

CUSTOMER SURVEY

Please tear off and return to Facilities Management

ABOUT US:

The Division of Facilities Management consists of 37 employees, with two functional programs. The resources of Division include a \$7 million operating budget, and capital budget that ranges from \$3-\$60 million annually.

"The mission of the Division of Facilities Management is to serve the citizens of Leon County and occupants of County facilities; through the provision of professional operations and maintenance services; in order to provide clean, safe and fully-functional County facilities."

Facilities Management is responsible for providing physical maintenance and operations within a network of the County's one hundred fifty five buildings (approximately 1,573,274 million square feet) and over 853.3 acres of grounds.

Department Contact:

Maggie Theriot, Director
Office of Resource Stewardship
Phone #: 606-5011; Cell 321-3533
Email: TheriotM@leoncountyfl.gov

For other contacts, see inside of this brochure.

DOING BUSINESS WITH OFFICE OF RESOURCE STEWARDSHIP

DIVISION OF FACILITIES MANAGEMENT



Office of Resource Stewardship
Division of Facilities Management

1907 S. Monroe St.
Tallahassee, Florida 32301
PHONE: (850) 606-5000
FAX: (850) 606-5001

WEB SITE:

<http://www.leoncountyfl.gov/facilities>

1. How would you rate your overall satisfaction with us?
2. Do you have any suggestions for improvement?
3. How satisfied are you overall with our customer support?
4. If your problem was not resolved, did our staff offer to follow-up after the request?
5. How many times did you contact customer support before your problem was resolved?



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OPERATIONS FUNCTION

- This program administers grounds keeping, custodial, mail equipment, parking equipment, pest control, generators, elevators, chillers, security, fire and integrated HVAC contracts for County buildings.
- Manages parking in the Courthouse, Courthouse Annex, Gadsden Street lot and Main Library; parking access, readers, gates and parking revenue.
- Manages surplus, including property deliveries, transfers, storage and destruction. Manages central records, including storage, security, retrieval, delivery and destruction.
- Provides mail services for all County offices.
- Administers operations services to the Public Safety Complex, which includes maintaining service contracts, security, parking, etc.

Operation Contacts:

Facilities Management
Shelley Cason
Sr. Operations Manager
Phone #: 606-5012; Cell 284-5669
Email: casons@leoncountyfl.gov

Public Safety Complex
Ubie Brantley
Operations Manager
Phone # 606-5020; Cell 904-742-3041
Email: BrantleyU@leoncountyfl.gov

MAINTENANCE FUNCTION

This program consists of three zoned areas for general maintenance and upkeep of County properties. This consists of maintenance Groups A, B and C, which maintains County buildings by providing structural, mechanical, plumbing and electrical services, roofing, emergency generators, heating/air conditioning and other building systems.

- Performs limited construction with office build-outs consisting of walls, doors/jambs, hardware, ceilings, etc. Also works closely with vendors who perform this work.
- Facilities maintains facilities for the Board of County Commissioners, Property Appraiser, Supervisor of Elections, Tax Collector, Sheriff and Article V agencies (Courts, Clerk, State Attorney, Public Defender and Guardian Ad Litem), and Public Safety Complex that houses EMS, EOC, CDA, TFD, RTMC and Facilities Personnel.
- Conducts a preventative maintenance program for the various building systems.
- Coordinates facilities accessibility and indoor air quality.

MAINTENANCE FUNCTION (continued)

Maintenance Contacts:

Group A:

David Logsdon
Facilities Maintenance Superintendent
Phone # 606-5019; Cell 528-3755
Email: logsdond@leoncountyfl.gov

Group B:

Michael Boland
Facilities Maintenance Superintendent
Phone# 606-5025; Cell 363-4444
Email: bolandm@leoncountyfl.gov

Group C:

Steve Robbins
Facilities Maintenance Superintendent
Phone # 606-5029; Cell 363-4286
E-mail: RobbinsS@leoncountyfl.gov

To place a maintenance request:

WorkOrder@leoncountyfl.gov

To place a maintenance request at PSC:

PSC_WorkOrder@leoncountyfl.gov

To place a request for Records:

FM_Records@leoncountyfl.gov

The following services are also provided:

- Moving offices or surplus items
- Hanging pictures/boards
- Office signage & Locks and keys
- Tools and Equipment Loan
- Furniture Repair
- On-call services after hours