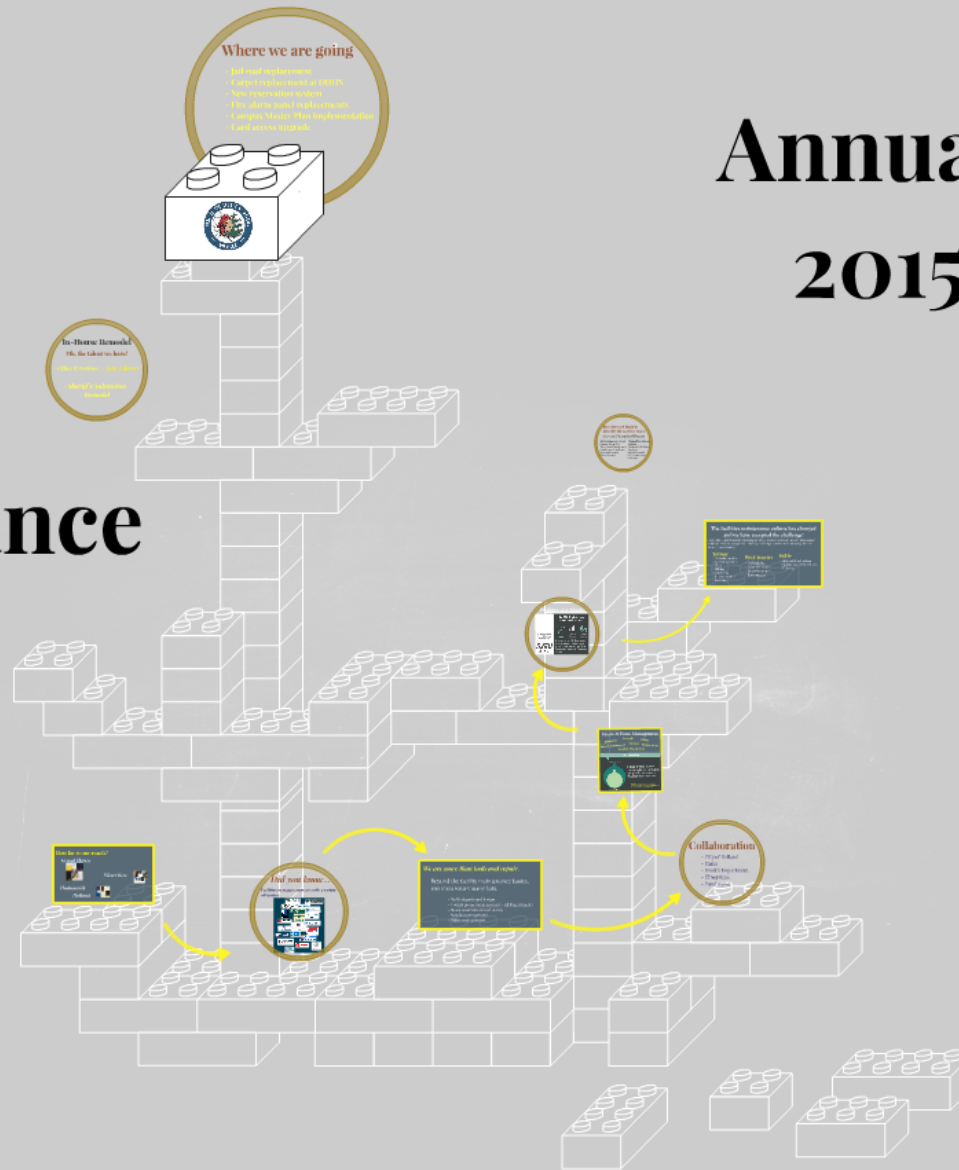


Annual Report 2015 - 2016

Facilities Maintenance

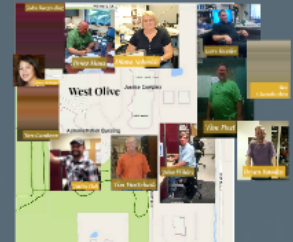


How far is our reach?

Grand Haven



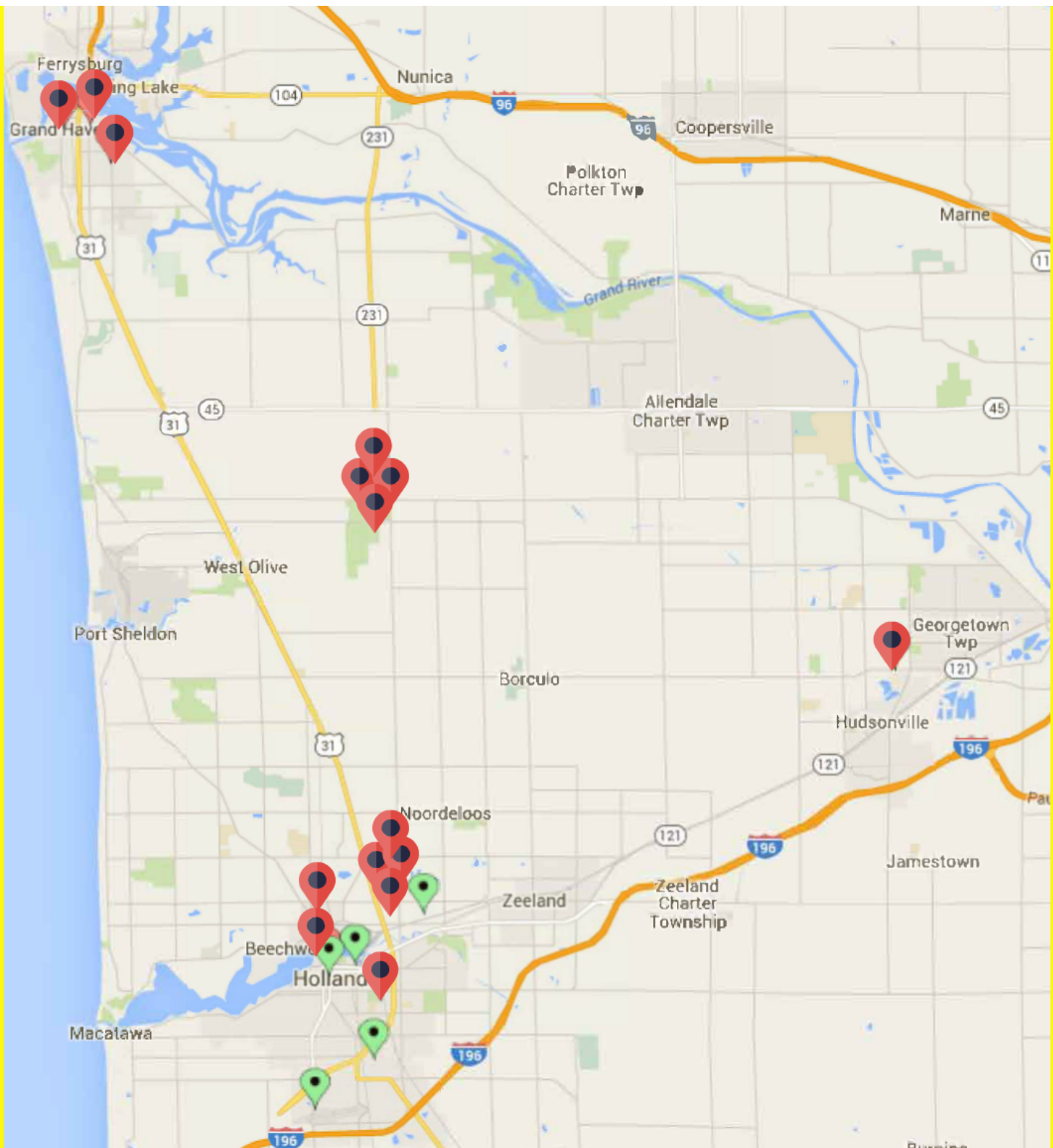
West Olive



Hudsonville

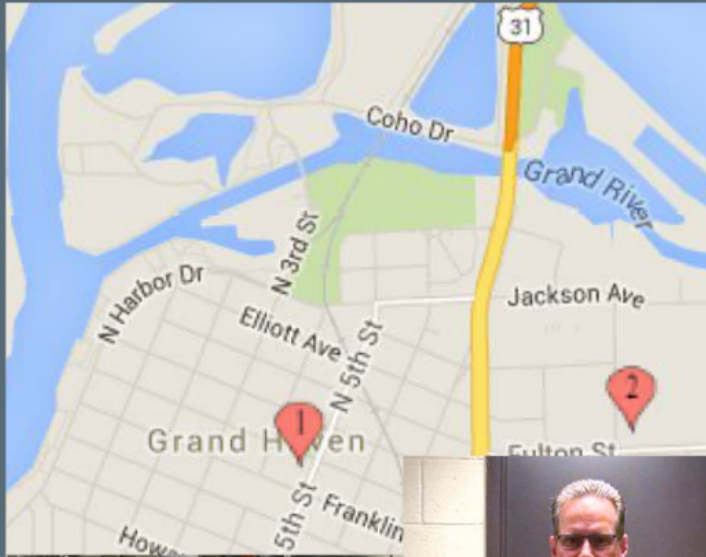
Holland





Who We Are

Grand Haven



John Vargo



Frank Archer



Ron Cramblet





John Borgerding



Doug Maas



Diana Schmidt



Gary Kessler



Jamie Tenhagen



Tom Camburn

West Olive

Justice Complex

Administration Building

Probate / Family Court

Adult Detention

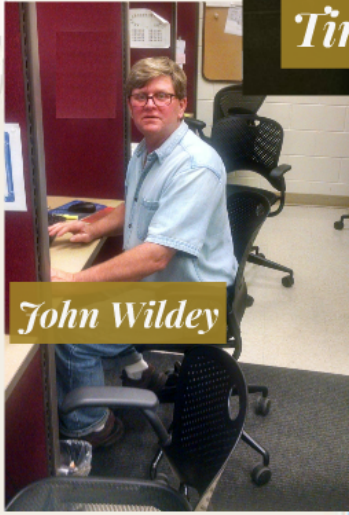
Complex



Justin Holt



Tim VanSchaik



John Wildey



Tim Post



Alex Chamberlain



Bryan Bunday

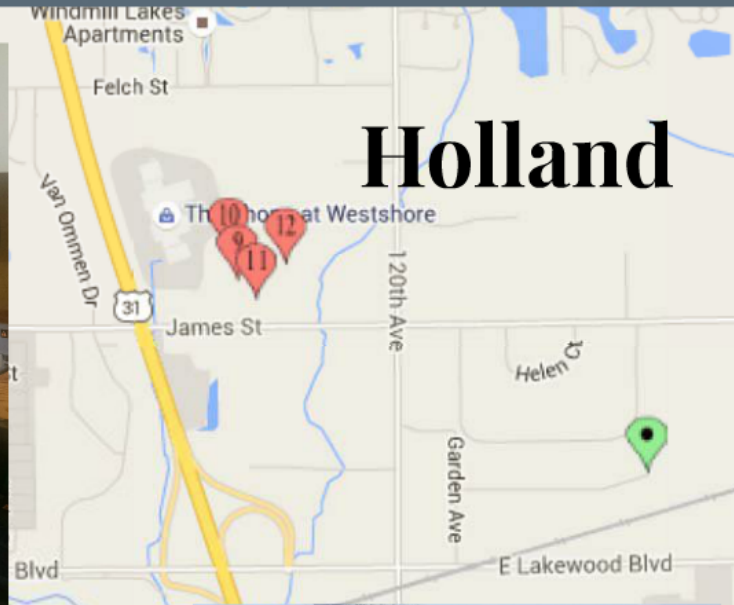
120th Ave



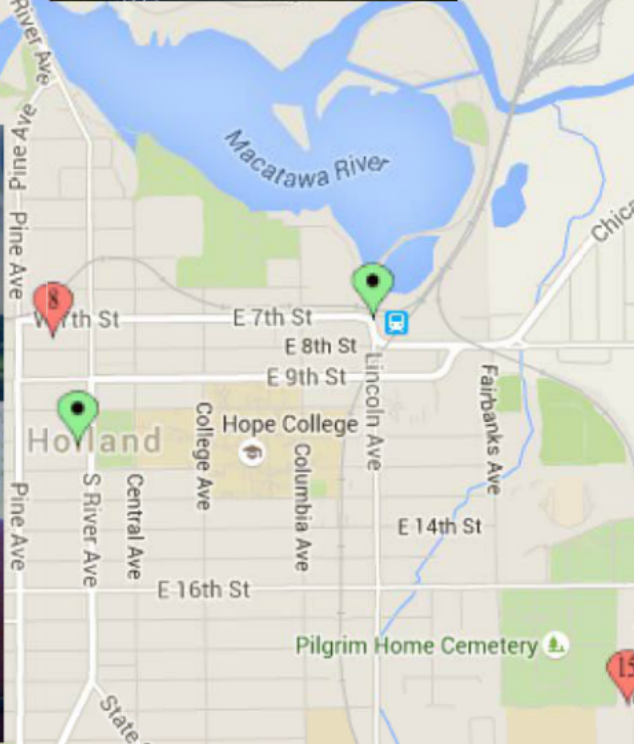
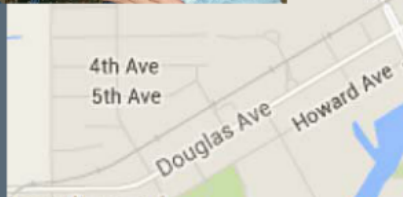
Cal Yonker



Matt Twa



Holland



Dan Vanderleest



Dick DeWitt

Did you know...

Facilities manages contracts with a variety of vendors.



We are more than tools and repair.

Beyond the facility maintenance basics, our team wears many hats.

- Multi-department liaison
- County project management - All Departments
- Room reservations and set up
- Surplus management
- Utility management

Collaboration

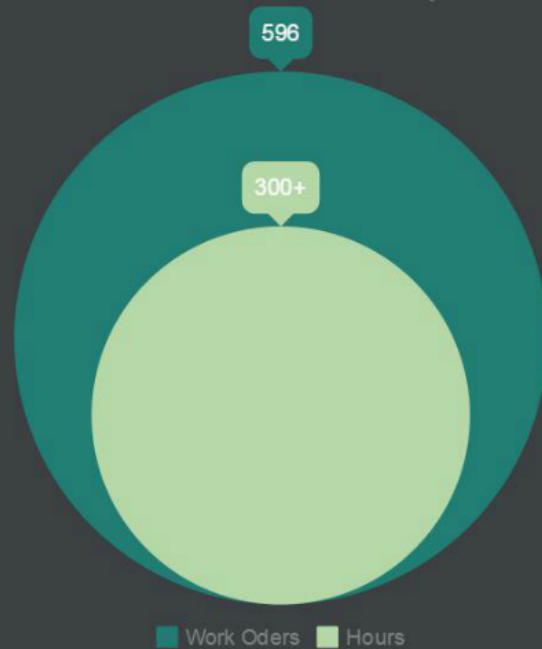
- City of Holland
- Parks
- Health Department
- IT Services
- Purchasing

Room & Event Management

Scheduling *Foresight* *Billing*
Record Management *Tracking* *Organization*
Conflict Management

Room Reservations

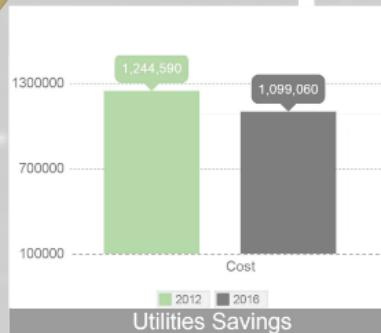
Conference Set Up



Many underestimate the sheer volume of work orders and the hours spent providing room services to Ottawa County staff and residents.

On average, conference room management requires the attention of three staff members from date of request to the end of the event.

Facilities At-A-Glance



Yes, we work hard!
In 2015 Facilities
processed over

5,810
Work Orders

Over 13,795.72, dedicated hours
provided towards work orders



Service
Driven

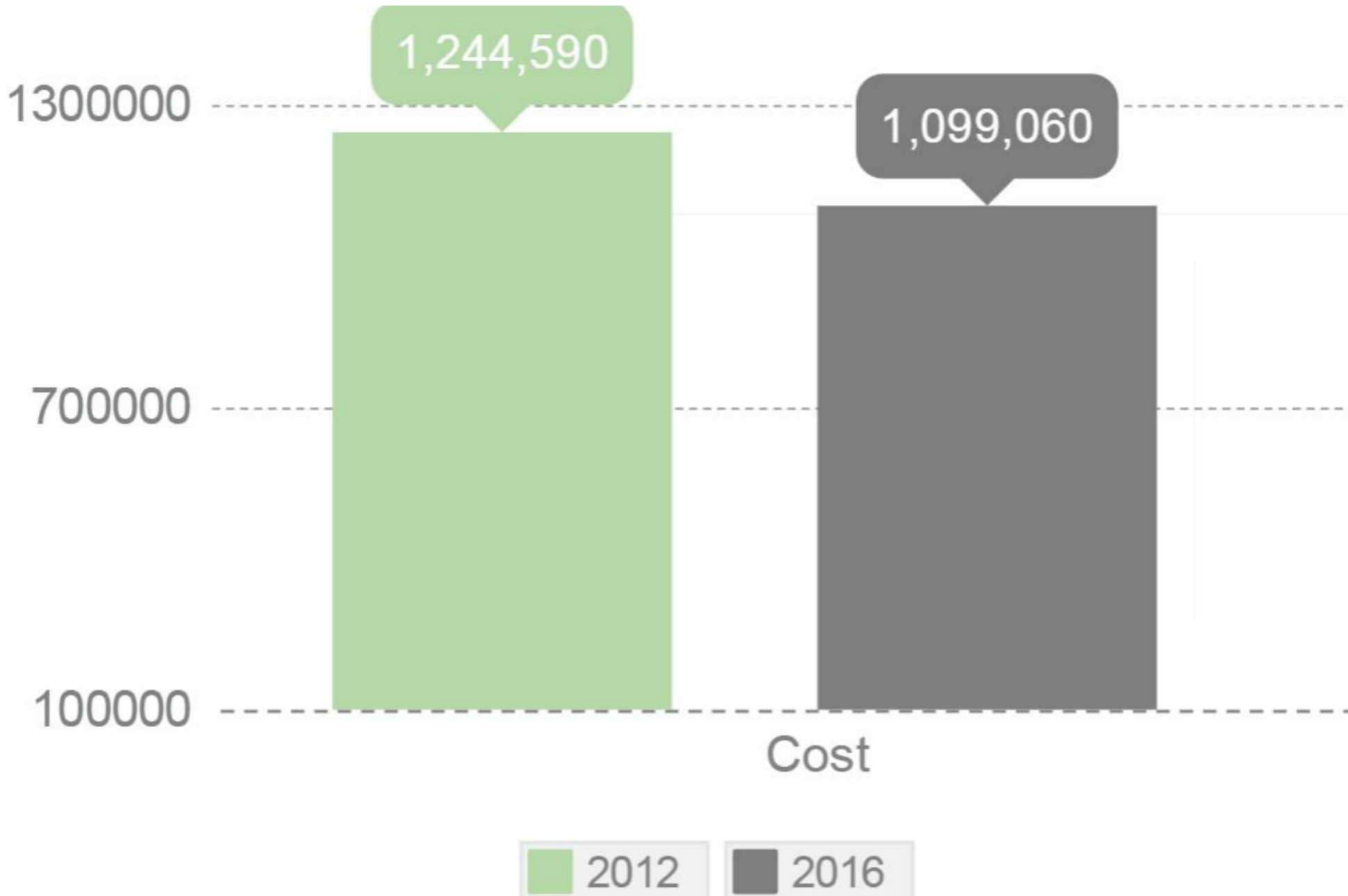


Savings
Generator



Energy
Focused

At first glance, Facilities Maintenance provides the County with building and grounds services; however, upon closer review you will see we are so much more than that.



Utilities Savings

The facilities maintenance culture has changed and we have accepted the challenge!

Once upon a time, Facilities Maintenance took a reactive approach towards maintaining buildings. We have accepted the challenge of being proactive and embracing the new advances in technology.

Savings

- Custodial supplies
- Elevator contracts
- HVAC
- Utilities
- Purchasing
- Reverse Auction
- Recycling

Work Smarter

- Technologies
- Labor efficiency
- Electronic paper
Environment

Safety

- AED install and upkeep
- Updated fire alarm dial-outs
- Trainings

Savings

- Custodial supplies
- Elevator contracts
- HVAC
- Utilities
- Purchasing
- Reverse Auction
- Recycling

Reverse Auction Items

- *Toilet paper*
- *Bagged salt*
- *Paper towel*
- *Bark*
- *Light bulbs*
- *Chair mats*
- *Flags*
- *Batteries*

recycling



July 19, 2016

Mr. Doug Maas
Ottawa County Facilities
12220 Fillmore Street
West Olive, MI 49460

Dear Doug:

I have attached spreadsheets of your service levels for all of your facilities.

Using your annual volume and estimated weights, I have determined that you diverted approximately 27% of your waste stream through your recycling efforts. Through your recycling of almost 75 tons of paper and cardboard last year, the following approximate savings were realized:

- 1,275 trees
- 28,500 gallons of oil
- 225 cubic yards of landfill space
- 300,000 kilowatts of energy
- 525,000 gallons of water

While these figures are all estimates, you can see that the efforts of County employees truly made an impact on our environment.

If you have any questions or need additional information, please don't hesitate to contact me.

Regards,

A handwritten signature in blue ink that reads "Brenda Kling".

Brenda Kling
Republic Services

2611 Olthoff Drive
Muskegon, MI 49444
231-767-4451 • Fax 231-777-8073
disposal.com

West Olive, MI 49460

Dear Doug:

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Regards,

Work Smarter

- Technologies
- Labor efficiency
- Electronic paper
Environment

Technologies

- *Email*
- *Computers*
- *Smartphones*
 - *App for room scheduling*
- *Tablets*
- *Work order system*
- *Room reservation system*

Labor Efficiency

- *Lighting*
- *Equipment*
- *Work order system*
- *Room reservation system*

**Labor
Efficiency**



Equipment



Electronic Paper Environment

Saving paper and time

- eSign Technology
- Document Management

Safety

- AED install and upkeep
- Updated fire alarm dial-outs
- Trainings

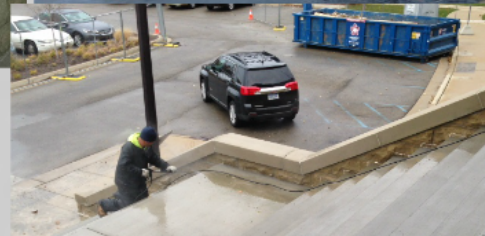
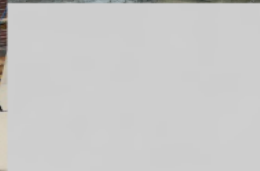
**Busy does not begin to
describe the past few years!**

Current & Completed Projects

- JCI Performance Contract
- Campus Master Plan
- Door Control Replacement
- Grand Haven Courthouse Steps Replacement
- Sale of Ferris St.
- Hudsonville Sallyport addition
- Hudsonville Building Envelope
- Jail Cell Painting
- UPS Replacement
- Dial Outs



Grand Haven Courthouse Steps Replacement



In-House Remodel

Oh, the talent we have!

- *Office Creation* • *Law Library*
- *Sheriff's Substation Remodel*



Where we are going

- Jail roof replacement
- Carpet replacement at DHHS
- New reservation system
- Fire alarm panel replacements
- Campus Master Plan implementation
- Card access upgrade



*Ottawa
County*



*Facilities
Maintenance*

The activities and programs of this department are brought to you by the members of the Ottawa County Board of Commissioners.

Donald G. Disselkoen

Mike Haverdink

Matthew R. Fenske

Dennis L. Van Dam

Roger A. Bergman

Stuart P. Visser

James H. Holtvluwer

Philip D. Kuyers

Chair Joseph S. Baumann

Vice-Chair Greg J. De Jong

Allen Dannenberg