

# Maintenance Memorandum

**Date:** October 2, 1998

**Subject:** **Building Maintenance (Revision of 11-21-86 memo)**

In the fall of 1992, the Building Maintenance crew was transferred from Facilities Management in the Bureau of Administration to the Maintenance Division in the Bureau of Highways. In the Spring of 1997, the Rest Area Maintenance foreman retired and the crew was reassigned to the Building Maintenance and Electrical Systems crews in the Traffic/Facilities Unit of the Operational Services Section. There is no longer a designated rest area crew, however, we are still capable of providing well and sewer maintenance and/or repair services at region rest areas when no other resource is available.

A guideline is attached for your use in obtaining building maintenance services (including rest areas and welcome centers) in your region. This guidance document explains the various options you may want to consider when requesting maintenance and/or repair services. Also provided is a breakdown of the funding responsibilities associated with obtaining building maintenance and water/sewer repair services.

If you have any questions and/or comments, please contact either Jeff Adams at (517)-322-3380 or Andre' Clover at (517)-322-3391.

Calvin Roberts  
Engineer of Maintenance  
(Signature on file)

**Attachment**

“Building Maintenance Guidance Document” 10-01-98; 2 pgs.

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## **Building Maintenance Guidance Document**

(Effective 10-01-98)

A. Repair, renovation, remodeling and emergency response for Michigan Department of Transportation (MDOT) buildings, including administrative offices, TSCs, garages, rest areas, welcome centers, etc.

### Options for Obtaining Service

1. Regional maintenance employees with appropriate expertise and/or training make repairs. All costs to be funded by the budget for the building, TSC or region.
2. Contract with the private sector to provide the necessary services. All costs are funded by the budget for the building, TSC or region.
3. Contract with a local agency, if possible, to provide services they are proficient in performing or use an existing maintenance contract with a local agency. All costs are funded by the budget for the building, TSC or region.
4. Submit a "Building Maintenance Work Request", form MDOT 2113, to Statewide Building Maintenance, Maintenance Division, at the MDOT warehouse west of Lansing, requesting the specific services required. Labor, equipment and minor supplies are funded by the Building Maintenance sub-unit budget. Materials, parts, products and other supplies are funded by the budget for the building, TSC or region. For rest areas most non-routine or emergency repairs to or within the building are funded by the Building Maintenance sub-unit budget. The region or TSC may provide funding from their rest areas budget for materials or parts. For welcome centers, the "Interagency Agreement Between Michigan Jobs Commission and Michigan Department of Transportation", signed March 12, 1998, or as modified or latest agreement should be referenced.
5. Submit a "Building Maintenance Work Request", form MDOT 2113, to Facilities Management, Bureau of Finance and Administration, located at the MDOT warehouse west of Lansing, requesting the specific services required. All costs are funded by the budget for the building, TSC or region.

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## B. Water/sewer equipment outside a building and related electrical controls inside the building

Options 1 - 3 above are to be pursued with all costs funded by the budget for the building, TSC or region.

If options 1 - 3 are not available, practical or timely, option 4 can be used. However, for this work at rest areas only labor, equipment and minor supplies are funded by the Building Maintenance sub-unit budget. For welcome centers, the "Interagency Agreement Between Michigan Jobs Commission and Michigan Department of Transportation", signed March 12, 1998, or as modified or latest agreement should be referenced.

For both A and B all department and DMB purchasing and contracting rules, regulations and procedures must be followed. Factors to be considered in determining which option is best for a particular circumstance are: requestor's knowledge of a problem and what is needed for correction; the scope of the problem and proposed solution; the need for an immediate or timely response; availability of regional employees, local agency personnel, the private sector or statewide crews; the estimated cost of the solution, uniqueness of the requested work, etc.

The Facilities Maintenance (Statewide Special Crews) superintendent and staff and the manager of the Facilities Management Office and staff can provide consultation and guidance on how to appropriately handle most building maintenance work requests. They can also make recommendations about repairs and renovations that may be required and related cost estimates. They can be reached by phone at 517-322-1659 or 517-322-1663 respectively.