

<b>Subject:</b> Centralized Facilities Services	<b>Number:</b> 8-2
	<b>Date Issued:</b> December 1, 1998 <b>Date Revised:</b> May 18, 2015
<b>Responsible Department:</b> Public Works – Facilities	<b>Approved:</b> <i>Stenena Smith</i>

**Policy**

1. General
  - a. The Facilities Management Division provides centralized facility maintenance, repair and improvement services to departments throughout the City. These services include areas that require special expertise, such as plumbing, air conditioning/heating, certain mechanical, electrical, roofing, carpentry, and locksmithing.
  - b. This policy is intended to define clearly those services that require special expertise, and compliance with worker and workplace safety regulations.

**Procedures**

1. Unless otherwise approved by Public Works–Facilities Management, Facilities Management shall either perform or assist with contracting for the following work on City buildings, facilities and equipment:
  - a. All heating, ventilation and air conditioning.
  - b. All electrical work except for the following:
    - (1) Electrical work performed by employees in the class of Electrician who are assigned to other departments.
    - (2) The replacement of fluorescent and incandescent light bulbs, which does not expose the worker to electrical wiring.
    - (3) Resetting a single-pole circuit breaker of 20 amps or less, no more than one time.

- (4) Work involving the installation and repair of irrigation control systems of 24 volts or less.
  - (5) Electrical work performed by employees in the class of Air Conditioning Mechanic on the heating, ventilation, air conditioning or refrigeration equipment side of the unit disconnect switch.
  - (6) Work performed by Electronics and Communications Division employees in the installation and repair of electronics and communications systems and equipment (i.e., radio, telephone, public address, data transmission, security, and video systems).
- c. All work on fire detection and fire sprinkler systems.
  - d. All plumbing and gas fitting work requiring a plumbing permit unless the employee performing the work is in a class that includes plumbing duties.
  - e. All roofing and locksmithing work.
  - f. All work requiring building, mechanical, plumbing, electrical, or fire sprinkler permits.
  - g. All work requiring standardized specifications in order to match existing facilities, systems or equipment (e.g., lock systems, plumbing fixtures, etc.).
2. It is recognized that there will be some exceptions to the above in departments that have employees in classes designated and qualified for such work. In those cases, the departments shall work with Facilities Management to assure that any appropriate building permits are obtained and that the work is performed in accordance with applicable building and health and safety codes.