

BUTTE COUNTY GRAND JURY REPORT THE DEPARTMENT OF GENERAL SERVICES

SUMMARY

The Grand Jury (2007-2008) reviewed the operations of the Department of General Services (DGS), with special attention focused on the progress made on improvements to the Veterans Memorial Halls (VMH) and to access the needs of the Veterans Service Office (VSO).

The DGS is a large department with responsibility for Asset Management, Acquisitions, and Administrative Support. The new Director has identified the needs of the department and is in the process of organizing and planning for the relocation of staff, and is making a comprehensive effort to set up systems and space for the efficient and effective delivery of departmental services.

The administrative arm of the department is responsible for the VMH. Due to limited county budgets for repair and maintenance in the past, these old buildings have had minimum attention. With the procurement of a Community Development Block Grant (CDBG), each hall has been or will be upgraded by 2009 to meet the Americans with Disabilities Act (ADA) requirements. The relationship between the various VMH Committees and the DGS staff, who manage and oversee the maintenance of the halls, has improved tremendously over the last year. This staff is directly responsible for a new enthusiasm that now exists in the VMH Committees throughout the county. While this Grand Jury realized that this is a very small portion of the overall responsibilities of the DGS, it reflects a general dedication that we have seen exhibited in many of the employees of this department.

The DGS also has administrative responsibility for the Veterans Service Office in Chico. This office is in serious need of renovation of space to provide adequate wheelchair access and to create privacy for veteran interviews. There is a great need to prioritize this project as well as examine the process to have adequate, accredited staff to fulfill the needs of this office efficiently.

In the process of review, the Grand Jury found the overall impression of the DGS's operations and staff to be positive. The leadership and vision of the Director was reflected in the attitudes and morale of the staff who were interviewed. The Grand Jury has taken into consideration the new management and re-organization of this department as they made their recommendations.

GLOSSARY

DGS	Department of General Services
VMH	Veterans Memorial Halls
CDBG	Community Development Block Grant
ADA	Americans With Disabilities Act
VSO	Veterans Service Office
HR	Human Resources
CIP	Capital Improvement Plan
CAO	Chief Administrative Officer
IS	Information Services
FAR	Facilities Alteration Request
VA	Veterans Administration

BACKGROUND

Initially, the Grand Jury identified a need to visit the progress made on the recommendations of the 2004-2005 Grand Jury concerning the maintenance and management of the VMH. Since the DGS which is responsible for the above, had not been reviewed in four years, it was decided to look at the whole department with emphasis on both the management of the VMH and the VSO. The goal of the review was as follows:

- To learn how the department was organized and managed
- To follow up on the progress of improving the VMH
- To assess the needs of the VSO.

APPROACH

This Grand Jury examined the 2004-05 Grand Jury Report and the Responses to the issue of the VMH and interviewed the Director and the staff members immediately responsible for the management of the program. Their budgets and grant information were assessed, interaction with the staff and VMH Committees of each hall was observed, and tours of all the halls were accomplished. The DGS is also responsible for the VSO, so staff of this office was interviewed and the office in Chico was visited. The Director of the DGS responded to numerous questions, gave us an overview of the department, and a tour of buildings that house the employees throughout the compound of old county buildings. Informal interviews were accomplished with staff during this tour. The Grand Jury conducted formal interviews with ten other members of the department chosen specifically, and at random, from various job classification levels. The Director provided us with budgets, an organizational chart (in the process of revision, Attachment 1), a copy of the CDBG (partial copy, Attachment 2), the Capital Improvement Plan (copies of pages relating to the VMH, Attachment 3), and the VSO Facilities Alteration Request, (FAR), No. 08-046 (Attachment 4). This wide array of documentation provided the Grand Jury the information needed to complete this study.

DISCUSSION

General Overview

The General Services Department's functions may be categorized as follows:

- | | |
|---------------------|--|
| 1. Asset Management | Property Management, Capital Projects, Leases And Facilities Management (including building maintenance, grounds maintenance and janitorial) |
| 2. Acquisitions | Contract Management, Purchasing, Disposal of Surplus Property, In-house Print Shop, Courier/ Mail Delivery, and Central Stores |
| 3. Administration | Administrative Support for the other General Services Functions (budget, finance, personnel, etc.) Administration of the VMH and the VSO |

The department has a total of sixty positions allocated. Two positions (Property Manager and Contracts Manager) have recently been filled. The purchasing function may be understaffed as one position was eliminated a few years ago and has not been replaced. To respond to this unfilled position, the Purchasing Manager is providing on-going training to a person in each department who is responsible for purchasing. In the months to come, there may be further changes to the purchasing and contracting processes. This is due to the new direction given by the Board of Supervisors in November, 2007 to centralize contracting in the General Services Department. Prior to 2003, the VSO was staffed by two Veterans Service Representatives. In February of that year, one was placed on administrative leave and an Extra Help employee filled the void. At the end of the administrative period, the position was not filled because of a county hiring freeze. In addition, there are accreditation requirements for these employees that take a considerable amount of time to complete. All positions are being analyzed on an on-going basis during the re-organization of the department.

Personnel

Many of the employees in the department have been in their positions for less than two years. There is one employee who has been there twenty five years, and a few that have been there for three to ten years. With the changes planned in the department, there should be less attrition. In spite of staff being located in less than desirable old buildings, employees interviewed expressed job satisfaction and morale was high at all levels. A few mentioned that they probably could make more money in the public sector but choose to work for the county. They indicated that there is good communication with their supervisors, and weekly staff meetings keep them informed of areas that affect their work. There was some concern of not having available in-service education to improve knowledge and skills related to middle management positions. In general, due to the current positive leadership, morale has improved.

Technical Support

The technical support in the department is related to the financial system software, Pentamation, which includes a module specifically for purchasing. The county is currently in the process of upgrading this system. The department will be working with the Chief Administrative Officer (CAO) and Information Systems (IS) to implement the update of the purchasing processes. This should eliminate duplication of data entry. Perhaps, the most important system modification would be a paperless approval system, and a central repository of all contracts and leases. The existing Facilities Management software would also be upgraded.

Improvements in Progress

The following is a partial list of improvements of the DGS that are now in progress:

1. Refining of the Organizational Chart
2. Organizing and locating all functions and personnel in the same place
3. Improving the purchasing process, including modifications of the Contract Purchasing Manual
4. Establishing a central repository for contracts, leases, etc., for access by authorized personnel
5. Establishing written policies and procedures for real estate transactions
6. Creating a comprehensive asset management system that addresses both current and future needs
7. Completing the VMH-ADA requirements as listed in the Capital Improvement Plan (CIP)
8. Continuing to work with the VMH Committees to coordinate efforts to meet the needs of the veterans and the halls
9. Responding to a Facilities Alteration Request (FAR) No. 08-046 that has been submitted for consideration to provide better wheelchair access and to improve privacy for veteran interviews.

FINDINGS

- F1. The DGS is in the process of re-organization. Goals have been set to consolidate space for staff, equipment, and functions into one location. There are indications that they will soon be moving to a building adjacent to the county campus. This should improve efficiency and effectiveness.
- F2. The Director has shown vision and the ability to lead a department in a difficult transition process. He has established methods for input from the internal staff, as well as other departments, and ways to evaluate the effect of the re-organization. His objective is to remain flexible in order to respond to changing circumstances or to adapt to unanticipated needs.
- F3. The management style of the Director is reflected down the line in the positive attitudes and

morale of all job classifications of staff interviewed.

- F4. The CDBG has provided money to improve the VMH by 2009 to meet the ADA requirements.
- F5. The staff responsible for the VMH has remarkably improved the relationship and enthusiasm of the Veteran's Committees in each community.
- F6. The VSO is providing assistance to veterans in an office that would greatly benefit from renovation to improve wheelchair access and to create privacy for interviews. FAR Form, No, 08- 046 has been prepared for consideration during the budget process.
- F7. The present Veteran Service Representatives do not currently have the level of accreditation needed to directly access the VA's data base and various veteran agencies. Existing methods are time intensive which reduce the efficiency of service to veterans.
- F8. When a Veteran Service Representative position was left vacant in 2003, it reduced the office coverage that allowed staff to attend the required out of office accreditation courses. In addition, the time needed to complete the required training and passing of examinations is long. For example, just one of the required sessions is for one week once a year in July, and other processes take up to six months. .If there were loss of staff at the present level, it could further jeopardize the future efficiency of providing services.
- F9. There were some indications that in the past, newly promoted managers would have liked to have more training in management and people skills. Presently, HR provides a variety of management classes which are well advertised. They are presented by HR staff five to six times each month.
- F10. The Grand Jury's overall impression of the department's operation and staff is extremely positive.

RECOMMENDATIONS

- R1. The Butte County Board of Supervisors and the Chief Administration Officer should continue to support the consolidation of staff into one location.
- R2. We encourage the Director, Chief Administration Officer, and the Board of Supervisors to consider as a priority the Facilities Alteration Request (No, 08-046) from the Veterans Service Office so the office can provide better wheelchair access and privacy for veteran interviews.
- R3. The Director should insure that the issue of the Veteran Service Office's long term staffing, training, and accreditation status be evaluated and resolved.

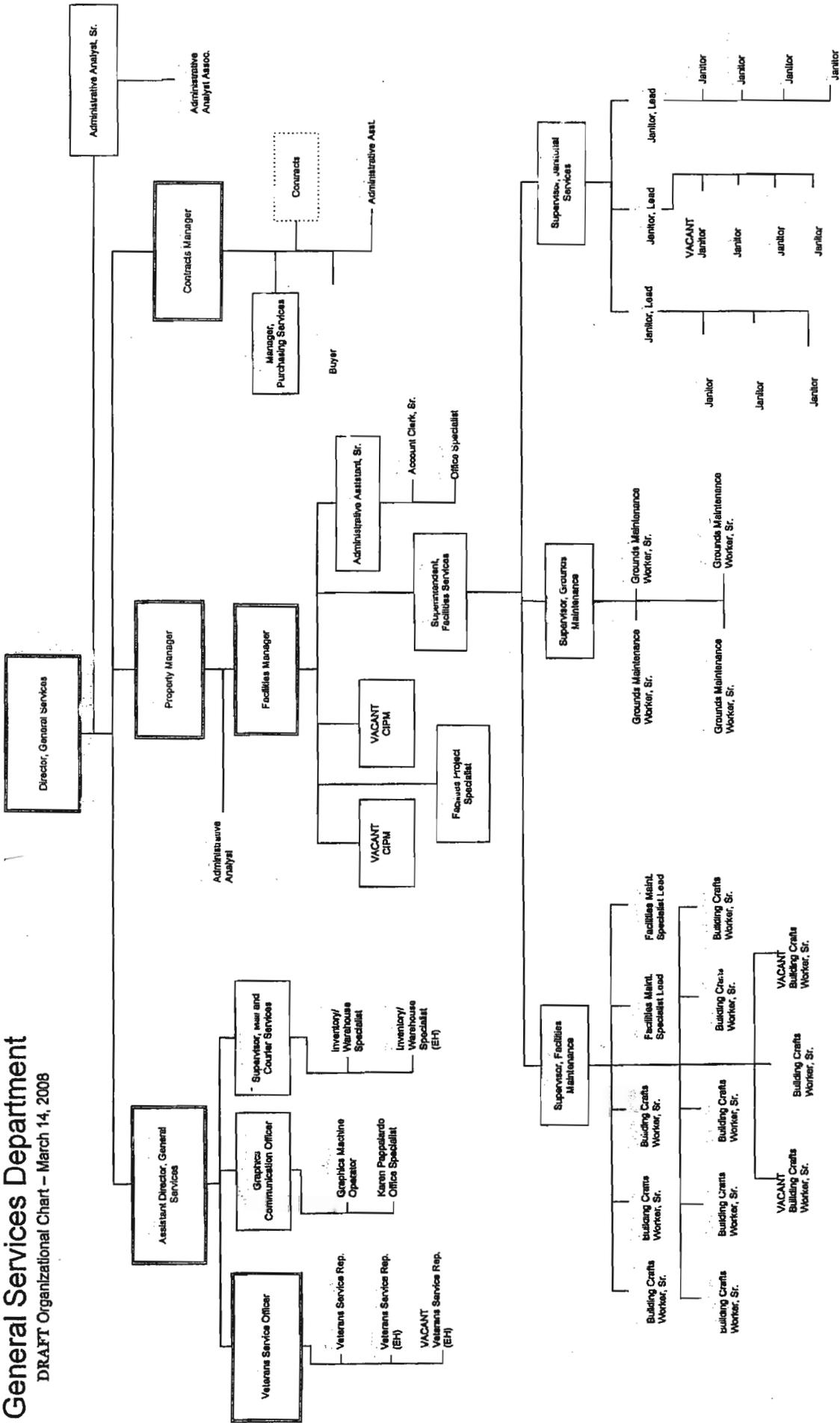
R4. The Department of General Service's management should encourage newly promoted middle managers to take advantage of the appropriate Human Resources management training.

RESPONSES REQUIRED

Butte County Board of Supervisors
Butte County Chief Administrative Officer
Director of the Department of General Services

General Services Department

DRAFT Organizational Chart - March 14, 2008



STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

CONTRACTOR'S COPY

AGREEMENT NUMBER 05-STBG-1621
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:
 STATE AGENCY'S NAME

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR'S NAME

County of Butte

2. The term of this Agreement is: Upon HCD Approval through 12/31/2009

3. The maximum amount of this Agreement is: \$1,294,800.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A - Authority, Purpose and Scope of Work	12 page(s)
Exhibit B - Budget Detail and Payment Provisions	4 page(s)
Exhibit C - HCD General Terms and Conditions	8 page(s)
Exhibit D - State of California General Terms and Conditions	6 page(s)
Exhibit E - Special Terms and Conditions	6 page(s)
Exhibit F - Additional Provisions	N/A

TOTAL NUMBER OF PAGES ATTACHED: 36 pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		California Department of General Service Use Only JUN 07 2006
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc) County of Butte		
BY (Authorized Signature) <i>Paul McIntosh</i>	DATE SIGNED (Do not type) <u>4/28/06</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING <u>PAUL McINTOSH, CHIEF ADMINISTRATIVE OFFICER</u>		
ADDRESS 25 County Center Drive, Oroville, CA 95965		
STATE OF CALIFORNIA		
AGENCY NAME Department of Housing and Community Development		
BY (Authorized Signature) <i>Susan J. Phillips</i>	DATE SIGNED (Do not type) <u>6/7/06</u>	
PRINTED NAME AND TITLE OF PERSON SIGNING Susan J. Phillips, Manager, Budget and Contracts Branch		
ADDRESS 1800 Third Street, Room 350, Sacramento, CA 95814		

Exempt from: Department of
 General Services
 Approval

EXHIBIT A**AUTHORITY, PURPOSE AND SCOPE OF WORK****Section 1: Authority & Purpose**

This agreement will provide official notification of the grant award under the State's administration of the federal Community Development Block Grant Program (hereinafter, "CDBG" or "the Program") for Non-entitlement jurisdictions pursuant to the provisions of 42 U.S.C. 5301 et seq., 24 CFR Part 570, Subpart I, and 25 California Code of Regulations, Sections 7050 et seq. In accepting this grant award, the Grantee agrees to comply with the terms and conditions of this agreement and all exhibits hereto, the representations contained in the Grantee's application (hereinafter, "the Application") which is hereby incorporated by reference as if set forth in full, and the requirements of the authorities cited above. For purposes of this agreement, use of the term "Grantee" shall be a reference to "Contractor". Any changes made to the Application after this agreement is executed must receive prior written approval from the State.

Section 2: Scope of Work

- 1) Contractor shall perform the work as described in the application, which is on file at the Department of Housing and Community Development, Division of Financial Assistance, 1800 Third Street, Room 390, Sacramento, California and which is incorporated herein by reference. All written materials or alterations submitted as addenda to the original application and which are approved in writing by the CDBG Program Manager or higher Departmental official, as appropriate, are hereby incorporated as part of the Application. The State reserves the right to require the Contractor to modify any or all parts of the application in order to comply with CDBG requirements. The State reserves the right to review and approve all work to be performed by the Contractor in relation to this Agreement. Any proposed revision to the work must be submitted in writing for review and approval by the State. Any approval shall not be presumed unless such approval is made by the State in writing.
- 2) The grant activity shall principally benefit Targeted Income Group households and shall consist of:

Community Facility Project for ADA compliance of public facilities and Housing Rehabilitation Program and Code Enforcement plus 10% set aside for Public Services and Public Works

EXHIBIT A**Section 3: Term of Agreement and Deadlines**

With the exception of the Grant Closing Requirements set forth in Exhibit C, Section 9, the Grantee shall complete the grant activity(ies) by the termination date set forth on page 1 of this agreement, unless a written request for an extension is approved 90 days prior to grant expiration in writing by the State.

Section 4: Expenditure Milestones

The Grantee must meet expenditure milestones set by the State as follows: The stated percent of awarded funds must be expended by the milestone noted.

- 1) All Single Year Award Activities, except set-aside activities:

25% by 12/31/2006
75% by 06/30/2007
100% by 12/31/2007

- 2) Set-aside activities must be fully expended by the grant expiration date.
- 3) Multi-year award. For multi-year funding awards for Public Services, Homebuyer Assistance and Housing Rehabilitation, grantees must meet the expenditure milestones set by the State as follows: the stated percent of awarded funds must be expended by the milestone noted.

TWO YEAR AWARD

12% by 12/31/2006
37% by 06/30/2007
62% by 12/31/2007
87% by 06/30/2008
100% by 12/31/2008

THREE YEAR AWARD:

8% by 12/31/2006
21% by 06/30/2007
41% by 12/31/2007
58% by 06/30/2008
75% by 12/31/2008
91% by 06/30/2009
100% by 12/31/2009

EXHIBIT A

For grantees who have multiple year funding awards for single project-specific activities, Department staff have assigned milestones based on the project's timeline shown in the grantees' application for funding if it did not hinder the Department's timely expenditure of CDBG funds. Project-specific activity timeline(s) are as follows:

CF: ADA Hall Imp./Oroville Hall (LMA) (01)	\$136,000.00	06/30/2008
CF: ADA Hall Imp./Oroville Hall (LMA) (01)	\$220,000.00	12/31/2008
CF: ADA Hall Imp./Paradise Hall (LMA) (01)	\$70,000.00	06/30/2007
CF: ADA Hall Imp./Paradise Hall (LMA) (01)	\$95,000.00	12/31/2007
CF: ADA Imp./Chico Vets. Hall (LMA) (01)	\$80,000.00	06/30/2006
CF: ADA Imp./Chico Vets. Hall (LMA) (01)	\$180,000.00	12/31/2006
CF: ADA Imp./Gridley Vets.Hall (LMA) (01)	\$95,000.00	06/30/2007

- 4) If the grantee does not meet the expenditure milestones as set by the State, the State, per Title 25, California Code of Regulations, Section 7066 (d) and (e), will disencumber the difference between what was expended for the program activity and that milestone.

Section 5: State Contract Coordinator

The coordinator of this Agreement for the State is the CDBG Program Manager, Division of Financial Assistance, or the Program Manager's designee. Unless otherwise informed, any notice, report, or other communication required by this Agreement shall be mailed by first class mail to the State Coordinator at the following address:

Allen Jones, CDBG
Division of Financial Assistance
Department of Housing and Community Development
P. O. Box 952054
Sacramento, California 94252-2054

Capital Improvement Projects - Tier 1 (Under 6 years)

(In Thousands of Dollars as of January 2007)

Project Details:

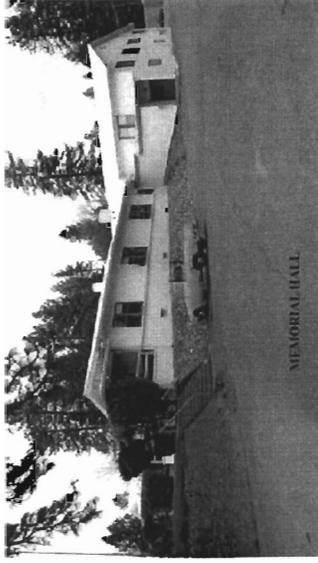
Name: Paradise Memorial Hall - ADA Improvements
Number: F-NDV-0708-1
Location: 6550 Skyway, Paradise
Category: Major Improvements to Existing Facilities
Delivery Method: Design - Bid - Build
Department: Non-Departmental
Fiscal Year: FY 07-08
Start Date: 7/1/2007
End Date: 8/1/2008

Description

Design and construct ADA compliant Building Improvements including Automatic Entry Door, Accessible Restrooms, and Front Entry Ramp. Utilize awarded 2007/2008 CDBG funds.

Estimated Project Costs - in Thousands

Preliminary Studies \$3
 Land Acquisition \$0
 Design & Engineering \$8
 Construction \$120
 Admin & Const. Mgmt. \$13
 FF&E & Move \$0
 Contingency \$21
Total Cost \$165



Project Timeline:	FY 06-07				FY 07-08				FY 08-09				FY 09-10				FY 10-11			
	Q1	Q2	Q3	Q4																
Preliminary Studies																				
Land Acquisition/Site Prep.																				
Design Contract																				
Construction																				
Post Construction																				

Capital Funding and Spending Plan:

Revenue Source(s)	Estimated Project Total	Appropriated To Date	FY 06-07 Adjustment Requested	FY 07-08 Year 2	FY 08-09 Year 3	FY 09-10 Year 4	FY 10-11 Year 5
Grant Funds	\$104	\$104					
General Fund	\$61		\$61				
Totals	\$165	\$104					

Capital Improvement Projects - Tier 1 (Under 6 years)

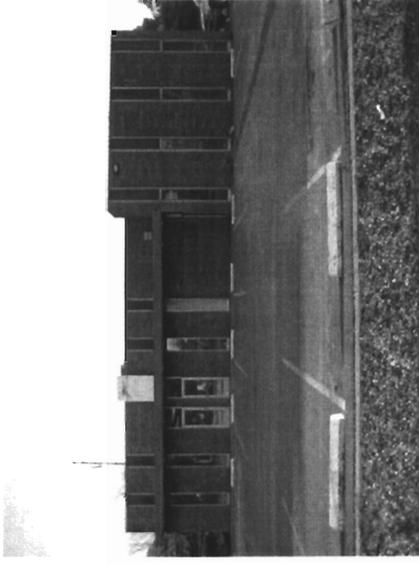
(In Thousands of Dollars as of January 2007)

Project Details:

Name: Veterans New Memorial Hall (Chico)
Number: F-NDV-0607-1
Location: 554 Rio Lindo Avenue, Chico
Category: Major Improvements to Existing Facilities
Delivery Method: Design - Bid - Build
Department: Non-Departmental
Fiscal Year: FY 06-07
Start Date: 7/1/2006
End Date: 9/1/2007

Description

Convert acquired Office building to Assembly use: construction of Veteran's Tenant Improvements including Auditorium, Conference Rooms, ADA access, Kitchen, Restrooms, Storage, Electrical Supply upgrade, ACM Abatement, and site work to complete facility for use by Chico Veterans.



New Veterans Memorial Hall, 554 Rio Lindo Avenue

Estimated Project Costs - in Thousands

Preliminary Studies \$0
 Land Acquisition \$0
 Design & Engineering \$29
 Construction \$422
 Admin & Const. Mgmt. \$27
 FF&E & Move \$0
 Contingency \$72
Total Cost \$550

Project Timeline:

	FY 06-07				FY 07-08				FY 08-09				FY 09-10				FY 10-11				
	Q1	Q2	Q3	Q4																	
Preliminary Studies																					
Land Acquisition/Site Prep.																					
Design Contract																					
Construction																					
Post Construction																					

Capital Funding and Spending Plan:

Revenue Source(s)	Estimated Project Total	Appropriated To Date	FY 06-07 Adjustment Requested	FY 07-08		FY 08-09		FY 09-10		FY 10-11	
				Year 2	Year 3	Year 4	Year 5				
Grant Funds	\$224	\$224									
General Fund	\$326	\$326									
Totals	\$550	\$550									

Capital Improvement Projects - Tier 1 (Under 6 years)

(In Thousands of Dollars as of January 2007)

Project Details:

Name: Gridley Veterans Hall - ADA Improvements
Number: F-NDV-0708-2
Location: 249 Sycamore St., Gridley
Category: Major Improvements to Existing Facilities
Delivery Method: Design - Bid - Build
Department: Non-Departmental
Fiscal Year: FY 07-08
Start Date: 7/1/2007
End Date: 8/1/2008

Description

Design and Construct ADA compliant Building Improvements including Automatic Entry Door and accessible Restrooms. Utilize awarded 2007/2008 CDBG funds.

Estimated Project Costs - in Thousands

Preliminary Studies \$3
 Land Acquisition \$0
 Design & Engineering \$8
 Construction \$118
 Admin & Const. Mgmt. \$13
 FF&E & Move \$0
 Contingency \$21
Total Cost \$163



1920's era Veterans Memorial Hall, Gridley

Project Timeline:

	FY 06-07				FY 07-08				FY 08-09				FY 09-10				FY 10-11			
	Q1	Q2	Q3	Q4																
Preliminary Studies																				
Land Acquisition/Site Prep.																				
Design Contract																				
Construction																				
Post Construction																				

Capital Funding and Spending Plan:

Revenue Source(s)	Estimated Project Total	Appropriated To Date	FY 06-07 Adjustment Requested	FY 07-08		FY 08-09		FY 09-10		FY 10-11	
				Year 2	Year 3	Year 4	Year 5				
Grant Funds	\$115	\$115									
General Fund	\$48										
Totals	\$163	\$115									

Capital Improvement Projects - Tier 1 (Under 6 years)

(In Thousands of Dollars as of January 2007)

Project Details:

Name: Oroville Veterans Hall - ADA Improvements
Number: F-ND-V-0809-1
Location: 2374 Montgomery St., Oroville
Category: Major Improvements to Existing Facilities
Delivery Method: Design - Bid - Build
Department: Non-Departmental
Fiscal Year: FY 08-09
Start Date: 7/1/2008
End Date: 8/1/2009

Description

Design and Construct ADA compliant Building Improvements including multi-floor and building access, kitchen and restrooms.

Estimated Project Costs - in Thousands

Preliminary Studies \$3
 Land Acquisition \$0
 Design & Engineering \$19
 Construction \$263
 Admin & Const. Mgmt. \$34
 FF&E & Move \$0
 Contingency \$48
Total Cost \$367



Oroville Veterans Memorial Hall, downtown Oroville

Project Timeline:

	FY 06-07				FY 07-08				FY 08-09				FY 09-10				FY 10-11			
	Q1	Q2	Q3	Q4																
Preliminary Studies																				
Land Acquisition/Site Prep.																				
Design Contract																				
Construction																				
Post Construction																				

Capital Funding and Spending Plan:

Revenue Source(s)	Estimated Project Total	Appropriated To Date	FY 06-07 Adjustment Requested	FY 07-08 Year 2	FY 08-09 Year 3	FY 09-10 Year 4	FY 10-11 Year 5
Grant Funds	\$272	\$272					
General Fund	\$95				\$95		
Totals	\$367	\$272			\$95		

ATTACHMENT 4

7MAY07

From: Veterans Service Office
To: General Services Department Head

Subject: Proposal to Rehab Veterans Service Office

1. Background. The Veterans Service Office suffers from a non-functional layout and presents a poor image to the public. There is inadequate reception\staging area for customers, many who are handicapped. The present customer counter location prevents customer seating and customers filling out forms are forced out to a table in the building entrance way. Additionally, the Veterans Service Officer (VSO) is isolated in a separate room. The extra-help and work study help work at stations removed from the customer service counter. A non-structural wall prevents the efficient reconfiguration of the office. The carpeting is frayed, worn, and dirty. The walls need a new coat of paint.

2. Proposal. Remove non-structural wall separating VSO office. Relocate customer service counter into old VSO office facing VSO office door. Place existing desk at counter to become receptionist workstation. File cabinets placed back to back separate reception area from rest of office. VSO and Veterans Service Representative (VSR) desks are separated with office cubicle dividers.

The floor will require new carpeting and the space will need repainted. Minor wall and ceiling repair will follow removal of non-structural wall. Some relocation of computer and phone terminal may be required.

Existing furniture will be used. Relocating customer service counter will require reworking the counter to include creating a built in workstation.

The project should be able to be completed in less than two weeks.

- a. Removal of furniture, built in counter – 1 day
- b. Removal of wall – 1 day.
- c. Repair of ceiling and outer wall – 1 day
- d. Paint out of space – 2 days
- e. Carpeting of space – 2 days
- f. Relocation and reconfiguring of customer service counter – 2 days
- g. Relocating furniture- 1 day

3. Action. Request budgeting for VSO space rehab, included in proposal would be requirement for temporary operating space or the planned closing of operations for the required time.

Patrick H Hoover
Butte County Veterans Service Officer

FACILITIES ALTERATION REQUEST FORM - Checklist

Check all you think may be added, modified, removed or repaired as a result of this alteration.

	Yes	No
Building square footage added?		x
More staff added?		x
Facility operating hours	Unchanged	

	Add	Modify	Remove	Repair
Computer system	x			
Telephone system	x			
Electrical system				
Lighting	x			
Light switches				
Outlets	x			
Service				
Heating and cooling sys.				
Fire Protection system				
Bathrooms				
ADA bathrooms				
Plumbing				
Sewer system				
Water supply				
Gas supply				
Kitchen				
Refridgerator				
Sink				
Office partitions	x			
Paint				
Interior	x			
Exterior				
Flooring	x			
Interior walls			x	
Interior doors			x	
Ceiling				x
Exterior walls				
Exterior doors				
Windows				
Stairs				
Elevators				
Sidewalks				
Driveways				
Parking Lots				
Re-surface				
Number of stalls				
ADA stalls				

	Add	Modify	Remove	Repair
Landscaping				
Shrubs and trees				
Turf				
Irrigation system				
Fence				
Roof				
Gutters				
Storm drain				
ADA access				
Security System				
Other: counter	x	or	x	
Other: _____				

Facilities Alteration Request - Sketch Pad

Print this sheet to make sketches.
Veterans Service Office Rehab

Date: 1/2/2008

Project Description:

