air condition systems. Other duties include plumbing, electrical, other repair, and grounds maintenance as needed.

With the restructuring of staff, we have rescheduled to perform the janitorial work at night. The Administration Center is used for various meetings during the day and evening; therefore many staff hours are spent on setting up meeting rooms.

ACCOMPLISHMENTS OF 2007

The north retaining wall was graded, landscaped and is completed.

The County Clerks office was remodeled in order to re-open the information window to better serve the public.

Two new offices were built for the A.D.R.C. Department.

The former jail was used for storage since 1991. It took countless staff hours relocating and sorting out the old office equipment, records, and furniture. We moved several record rooms into the Administration Center; this needed to be accomplished before the preparation work could begin.

The former jail under went an asbestos abatement. Also many mechanical piping, equipment, and electrical connections had to be capped off or rerouted for the preparation of the 2008 demolition of the old jail.

The maintenance staff worked hard to prepare the building for its annual "Christmas Gala" event benefiting the Court House Restoration Project.

Many hours were spent relocating different department staffs to meet their needs.

Numerous task requests and work orders were completed.

Respectfully Submitted;

Joe Hicks, Building Superintendent
Administration Center