

John Galusha, Chairman  
Arica Andreatta, Commissioner  
Karl Sporleder, Commissioner



## HUERFANO COUNTY GOVERNMENT PUBLIC WORKS DEPARTMENT

**Date:** February 27, 2024  
**To:** Huerfano County Board of County Commissioners  
**From:** Chris Bechaver, Deputy Public Works Director  
**Cc:** Lester Berry, Interim Public Works Director and Carl Young, County Administrator  
**Re:** Grounds and Buildings Maintenance Procedures

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**Purpose:** To define clear objectives for the maintenance of Huerfano County buildings and grounds. These procedures encompass housekeeping standards, routine maintenance, preventative and corrective maintenance.

### General

It is the role of the Public Works Department to implement these procedures so that the buildings and grounds of Huerfano County will be maintained to a high degree.

1. Buildings shall be provided with the housekeeping and routine maintenance necessary to protect the physical integrity of buildings and keep them in a condition where they are sanitary, safe, and pleasant to visit or occupy.
2. Grounds and landscaping shall be maintained in a condition that reflects good planning and maintenance.

### Routine Building Maintenance

1. **Entrances, Lobbies and Corridors** – These areas are generally the first areas seen by the general public and staff. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence. Considerable dirt is carried in and deposited in entryways and corridors. The maintenance technicians schedule should include adequate time to sweep these areas of travel more often than once a day if time is available. Regular sweeping or snow removal from the sidewalks outside of entryway as soon as possible using sand or ice melt to avoid slips and falls. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, daily, or more frequently during the snow and mud season.
2. **Restrooms** – Special attention shall be given to restroom cleanliness because of the need for sanitation and the threat to health. Restrooms shall be **thoroughly cleaned** on a daily basis; soap, paper towels, etc., shall be checked and replaced promptly. Maintenance technicians shall be trained in proper cleaning techniques and in personal safety precautions related to their jobs.
3. **Custodial** – A maintenance routine shall be established to keep all buildings in a condition that is safe, healthy, and in good repair. Training shall be provided to all maintenance technicians in proper cleaning methods, industrial hygiene, and safety guidelines, including blood borne pathogens clean up procedures. Standard safety practices shall be observed and

stressed; for example, the use of disposable latex gloves while cleaning, using WET FLOOR signs, and disinfecting methods.

4. **Floor Maintenance** – An annual routine shall be established to strip and re-wax tile floors. Carpet shall be inspected on a daily basis to determine if other than routine care is needed. The integrity of tile floors should be considered and chipped or broken tiles should be promptly replaced.
5. **Interior Walls, Ceilings, and Attics** – During building inspections maintenance technicians should pay particular attention to walls; peeling paint, failing plaster, and evidence of moisture. Graffiti should be removed promptly. Ceilings should be checked for water leakage; the first indication of a leaking roof is often from discolored suspended ceiling tiles or blistering plaster. Attics should be checked for ventilation flow, moisture, and proper storage of any materials there. Plan on repainting walls and ceilings every four years.
6. **Doors and Windows** – Windows and screens shall be cleaned and checked for damage during summer and spring. Glazing shall be repaired, cracked panes replaced, damaged caulking removed and replaced. Grills, sashes, sills, etc., shall be inspected and repaired. Doors should open and close easily; oil hinges, check and adjust pneumatic door closers and bottom door sweeps. Doors should not drag and should be adjusted to close fully.
7. **Dusting** – From the standpoint of health as well as appearance, dusting is one of the most important jobs of the maintenance technicians. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible. A vacuum cleaner is the best tool for removing dust. Treated “dust cloths” can be used for most dusting. These are usually of factory treated flannel cloth. Some surfaces lend themselves well to “damp dusting” using a clean cloth and plastic sprayer with appropriate solution. Dust all horizontal surfaces such as but not limited to window sills, ledges, file cabinet tops, and clear desk tops.
8. **Lighting** – Each building shall have lights checked and repaired at regular intervals. Exit and emergency lights should be checked daily. Office staff should report lighting problems to the Public Works Director as soon as discovered. Deficient lights shall be changed as soon as their failure is reported.
9. **Gutters, Downspouts, Roof Drains** – Maintenance technicians must inspect this often neglected area. Several county buildings are very susceptible to debris clogging these types of drains. Left alone, drains will clog causing major maintenance problems. Gutters will be cleaned and their conditions checked twice a year in summer and spring. Corroded gutters should be promptly replaced.
10. **Heating, Ventilation, and Air Conditioning** – Inspections of buildings must encompass boilers, furnaces, and HVAC systems; especially units located in attics and other out-of-the-way places. Spring and fall semi-annual systems inspections shall be made to coincide with impending seasonal requirements for cooling and heating. Often, problems or potential problems are obvious, if they are caught early, they can stop larger problems. Generally, preventative maintenance is contracted out to a qualified heating and air conditioning

company; however, staff shall work closely with the Public Works Director when problems arise.

11. **Roof Maintenance** – Water can penetrate unbelievably small holes and result in major damage. The roof of each building should be inspected annually in the spring. Personnel shall ensure safety precautions regarding roof safety are used, including proper use of a protective harness. Inspections should give particular attention to roof flashings and snow guides. Any problems shall be reported to the Public Works Director immediately.
12. **Elevators** – Licensed elevator mechanics routinely inspect all of the county’s elevators. However, maintenance technicians should keep the cabs and doors clean and the elevator pits and mechanical rooms inspected semi-annually at a minimum. Maintenance technicians shall report elevator problems to the Public Works Director immediately.
13. **Painting and Exterior Maintenance** – A routine schedule of interior and exterior painting, caulking and repairs, shall be established for each building. Masonry cleaning and patching shall be accomplished as soon as possible after damage is detected, within budgetary constraints. The Public Works Department shall maintain a record of inspections and schedules for maintenance.
14. **Fire Extinguishers** – Extinguishers shall be properly hung in their designated areas; not left on the floor or otherwise improperly positioned. Access to fire extinguishers shall not be blocked or impeded. A company certified to maintain fire apparatus shall inspect the extinguishers annually.
15. **Snow Removal** – During an event that it snows all staff member must come out and assist on snow removal. During the week staff will be required to come in early and start removing snow prior to the start of business hours.

Weekend snow removal will happen the following morning to remove the snow from the county facilities. Supervisor will give a call and let the crew know what time to come out that following morning.

16. **On Call** – Staff would be on a rotating schedule Monday- Monday.
  - a. Staff would be required to use their county issued phone.
  - b. Calls would come through dispatch for any issues with any buildings.
  - c. 30- minute response time depending on weather.
  - d. Staff would be required to call dispatch when they arrive at the building and call when they leave the building after the work is complete.
  - e. Staff would have an incentive of \$30.00 a day for that week being on call a total of \$210 per week.

- f. Staff would be able to take home a county vehicle for that week they are on call. No one but the county employee would be allowed to in the vehicle with you.
  - g. If Staff was unable to be on call for a day or the week they would forfeit their \$30.00 or the \$210.00.
  - h. On-call schedules will be made by their immediate supervisor and approved by the Public Works Director.
  - i. If Staff does not answer their phone they will be subject to consequences such as verbal warning, written warning or termination.
17. **Miscellaneous** – Maintenance staff shall report repairs which are needed to correct broken, worn out, damaged or other needed replacement parts to the Public Works Director.

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Signature of the Chair

Approved

Denied