

## **MAINTENANCE – PUBLIC BUILDINGS**

### **General Information**

Department Head: Robert Cross (2016-Current)  
James Chriscoe (2005-2016)  
Bill McDaniel (1998-2005)

Location: 2212 S. Fayetteville St., Asheboro, NC 27205  
(between the old County Rest Home and McDowell Center)

Phone Numbers: Main Number: 318-6905  
Robert Cross: 318-6906  
Housekeeping: 318-6907  
Fax Number: 318-6941

### **Mission**

To provide safe and functional facilities for the employees and citizens of Randolph County and to provide the service for properly maintaining the named-road sign program for the 911 emergency system.

### **Summary**

Public Buildings includes the total power, water, natural gas and telephone utility costs for all County facilities. Staff provides preventative maintenance when time permits and repair equipment as needed for the daily operation of all County-owned buildings and equipment. They provide staff and contract services to keep facilities clean and free of any hazardous situations. There are a total of 20 employees in this department.

### **Overview**

The County's first true Maintenance Department was created in the 1960s. Luther Johnson was the first Maintenance Supervisor, followed by Marion Burke. Leonard Hancock, who came to work in 1971, became Maintenance Supervisor in 1973. He retired in 1983, and Mike Stalvey became the next Supervisor. Lee Groce was hired as Supervisor in 1989, when Mike Stalvey left the County's employ. Lee Groce retired in 1998, and Bill McDaniel, who had previously served as Chief Building Inspector for many years, became Supervisor and retired in November 2005. James Chriscoe was promoted to Maintenance Supervisor in November 2005 and retired in August 2016. Robert Cross was promoted to Maintenance Supervisor in September 2016.

The Maintenance Department operated out of the basement of the Courthouse until 1989, when the County purchased the vacated Courier-Tribune building (at 152 N. Fayetteville Street) behind the Courthouse, and the Maintenance Department moved there. In 1991, the County remodeled the upstairs of the Courier-Tribune building to house the new 911 system and Emergency Services personnel. Maintenance was relegated to the basement of that building.

They used the old Henley building next door for equipment storage. (The Henley building was later torn down.)

For several years during the 1990s, housekeeping was transferred to the Public Works Department. It was returned to Maintenance in 1998.

When Bill McDaniel became Maintenance Supervisor in 1998, he was responsible for having a metal building constructed at 2212 S. Fayetteville Street, behind the old County Rest Home, big enough to house the entire department and all their equipment and vehicles. This is where they are currently housed.

Staff Certifications

Those employees who perform technical work must have state certifications/licenses to do certain kinds of work. These areas include electrical, CFC (air conditioning refrigerant), and sprinkler systems.

Department Vehicles

<u>NO.</u>	<u>MAKE</u>	<u>MODEL</u>	<u>ASSIGNED TO</u>	<u>TAG</u>	<u>VIN</u>
1	FORD	2015 F150 TRUCK	JA/MILLER	81706V	1FTEX1E87FFC54378
2	FORD	2011 E150 VAN	WES/JESTER	94980T	1FTNE1EW7BDS78770
3	FORD	2007 TRUCK	MITCH/ERIC	94974T	1FTRF12W47NA27583
4	FORD	2006 FREESTAR VAN	JEFF/ALLEN	94974T	2FTZA5463BA37728
5	FRGHT LINER	2001 FRGHT LINER	BOX	94973T	1FVABSAK01HJ37943
6	DODGE	1998 RAM	SPARE	94598T	1D7HU18N25J571879
7	FORD	1998 TRUCK/EXT CAB	SPARE	94600T	1FTZX18W7WNB75083
8	FORD	2007 VAN E150	RANDY/JOE	94975T	1FTNE14WX7DA79109
9	FORD	2014 F250 LIFT GATE	LIFT GATE	94971T	1FTBF2A64EEA19666
10	CHEVROLET	2004 TRUCK	ADAM	94972T	1GCEC14V54Z251350
11	FORD	1999 DUMP TRUCK	DUMP	94969T	1FDWF36LOXEC15379
12	INTERNATIONAL	1999 BUCKET TRUCK	BKT	94981T	1HTSDANN3XH618165
14	JOHN DEERE	2010 TRACTOR W/CAB	TRACTOR	N/A	PXCGO12011501
15		BOBCAT	BOBCAT	N/A	514417763
16	FORD	2008 F450 SIGN TRUCK	KEITH	94976T	1FDXF47R78EC02160
17	FORD	2016 F150 4X4	ROBERT	TO BE ASSIGNED	1FTEX1EPBGFB63709
18	FORD	16 TRANSIT CONNECT	LINDALE	TO BE ASSIGNED	NM0LE6E71G1259427
MWR	JOHN DEERE	MOWER	SHOP	N/A	N/A
TRLR	REID	6 TON TRAILER	TRLR	94970T	11RF26207Y1014050
TRLR	KAUFMAN	6 TON TRAILER	TRLR	94978T	15XFP2021Y1003328
TRLR	CW	UTILITY TRAILER	TRLR	94977T	46CFB122XRM000046

Buildings Maintenance Maintains As of July 2016

The Maintenance Department maintains or does periodic work at the following facilities:

**Academy St. Building**

204 East Academy St.  
Asheboro, NC Asheboro 27203

**Animal Shelter**

1370 County Land Rd.  
Randleman, NC 27317

**Archdale Bldg.** (Social Services, Base 1, & Sheriff Satellite offices.)

402 Balfour Dr.  
Archdale, NC 27263

**Archdale Bldg.** (Lion's Club, Chambers Bldg., & WIC)

213 Balfour Dr.  
Archdale, NC 27263

**Board of Education Bldg.** (McDowell Center)

2222-C S. Fayetteville St.  
Asheboro, NC 27205

**Child Support Agency**

355 S. Fayetteville St. #B  
Asheboro, NC 27203

**Courthouse** (New)

176 East Salisbury St.  
Asheboro, NC 27203

**Courthouse** (Historic)

145 Worth St.  
Asheboro, NC 27203

**County Rest Home (Storage)**

2210 S. Fayetteville St.  
Asheboro, NC 27205

**Day Reporting Center** (Ct Hs Complex)

145 Worth St.  
Asheboro, NC 27203

**Elections Building** (New 2007 @ Mt. Shop)  
2218 S. Fayetteville St.  
Asheboro, NC 27205

**Emergency Services** (911 Ctr & Fire Marshal's Offices)  
Under Construction  
February 2017

**Emergency Services** (Secondary Location)  
152 N. Fayetteville St.  
Asheboro, NC 27203

**Health Department** (McD Ctr)  
2222-B S. Fayetteville St.  
Asheboro, NC 27205

**Library** (Asheboro)  
201 Worth St.  
Asheboro, NC 27203

**Seagrove Public Library**  
530 Seagrove Plank Rd.  
Seagrove, NC

List of all other Library's we sometimes do cable runs and carpentry work for:

1. Archdale
2. Franklinville
3. Liberty
4. Ramseur
5. Randleman

**Mental Health Center** (Sand hills & Co-Op Extension)  
110 W. Walker Ave.  
Asheboro, NC 27203

**Probation Parole** (Old 81 addition)  
147 Worth St.  
Asheboro, NC 27203

**Public Buildings Maintenance**  
2212 S. Fayetteville St.  
Asheboro, NC 27205

**Randolph County Office Building (RCOB)**  
(Administration, IT, Tax, Public Works, Personnel, Safety, Legal and Finance)  
725 McDowell Rd.  
Asheboro, NC 27204

**Shaw Building** (Register of Deeds & Elections, Veterans)  
158 Worth St.  
Asheboro, NC 27203

**Sheriff's Department**  
727 McDowell Rd.  
Asheboro, NC 27204

**Sheriff's Evidence Bldg.**  
757 New Century Dr.  
Asheboro, NC 27204

**Sheriff's Special Ops Bldg.**  
767 New Century Dr.  
Asheboro, NC 27204

**Social Services** (Several locations)  
1512 N. Fayetteville St. – Main  
1514 N. Fayetteville St. – Annex  
1516 N. Fayetteville St. – Mtg. Room 'B'  
1518 N. Fayetteville St. (**Restaurant** in same lot)  
Asheboro, NC 27203

**The Step Center** (JDRC)  
355 S. Fayetteville St. # A  
Asheboro, NC 27203203

**Transfer Station Landfill** - Includes Attendants bldg. & Scale House for (Public Works)  
1324 County Land Rd. – Transfer Station  
1254 County Land Rd. – Scale House  
1287 County Land Rd. – Attendants Bldg.  
1307 County Land Rd. – Bldg. Recycle area.  
Randleman, NC 27317

Also for Public Works besides the Landfill are the convenience sites located @:

**Coleridge**  
Hwy 42 @ Erect-Holly Springs Rd.

**Farmer**  
Hwy 49 near Tom's Creek

**Liberty** Convenience Site

## **AMBULANCE BASES**

**Archdale (Base 1)**  
402 Balfour Dr.  
Archdale, NC 27263

**Asheboro (Base 4)**  
2222-E S. Fayetteville St.  
Asheboro, NC 27203

**Erect (Base 8)**  
8586 Erect Rd.  
Seagrove, NC 27341

**Liberty (Base 2)**  
215 W. Swannanoa Ave.  
Liberty, NC 27298

**Ramseur (Base 3)**  
5989 US Hwy 64 E  
Ramseur, NC 27316

**Randleman (Base 5)**  
1-A Parrish Dr.  
Randleman, NC 27317

**Uwharrie (Base 7)**  
6444 High Pine Church Rd.  
Asheboro, NC 27205

## **Service Area: Janitorial**

### **Mission**

To provide safe and functional facilities for the employees and citizens of Randolph County and to provide the service for properly maintaining the cleanliness of all buildings to function more efficiently.

### **Summary**

Keep all facilities clean and free of hazardous situations that might cause accidents, using the most cost-effective materials available. There are 6 allocated positions for this service area.

### **Operations**

Prior to 2000, all housekeeping was performed by County employees who signed a contract to work a certain number of hours in a particular building. These employees were paid an hourly wage only; they had no benefits. As the department continues to grow (absorbs more buildings) there was a need for a more permanent solution. We now have 6 full time employees with full benefits. There is a full-time housekeeping supervisor, whose office is in the Courthouse. There are also three full time housekeepers assigned to the Courthouse. There is a full-time employee who is responsible for the Shaw Building, and Emergency Services Building during the day. There is also a housekeeping float who assists the Supervisor with daily tasks. All other contracted cleaners work after 5 p.m. except for the Health Department housekeeper, who works 8-5.

Housekeeping does not supply cleaners (whether employees or contracted) for all buildings. They do, however, provide all the cleaning supplies. For example, the Animal Shelter staff cleans that facility; jail trustees clean the jail and the Sheriff's Department.

The Housekeeping Supervisor inspects buildings on a daily basis to provide quality control and to check inventories of cleaning supplies. (Cleaning supplies are provided for contract cleaners as well.) He delivers more cleaning products when inventories are running low. Supplies are purchased in bulk and are warehoused at the Maintenance building. He also picks up soiled towels on his rounds and washes them for re-use. This practice has saved the County a lot of money.

## **Service Area: Maintenance**

### **Mission**

To provide safe and functional facilities for the employees and citizens of Randolph County and to properly maintain the named-road sign program for the 911 emergency system.

### **Summary**

Staff is responsible for the daily maintenance of all (approximately 42) County-owned buildings in Randolph County. This accounts for the complete function of the buildings, including all heating and air conditioning, plumbing and electrical maintenance, roof maintenance, and groundskeeping.

Randolph County's 911 named-road sign program is maintained by the Maintenance Department staff. Downed signs are identified for replacement or repair as quickly as possible. The road sign repair/replacement program works closely with the Emergency Services Department and County Addressing (service area in Computer Services). There are 14 positions allocated to the Maintenance Service Area.

### **Operations**

#### **Work Orders, Projects, Contracts**

The Maintenance staff organizes their daily work through work orders, except for emergencies. Work order requests range from working on broken machines or plumbing to changing light bulbs to moving furniture. Work orders are prioritized and grouped together according to the building/location. Maintenance employees work in pairs to complete work orders for safety and/or because of state regulations.

At any given time, Maintenance staff has many projects underway, at various stages of completion. Many projects are completed in-house, such as landscaping, building storage units, and moving County departments/units into new locations. Other projects are contracted out, such as mowing, carpeting, fire alarm system installation, and roof repair. Still other projects are completed jointly with a contractor, such as repair to drain lines, heating and air conditioning replacement, and window replacement.

The department also oversees lots of contracts, such as mowing, pest control, elevator and generator inspections, fire extinguisher and fire alarm inspections, and maintenance of cooling towers.

#### **Named-Road Sign Program**

In 1989, County Commissioners adopted a road-naming ordinance so that emergency services (fire, police, and ambulance) could locate rural addresses more quickly. In conjunction with the countywide road-naming project begun in 1989, the County Commissioners adopted an addressing ordinance in 1991 that provided a uniform system of road addresses to facilitate the provision of public safety/ emergency services and postal delivery. Oversight of these programs

was given to the Planning Board and the Planning Director. (The Addressing Program later moved to the Computer Services Department.) When all the roads were named, the Maintenance Department was given responsibility for installing the road signs.

The original signs, ordered in June 1989 from the NC Department of Corrections, were already lettered with the road names on them. The order was for approximately 4,000 signs (blades) and 2,000 poles, which allowed road name sign installation at intersections of all public roads in the county. The State required that signs be purchased through the NC Department of Corrections as one of the conditions for 70% N.C.D.O.T. grant participation in the \$168,000 project.

The Department of Corrections experienced several delays, and the signs were not delivered until September 1990. Sign installation began in the Level Cross area and proceeded clockwise around the county. The installation crew worked every day, weather permitting, until it was completed. The second round of this project consisted of road names and signs for private roads that had at least three houses on them. By that time the Maintenance Department had taken over the entire program.

With the initial sign order, there were over 500 blades that either had the wrong name on them or for which the road name had been changed. Maintenance realized the blades could be re-used. They took the lettering off and just ordered new letters. After this stock was depleted, they began ordering sign blades covered with green reflective tape and bought a die cut machine to make the letters themselves. This new procedure has saved a lot of money for the County and is much more efficient. When the lettering was ordered, it took an average of eight weeks to receive the product, make the sign and install it. Now the signs can be made and placed the same day or soon thereafter. Sometimes the location has to be called in to the utility companies so that power lines, water lines, or phone cables will not be cut; utility companies require 48 hours notice for marking line locations before Maintenance can begin digging. The average turn-around time to replace a sign today is within five working days. One employee works full-time on road signs.

From time to time residents on various roads petition to have their road name changed, and new signs are made for them. In addition, as new subdivisions are built, road signs are installed for them. Subdivision signs are erected as soon as the streets are platted and the utility companies have marked the ground to show where their lines are. The developer reimburses the County for the initial signs.

For each new road that is added in the county, addressing (service area in Computer Services) will send an updated map and a tracking sheet to Maintenance so that the appropriate signs can be made and installed. When the work is completed, the tracking sheet is sent back to Addressing.

There are always downed, damaged, or missing signs that need replacing. Maintenance learns about these signs in several different ways. Most information comes from citizen calls. At times D.O.T. calls; at other times Maintenance crews will spot these signs when they are out

working in the county. Other County employees who are working out in the county provide this information, as well.

The County has historically provided signs for the Town of Seagrove. They do their own installations and reimburse the County for the cost of the signs, brackets, and posts. The County also provides water point signs for volunteer fire departments. The County pays for the signs except for those that are located outside the boundaries of Randolph County. (Julian, Climax, and Guil-Rand Fire Departments have a portion of their districts located in Guilford County.)

The Maintenance Department works with the Cooperative Extension Office on placing Voluntary Agricultural District signs around the county. Cooperative Extension purchases the materials, and Maintenance supplies the vehicle and the manpower to install and to work with the utility companies on avoiding utility lines.