



ADMINISTRATIVE MEMORANDUM COUNTY OF SAN MATEO

SUBJECT: Office Maintenance

RESPONSIBLE DEPARTMENT: General Services

NUMBER: D-7

APPROVED: *Daniel L. Nichols*
County Manager

DATE: February 1, 1984

Routine Office Maintenance

All requests for routine maintenance should be directed to the appropriate supervisory Stationary Engineer assigned to the department facility requiring service. The Stationary Engineer will determine if the request can be accomplished within the General Services maintenance budget or whether it must be deferred for later funding through the Special Job/Capital Project major maintenance process.

Department heads should inform the Director of General Services, in writing, of the names of supervisors authorized to place maintenance requests.

Safety Hazards

Locations for telephone and electric power outlets to support office furniture layouts are developed by the Department of General Services with the approval of the department heads. These installations insure that the area is in a safe condition.

To meet the changing needs of departments, General Services will prepare, upon request, revised office layouts which will include necessary relocation of utility connections. These written requests should be sent to the Director of General Services.

Designated General Services personnel are the only county personnel authorized to move or rearrange furniture. Other department personnel may not move furniture in county offices.