

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  MAINTENANCE OF PUBLIC FACILITIES - BUILDINGS	Number 40.10	Issue 6	Page 1 of 8
	Effective Date March 16, 2018		

1. PURPOSE

1.1. To establish procedures for the *Maintenance, Repair, and improvements* to *City Buildings* that will ensure *City Buildings* are safe, operationally functional, extend the useful life, ensure occupant safety and comply with State and Federal laws regarding accessible features.

2. SCOPE

2.1. This regulation applies to all *Buildings* where explicitly stated, either through City ownership, operation or lease agreement, that the City of San Diego will provide *Maintenance, Repair, and improvements*.

2.2. This regulation covers categories of emergency/urgent (unscheduled) *Repairs*, non-urgent (corrective) *Repairs, Improvements/installations*, and inspections and *Preventative* (scheduled) *Maintenance*. Scheduled *Preventative Maintenance* – routine *Repairs*.

2.3. In accordance with federal ADA law 28 CFR 35.1333 *Maintenance* of Accessible Features, “A public entity shall maintain in operable working condition those features and equipment that are required to be readily accessible to and usable by persons with disabilities.”

3. DEFINITIONS

3.1. *Asset Owning Department* - A City Department responsible for the planning, operating and management of a facility. Example is PUD, Police, Fire Rescue, Park and Recreation and Library.

3.2. *Building* – A permanent or temporary *Building* or structure, including the related support systems (gas, electrical, mechanical, plumbing, fire suppression and detection, conveyance) that is city owned, leased or operated. Infrastructure associated with a *Building* such as a parking lot, parking lot lighting, irrigation system and landscaping are considered part of the facility but not currently maintained by Facilities Division.

3.3. *Emergency Work* – Corrective efforts addressing a *Building* or equipment condition requiring immediate action because it poses a hazard or security risk to person or property.

(Supersedes Administrative Regulation 40.10, Issue 5, dated March 1, 2008)

Authorized

(Signature on File)

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CHIEF OPERATING OFFICER

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- 3.4. Improvement – Alteration of an existing *Building*, support system or piece of equipment, changing or enhancing its condition, location, function, or performance.
- 3.5. Irrigation – System that provides water for landscaping. These are currently maintained by Park and Recreation.
- 3.6. Lighting Fixtures on a Pole – Lights not directly attached to a *Building*. Examples include streetlights, ball park lights and walkways lights. These are currently maintained by Streets Division.
- 3.7. Maintenance – Work necessary to realize the full anticipated useful life of a fixed asset.
- 3.8. Non-Urgent Work – Corrective efforts addressing a *Building* or equipment condition which does not pose an immediate threat to the public, City employees or City property.
- 3.9. Preventive Maintenance – Planned, scheduled actions undertaken to retain an asset at a specified level of performance and to attain full system operation and anticipated useful life.
- 3.10. Project List – A pre-approved list of *Repair*, *Maintenance* and *Improvement*/installation work that can be performed by a contractor.
- 3.11. Repair – Work necessary to correct a deficiency in an existing *Building* or piece of equipment or components.
- 3.12. Requestor – A City department requesting services to be performed.
- 3.13. Self Help – Work performed by *Building* occupants to provide for minor *Repairs*. This work does not alter the function or performance of any of the facilities systems (structural, electrical, plumbing, HVAC, roofing, glazing, others). This work does not impact the occupancy of a structure, its egress, or circulation. This work must be approved by Facilities Division. Example is volunteer help on small items. Excludes City maintenance staff.
- 3.14. Urgent Work – Corrective efforts addressing a *Building* or equipment condition which must be *Repaired* or replaced within a reasonable amount of time because it presents a potential hazard or security risk to person or property.

4. POLICY

- 4.1. Services provided by Facilities Division to a facility are determined by the City’s legal obligations as owner, lessor, lessee, or occupant by permits.

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- 4.2. To efficiently employ City resources to effectively maintain and improve City *Buildings* to meet the functional and operational needs of their occupants and to maximize the useful life of *Building* and support systems.
- 4.3. Prioritization of Work
- 4.3.1. Response to *Buildings* calls will utilize a “call-out” system based on the category of a *Building* and nature of the call (i.e. emergency, routine). All existing and future *Buildings* will be categorized depending on the need for operational readiness.
- 4.3.2. Prioritization of *Buildings* work requests will be based on using the Facilities Division Work Control staff and facility information, the component condition and type of work request such as emergency or routine.
- 4.3.3. Definitions for Prioritization *Maintenance* Classifications:
- a. Emergency: Any condition that may potentially impact the life, safety, accessibility or well-being of City employees, the public or City property.
  - b. Critical: Any conditions that may potentially impact the *Building* integrity in a facility that doesn’t have redundancy.
  - c. Core: Any condition that may potentially cause a major disruption to *Building* systems (i.e. electrical, mechanical, or plumbing).
  - d. Routine: Any condition that requires corrective work but does not cause a safety problem or risk of major disruption to *Building* systems.
- 4.3.4. It is the responsibility of the City Department occupying the facility, or other using agencies or individuals, to immediately notify Facilities Division of any required *Repairs* for the facility or its equipment.
- 4.3.5. It is the responsibility of Facilities Division, the City Department occupying the facility, or other using agencies or individuals to screen for potential lead or asbestos impacts when planning *Repairs* or *Improvements*.
- 4.3.6. Facilities Division is the only City entity authorized to provide *Maintenance*, *Repair*, and *Improvements* to City facilities, except as identified in Self Help, section 3.5.
- 4.3.7. If a tenant *Improvement* is identified by an *Asset Owning Department*, funding for this project is paid for by the *Asset Owning Department* unless agreed to by Facilities and the Asset Department.

5. RESPONSIBILITY

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5.1. Request for Emergency *Repair*

- 5.1.1. For all *Facility* emergencies during normal work hours (7:00 AM - 3:30 PM) call Facilities Division Work Control at (619) 525-8540. For all types of emergencies after hours call Public Works Dispatch (station 38) at (619) 527-7660 and the appropriate crew or section will be notified.
- 5.1.2. For exterior lighting problems; walkway lighting or *Lighting Fixtures on a Pole*, contact Street Division at (619) 527-7500. For all other lighting problems at city facilities contact Facilities Division Work Control Center at (619) 525-8540.
- 5.1.3. For *Irrigation* or controller problems at Park and Recreation facilities or center islands, contact Park and Recreation's Developed Regional Parks Division at (619)-533-5783.
- 5.1.4. For *Irrigation* controllers and time clocks contact Facilities Division's Work Control Center at (619)-525-8540.
- 5.1.5. For miscellaneous *Emergency* or *Urgent Work* such as fallen trees, flooding, street *Repair*, traffic signals, etc. call Public Works Dispatch at (619) 527-7500. Public Works Dispatch will route the call to the appropriate department.

5.2 Request for Routine *Repairs*

- 5.2.1. For *Lighting Fixtures on a Pole* or walkway lighting, contact Street Division at (619) 527-7500. Or use the internet link <http://www.sandiego.gov/get-it-done>.
- 5.2.2. For all other *Facility* related lighting problems submit a work request using the SAP/IAM internet link or <http://citynet/facilitiesmaint>.
- 5.2.3. *Irrigation* or *Irrigation* controller requests at Park and Recreation facilities or center islands, contact Park and Recreation's Central Division at (619) 533-5783.
- 5.2.4. All other general *Repair* requests use the SAP/IAM intranet link and fill out the Customer Work Request form. Approved requests for *Repairs* will be scheduled for completion in accordance with established priorities. When requests are not Facilities Division's responsibility, the *Requestor* and/or appropriate responsible department will be notified.

5.3 Facility Inspection and *Preventive Maintenance*

- 5.3.1. Facilities Division schedules preventative *Maintenance* based on industry standards for various components.

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- 5.3.2. Perform *Preventive Maintenance* consistent with the City's obligations to the individual *Facility*.
- 5.3.3. Maintain accurate records of *Preventive Maintenance* performed including dates, evaluations of the *Facility's* condition and *Preventive Maintenance* performed.
- 5.3.4. Notify the appropriate City division when a *Maintenance* need is discovered in the division's area of responsibility.
- 5.4 Requests for *Facility Improvements*
  - 5.4.1. Contact Facilities Division's Work Control Center and use the intranet link and fill out the IAM/SAP Customer Work Request form after developing scope of work.
  - 5.4.2. Work requests that are determined to be a tenant *Improvement* must be approved by Facilities Division and the *Asset Owning Department*. Appointing Authority approval is required and funding must be identified and provided to Facilities Division prior to commencement of any work.
  - 5.4.3. In the event a *Facility Improvement* is out of the scope of work, Facilities Division may recommend other options.
  - 5.4.4. If the work will require the use of outside contractors, refer to the Labor Relations / L127 approved *Project List* to verify if work can be contracted. Labor Relations approval form must be filled out and approved prior to work.
  - 5.4.5. All work must be done according to all current building and ADA codes. Some work may also require inspection by City building inspectors.
  - 5.4.6. Work that is considered *Volunteer Help*, is work typically done by volunteer groups and managed by the *Asset Owning Department*. Facilities Division must be notified to approve the work and to ensure the type of work is in compliance with all code requirements and does not alter a *Facility*. *Volunteer Help* work does not apply to City Departments that have *City Maintenance* staff.
- 5.5 *Facilities Elevator and Fire Suppression* section
  - 5.5.1. All City elevators and fire suppression systems must be kept in compliance with all state and local regulations.
  - 5.5.2. Facilities Division provides contract management for elevator and fire suppression to Departments that do not have staff to perform this task.

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APPENDIX

Legal References

Council Policy 200-13 (*Maintenance of Public Facilities-Buildings*)

Forms

PR-1594, *Irrigation Work Request*

GS-2064, *Work Request for Asbestos Management Program*

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Administering Department

Public Works