

FACILITIES MANAGEMENT



ANNUAL REPORT - 2016

Submitted By: Mark Clinch

Director of Facilities and Energy Management

mclinch@normal.org

STAFF

Director: Mark Clinch

Supervisor: Eric Heggie

Assistant Supervisor: Ladeen Finley

Office Associate: Jodi Sides

Building Maintenance Specialists:

Eric Hawkey

Paul Beck

Custodians:

Randy Hoover

Gwen DeWispelaere

Randy Koch

Alif Portee

Galen Engel

Chad Phillippe

Junior Nziango

Randy Tomera

Kaydn Anderson

Part Time Custodians:

George Archie

John Babaka

Chris Yayu

Jacob Spencer

Reagan Hopkins

Claire Sabers

Trisha Wulf

MISSION

This department is responsible for completion of all custodial and routine interior and exterior property maintenance responsibilities for: 102 North Street, 104 North Street, Broadview Mansion, Children's Discovery Museum, City Hall Annex, Community Activity Center, Engineering, Fire Department Headquarters, Fire Station II, Fire Station III, Hewitt House (EAC), University Galleries at Uptown Station, Normal Theater, South Amtrak Depot, Beaufort Street Parking Deck, College Avenue Parking Deck, Uptown Station Parking Deck, Police Department, Police Sub-station, Normal Public Library, Uptown Station and Uptown sidewalk snow removal.

This department provides support to all departments as requested. This department also evaluates condition, performance, and supervises construction, renovation, and maintenance activities at all Town-owned facilities.

ACCOMPLISHMENTS

- Replaced carpet on third floor of the Children's Discovery Museum
- Completed roof replacement at the Normal Theater
- Upgraded house lighting at the Normal Theater
- Replaced Community Activity Center roof "Section B"



Community Activity Center Boiler



Community Activity Center Renovations

- Replaced boiler at the Community Activity Center
- Assisted Parks and Recreation with renovations to the Community Activity Center
- Demolished former Facilities Management Shop



Former FM Shop

ACCOMPLISHMENTS (CONTINUED)

- Assist with construction of new Fire Department Headquarters
- Provided custodial and maintenance services for the Library, Broadview Mansion, and ISU Galleries
- Provided snow removal services to Uptown Normal
- Completed a multitude of facility repairs and improvements

GOALS

- Implementation of Master Plan initiatives
- Increase professional and technical skills within the department
- Develop Predictive and Preventive Maintenance Program
- Demolition of Facilities Management Shop located at 207 S. Linden Street
- Continue Town property assessments and master planning
- Normal Theater roof replacement and HVAC upgrade project
- Identify and implement energy conservation opportunities
- Continue carpet replacement at Children's Discovery Museum
- Identify and remove achievable accessibility barriers



Normal Theater Roof

DATA

Equipment Inventory by Class

Mechanical	328
Electrical	175
Plumbing	72
Misc. Items	208

Work Order Count By Status

Received	1797
Completed	1693
In Progress	73
Other	31

Locations and Square Footage

102 W. North St.	2,800	Hewitt House	2,665	Public Works	43,500
104 W. North St.	3,100	ISU Gallery	7,500	Unity Center	4,500
Broadview Mansion	8,000	Normal Theater	5,635	108 E. Beaufort St.	1,650
Children's Museum	29,517	Amtrak Depot	2,600	Uptown Station	68,000
City Hall Annex	16,760	Parking Deck (College)	222,876	Water Distribution	1,500
Activity Center	23,478	Parking Deck (Marriot)	168,611	Water Plant	1,500
Engineering	8,540	Parking Deck (Uptown Station)	193,196	Normal Public Library	44,000
Facilities Shop	5,800	Police Department	25,140	Route 66 Gas Station	9,000
Fire Department I	13,852	Police Sub-Station	1,000	2016 Total	931,164 SF
Fire Department II	8,244			Uptown Sidewalks (Snow Removal)	3,321 Feet
Fire Department III	8,200				