

City of Chesapeake
Administrative Regulation
Subject: City Buildings - Maintenance,
Repair, Alterations

4, 10 1 of 2
Number ~~35.1.2~~
Effective Date: June 11, 1982
Supersedes: 35.1.2
dated December 22, 1975

I. Purpose

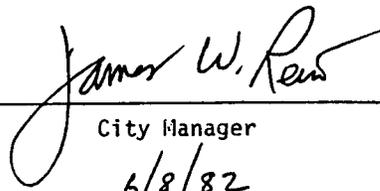
From time to time City buildings and their associated heating, lighting and air conditioning systems require maintenance, repairs, alterations, etc. This regulation establishes the responsibility for these functions with the Buildings and Grounds Division of the Parks and Recreation Department and outlines the procedure required to obtain these services of the Buildings and Grounds Division.

II. Responsibility

1. The Buildings Section of the Buildings and Grounds Division is responsible for maintenance of the City buildings, except schools and other buildings for which separate funding is provided.
2. a) Maintenance is defined as normal repair and upkeep of buildings to include systems inside buildings that actually are a part of the structure, such as water distribution, piping, plumbing, control air conditioning, heating, electrical, and structural repairs and maintenance.
b) Portable equipment such as cooking stoves, fans, window-type air conditioning units, refrigerators, dishwashers, furniture, and furnishings, which are not part of a structure, are classified as tenant property and as such are not a responsibility of the Building Section for maintenance, procurement or replacement. Courtesy maintenance of tenant property may be provided under exceptional circumstances, and on a reimbursement, time available basis.
3. Work other than that listed in Section II, 2 above is classified as either new construction, alterations or improvements. Funds for these type of projects should be included in the annual request to the Buildings and Grounds Division for inclusion in its operating budget. A scheduling of projects will be completed as soon as funds are available. At time of construction, these funds will be applied against the specific project costs.
4. New construction is normally a function of the Public Works Department. Buildings and Grounds Division staff will review plans and specifications prior to construction to note such changes needed to avoid maintenance problems. Prior to final acceptance of any new construction, the Buildings and Grounds Division, in conjunction with Public Works personnel, will conduct a joint inspection of the facility. Upon satisfactory completion of the inspection, and any "punch list" items, the Buildings and Grounds Division accepts responsibility for maintenance of the new building.
5. Locks (door and padlock) shall be of design and manufacture as specified by Buildings and Grounds Division. No changes shall be made except through this Division. One original print of each key will be kept by Building Section for emergency access and reproduction as needed by using department. All duplicates will be made by Building Section. Using department will return keys to Buildings and Grounds Division when no longer needed.
a) Exceptions: Prisoner security areas of Sheriff's Department and Police Division. The lock/key security of these areas will be maintained by the using department/division in accordance with applicable local, state and federal regulations.

III. Procedure

1. All work will be accomplished under a work order system.
2. Emergency requests for repair service should be made by calling 547-6411 during regular working hours (7:30 a.m. - 4:00 p.m.) and on weekend/holidays should be made by calling 547-6161 Chesapeake Police Dispatcher. The dispatcher will locate the Buildings and Grounds Superintendent, or his representative, by telephone, radio, or pager. The person making the request must, in all cases, provide their name and phone number to the dispatcher, so the maintenance representative can confirm the location, description and seriousness of the problem. Emergency is defined as a serious threat to life or property.
3. Non-emergency request for repair should be made by submitting work order form or memorandum through department's tenant council representative. In all cases, the person making the request must provide a description of the work, name, and phone number of a person to contact.
4. Requests for alteration and/or improvements shall be submitted by memorandum with description of work, funds available and telephone number of person(s) to contact for on-site inspection. Such work may be accomplished by "in-house" or contract forces coordinated through the Buildings and Grounds Division with prior approval of the City Manager. All requests for such projects and their funding shall be made to Buildings and Ground Division and forwarded from there to the City Manager with estimate(s) and recommendations for approval or denial.
5. All alteration and/or improvement work not pre-planned such as described in Section II. 3. will be added to the existing work schedule and accomplished as work forces become available.



City Manager

6/8/82

Date