



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

Number	702
Responsible Department	Public Works Department
Established/Effective Date	10/21/1983
Latest Revision Date	6/30/2023
Next Review & Reauthorization Date	6/30/2025

SUBJECT: Building Maintenance Work Priorities

1. **Purpose:** To regulate work requested of Building Maintenance section of Public Works and standardize prioritization and processing of said work.
2. **Authority:** Huntington Beach City Charter Section 401.
3. **Application:** This regulation applies to all departments in conjunction with the Building Maintenance section, Maintenance and Operation Division of Public Works.
4. **Definitions:**
 - 4.1. **Emergencies:** Situations that threaten either public health and safety or the structural integrity of the City's buildings.
 - 4.2. **Routine Maintenance:** Maintenance tasks performed on an ongoing schedule with a frequency of at least once a year to retain a safe and acceptable condition of existing structures/buildings and associated equipment.
 - 4.3. **Facilities Service Requests:** Work requests not classified as Emergencies or Routine Maintenance. These requests may include repairs and alterations/modifications.
 - 4.4. **Maintenance Projects:** Projects identified annually by Building Maintenance and the affected department in preparation for the upcoming budget. Conditions characteristic of these projects are: (1) scheduled frequency of less than once annually; and, (2) deterioration beyond an acceptable level (yet not an emergency) relating to existing buildings and associated equipment.
 - 4.5. **Capital Improvement Projects (CIPs):** Major public improvements to the City's infrastructure including new projects and upgrades to existing facilities of \$50,000 and more.
5. **Policy:** The Building Maintenance section of Public Works is to identify its workload as defined in Section 7 and perform its duties in the following prioritized order: emergencies, routine maintenance, service requests, maintenance projects and capital improvements.
6. **Responsibilities:**



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6.1. Public Works Department

6.1.1. It is the responsibility of the Public Works Director or designee to validate Facilities Service Requests and work orders after careful consideration of:

- (1) work requested;
- (2) potential urgency due to unforeseen circumstances;
- (3) impact upon current Building Maintenance workload; and,
- (4) if work requested is defined as capital improvement, verification of appropriate funds allotted to reimburse materials, labor and equipment exist with requesting section or department.

Once established, only the Public Works Director or designee has the authority to modify or interrupt the schedule of Building Maintenance.

6.1.2. It is the responsibility of the Public Works Maintenance Supervisor to: (1) identify individual routing maintenance tasks and ensure commitment of labor to address identified tasks; and, (2) coordinate an annual inspection of all City structures with Public Works Maintenance Crew Leaders for the purpose of identifying work described as maintenance projects.

6.1.3. It is the responsibility of the Public Works Director or designee to work with individual departments and the Finance Department for the development and implementation of the City's CIP program.

6.2. Individual Departments

6.2.1. It is the responsibility of all individual departments to:

- (1) Survey work areas after notification of, but prior to, an inspection with Building Maintenance personnel in order to aid Building Maintenance in determining maintenance needs in the next fiscal year; and
- (2) Notify Building Maintenance personnel at the time of inspection prior to budget formulation of pending capital improvements for the purpose of obtaining advice as to the most efficient installation and labor/material cost estimates; and
- (3) Understand the Importance of identifying all potential work requested of Building Maintenance during the inspection in preparation for the next budget cycle.

7. Procedures:

7.1. Emergencies



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- 7.1.1. Emergency work requests shall be made by calling the City Yard Administrative staff at (714) 960-8861 during normal business hours or calling Police Dispatch at (714) 536-0335 for after-hours stand-by response.
- 7.1.2. Upon notification of a potential emergency, the Building Maintenance staff will respond in a timely and responsible manner for inspection.
- 7.1.3. After completion of inspection, Building Maintenance staff will determine whether prompt repair is in order or postpone work in the appropriate category and schedule accordingly.

7.2. **Routine Maintenance**

- 7.2.1. Routine maintenance will be performed in accordance with structured maintenance programs detailing tasks, locations, work inventory, frequency and manpower requirements. These programs will be scheduled by the Public Works Maintenance Supervisor to provide the maximum level of service, manpower and cost control.

7.3. **Service Requests**

- 7.3.1. Service requests shall be submitted by using the [Facilities Service Request System](#) (available on SurfNet) or calling the City Yard Administrative staff at (714) 960-8861.
 - 7.3.1.1. Include contact information of the requestor, facility name/location, work description to help the crew leader determine the required scope of work and priorities. If and when possible, please attach any photos or image.
- 7.3.2. Once a service request is submitted, a crew leader will prioritize the request based on current building maintenance workload and schedule accordingly.
- 7.3.3. Requestors will receive an email confirmation of the service request receipt with the assignment of a work order number and an estimated completion time.
- 7.3.4. Departments requesting service outside of normal maintenance/repairs (i.e.: building alterations & special events) or work to be completed outside of normal working hours may be required to provide funding for the request.
- 7.3.5. Service requests exceeding the minimum capital improvements threshold (currently \$50,000) shall be considered Capital Improvement Projects under Section 7.5.

7.4. **Maintenance Projects**



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7.4.1. Maintenance projects will be developed using data gathered during the annual inspection. The data will identify problems, remedies, manpower needs, material requirements, necessary equipment, and available funds. Depending upon criticalness, projects will be scheduled to coordinate with routine maintenance, not to supersede it. Private contractors may be used to accomplish these projects based on the evaluation of the Public Works Director or designee.

7.5. Capital Improvement Projects (CIPs)

7.5.1. Capital improvement projects will be identified by a requesting department. In cooperation with the Public Works Department, the requesting department shall prepare the total estimated costs for the capital improvement and submit it to the Public Works Department for approval to be included in the CIP budget.

7.5.1.1. Requests for new projects should be uploaded to the Budget SharePoint site (*Capital Improvement Project Information Forms*). Public Works Department will assign an engineer or Construction Management team to have a pre-meeting with the department and review the project for the costs and time required to complete projects.

7.5.1.2. Public Works will review all submitted projects to prioritize and determine staff availability.

7.5.2. The Public Works Construction Management Division will review the approved/budgeted CIPs and schedule the project launch, using defined priorities. Private contractors may be used to accomplish these projects based on the judgment of the Public Works' Director or designee.

Distribution:

All employees may access the Administrative Regulations via the [Intranet](#) or City website: www.huntingtonbeachca.gov/AR.

A blue ink signature of Chau Vu, Director of the Public Works Department.

Chau Vu, Director
Public Works Department

A blue ink signature of Michael Gates, City Attorney.

Approved as to Form
Michael Gates, City Attorney

A black ink signature of Al Zelinka, City Manager.

Al Zelinka
City Manager



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Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE