

Antrim County Maintenance Department

203 E. Cayuga Street

Bellaire, MI 49615

February 6, 2023

Antrim County Board of Commissioners

Bellaire, Michigan

RE: 2022 Annual Report

Dear Commissioners,

We are pleased to provide the following information about our department here at Antrim County.

- Team members: 6.5 FTE's provide the custodial, grounds and maintenance services for over 86,000 square feet of the main campus properties. To put that in perspective, the average US home in 2021 was 2,273 sq. ft., so staff clean and maintain an equivalent of 37 homes on a daily basis.

This year we had four team members leave our group. Three for retirement and one who sought other opportunities. HR did a great job in securing applicants to get us back to full staffing.

- Set up an electronic work order system. System allows us to track work order progression, time spent, comments and provides updates to the requestor.
System went live in March 2022, with 330 completed work orders.
- Set up an electronic preventative maintenance work order system. Currently have 35 reoccurring work orders and will be looking to add more as we continue to populate the system.

System went live in March 2022, with 110 scheduled work orders completed.

- Restored operability of building equipment that had been out of service.
- With the approval of the BOC, we were able to get all county owned generators on preventative maintenance programs.
- Set up electronic ordering on building maintenance supplies.

- Created task specification sheets for every custodial member to provide cleaning consistency between buildings.
- Changed cleaning chemicals to hands free dispensing systems with pH neutral chemicals.
- Provided additional direction on facility needs through CIP. Maintenance submitted 21 new projects and updated 12 others.

This report allows me to display the work of our custodial/maintenance group and to thank them for their work in maintaining our facilities.

Please feel free to contact me with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Mitch Bart". The signature is written in a cursive, slightly slanted style.

Mitch Bart

Maintenance Director