



Nassau County
FACILITIES MAINTENANCE
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Memorandum

Date: November 4, 2015
To: Ted Selby, County Manager
From: Bob Knott- Director *BK*
Subject: Accomplishments for FY 14/15 and Goals for FY 15/16

Awards and Recognition:

- David White has started his 3rd year in the Electrician Trade as part of the North East Florida Builders Association.
- Bill Howard, Jeff Little, George Moody and Julie Elliott will receive an OSHA Safety Certification for attending the October-OSHA 10 Hour Construction Industry Training Class.
- Bill Howard, Daniel Barnes and Les Burnsed attended Advance HVAC Training Class in October in Jacksonville.

Projects Completed for Fiscal Year 2014-2015:

- Oversee New Construction of the: 911 Call Center and Sheriff's Office Administration Building
- Robert M. Foster Justice Center
 - A1A Entrance Monument Signs.
 - Monument Sign.
 - Courthouse Atrium Placard.
 - Clock Tower and other Plaza Areas 2nd and 3rd Story levels cleaning.
 - 3rd Floor Carpet Replacement.
- James S. Page Gov. Complex- Supervisor of Elections Office- Roof re-engineered, designed and renovated to eliminate moisture intrusion to the interior of the building.
- Fire Rescue Station 40- Renovations due to moisture intrusion to the interior of the station.
- Fire Station 70 Building: Interior renovations.
- New Fire Rescue Station 90 Build Out.
- New Fire Rescue Station 90 - Truck Bay Resolve roofing issue on the Truck Bay to eliminate water damage to the electrical connections to the vehicles.

- Hilliard Road & Bridge –New Office Renovation Project.
- Animal Control -Air Duct Cleaning Program.
- Detention Center -Air Conditioning Duct Work Cleaning Program.
- Beach Front Parks – Walkover Replacements for the South End Walk Over & Peters Point Park
- Bryceville Ballpark: -Addition of T-Ball Field to existing ballpark.
- Yulee Sports Complex
 - Incorporated bathroom facility along Goodbread Road into fenced area.
 - Painting of the Gymnasium joint venture with Dept. Staff and Volunteers.

Department Goals for Fiscal Year 14/15

- Continue with the Re-lamping Program that was started in 2011/2012. Program continues to show a reduction in overall utilities costs.
- Continue to implement cost saving measures to reduce utility power and demand charges.
- Continue to actively work with Risk Management toward the development of safety plans and make it priority one for our staff to follow safety policies and utilize safe work methods there by reducing our workers compensation risk factor.
- Continue to establish and maintain the monthly preventative maintenance program, observing any potential problems that can be easily corrected before a major failure.
- Streamline Operations:
 - Assigning Maintenance Technicians to perform as project managers insures;
 - Projects are scheduled properly.
 - Projects are completed on a timely basis.
 - Projects are held to budgeted amounts.
 - The quality of the project is maintained.
 - The County and Technicians move in a positive direction of knowledge and skills with the tax payer being the beneficiary.