



Annual Report - 2015

Submitted By: Mark Clinch
Director of Facilities and Energy Management
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Staff

Director: Mark Clinch

Supervisor: John Schoenbrun

Maintenance

Specialists: Ladeen Finley
Dave Witt
Eric Hawkey

Office

Associate: Jodi Sides

Custodians:

Randy Hoover
Gwen DeWispelaere
Randy Koch
Alif Portee
Galen Engel
Chad Phillippe
Junior Nziango
Sarah McCullough
Alpha Shotshe

Part Time Custodians:

Reagan Hopkins
George Archie
Randy Tomera
John Babaka
Mike Holley
John Beck
Kelsey Anderson

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 Pubic Library, Uptown Station, and multiple Uptown properties.

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 first floor of the Children's Discovery Museum
- Completed repairs to the Normal Theater exterior historic stucco and masonry
- Implemented predictive maintenance with thermal imaging
- Replaced Community Activity Center theater and garage area roof



Community Activity Center Roof



Normal Theater

- Relocated Facilities Management Shop
- Remodeled 108 E. Beaufort Street into business incubator space supporting economic development
- Completed emergency generator and transfer switch maintenance at nine essential facilities



Broadview Mansion

Accomplishments (continued)

- Updated fire suppression systems at multiple locations
- Assisted building a “warm” Emergency Operation Center at Fire 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



108 E. Beaufort Street

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



Children’s Discovery Museum

Data

Equipment Inventory by Class

Mechanical	252
Electrical	165
Plumbing	66
Misc. Items	175

Work Order Count By Status

Received	2002
Completed	1860
In Progress	42
Other	100

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 Treatment 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	2015 Total	922,164 SF
Fire Department I	13,852	Police Sub-Station	1,000	Uptown Sidewalks (Snow Removal)	2900 Feet
Fire Department II	8,244				
Fire Department III	8,200				



Uptown Station