

5. BUILDINGS & GROUNDS

5-1. Building Maintenance Policy

5-1.1. Purpose

- 5-1.1.1. To define clear objectives for the maintenance of county buildings. This policy encompasses housekeeping standards and routine maintenance. Preventative and corrective maintenance shall be covered under separate directives.

5-1.2. General

- 5-1.2.1. It is the role of the Buildings and Grounds Department to implement this policy so that the buildings and grounds of Fluvanna County will be maintained to a high degree while working in concert with the diverse objectives of the tenant organizations.
- 5-1.2.2. 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.
- 5-1.2.3. Grounds and landscaping shall be maintained in a condition that reflects good planning and maintenance. The Court Green Committee shall provide guidance for the Palmyra Court Green areas of the old courthouse and the Courts Building.

5-1.3. Process

- 5-1.3.1. Detailed day-to-day housekeeping requirements for each building shall be developed and posted prominently for custodians to utilize as checklists.
- 5-1.3.2. The Buildings & Grounds Department manager shall conduct semi-annual inspections for each building.

5-1.4. Routine Building Maintenance

- 5-1.4.1. **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. Custodians shall be trained in proper cleaning techniques and in personal safety precautions related to their jobs.
- 5-1.4.2. **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 the custodial staff in proper cleaning methods, industrial hygiene, and safety guidelines, including blood borne pathogens cleanup 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.

- 5-1.4.3. **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. Tile floors known to contain asbestos should be waxed on a regular semi-annual schedule.
- 5-1.4.4. **Interior Walls, Ceilings, and Attics** - Building inspections 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.
- 5-1.4.5. **Doors and Windows** - Windows and screens shall be cleaned and checked for damage each 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.
- 5-1.4.6. **Lighting** - Each building shall have lights checked and repaired at regular intervals. Exit and emergency lights should be checked monthly (tenants should perform this check and report any discrepancy to Buildings & Grounds). Special lights, such as halogen ceiling lights, should be changed as soon as their failure is noticed.
- 5-1.4.7. **Gutters, Downspouts, Roof Drains** - Building inspection must include this often neglected area. The Treasurer's/Commissioner's building, surrounded by trees, is particularly susceptible to leaves and pinecones clogging the drains. Left alone, grass and saplings will begin to grow in the drains, rain water will seep into the walls causing major maintenance problems. Gutters must be cleaned and their conditions checked twice a year. Corroded gutters should be promptly replaced.
- 5-1.4.8. **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 or 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, Buildings and Grounds Department shall work closely with the County's contractor to maintain systems in good condition. All boilers shall be inspected annually by a State-certified boiler inspector. Boilers shall have a Virginia boiler inspection certificate posted in the vicinity of the boiler. (Certificates are currently good for two years.)

- 5-1.4.9. **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. Inspections should give particular attention to roof flashings and snow guides.
- 5-1.4.10. **Elevators** - Licensed elevator mechanics routinely inspect all of the county's elevators. However, custodians should keep the cabs and doors clean and the elevator pits and mechanical rooms shall be inspected semi-annually at a minimum. Custodian shall report elevator problems to the Supervisor of Buildings and Grounds immediately.
- 5-1.4.11. **Painting and Exterior Maintenance** - A routine schedule of interior and exterior painting, caulking, and repairs, shall be established for each building. Masonry cleaning, repointing, and patching shall be accomplished as soon as possible after damage is detected, within budgetary constraints. Buildings & Grounds Department shall maintain a record of inspections and schedules for maintenance.
- 5-1.4.12. **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.
- 5-1.4.13. **Storage** - In many buildings, storage is often inadequate for the tenants who must store copy paper, file boxes, special machines, etc., and custodians rarely have space for toilet paper, hand towels, buffers, vacuum cleaners, etc. Although we recognize this, we must also recognize that improper storage of materials may lead to fire and safety hazards. Electrical cabinets and circuit breaker boxes shall be marked off on the floors to provide adequate access in accordance with OSHA regulations 29 CFR Part 1910. No storage of any materials shall be allowed in these prohibited areas. Solvent or petroleum-based paints, paint solvents, kerosene, paint thinner, etc., shall be provided adequate storage in a separate building or enclosure; they shall not be kept inside office buildings. Latex paint is an exception to this rule.