



# **Facilities & Building Maintenance (FBM)**

Prepared by Gilbert J. Garza, FBM Director

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## Webb County Facilities & Building Maintenance

Honorable County Judge Danny Valdez

Honorable Commissioner Linda Ramirez

Honorable Commissioner Rosaura "Wawi" Tijerina

Honorable Commissioner John Galo

Honorable Commissioner Jaime Canales

Good afternoon distinguished members of this court, thank you for your support these two years during my tenure as the FBM Director. This 2013 2014 year has been an extremely productive year for every staff member of Webb County. With your support, the FBM department has met numerous accomplishments and we have met our goal that exceeded everyone's expectations.

My experience for the past two years has been positive for Facilities Building Maintenance Department. We have gained outstanding accomplishments for the service being provided for the constituents of Webb County by providing a safe environment and maintaining Webb County Buildings.

FBM provides service and maintains sixty nine (69) Webb County sites, totaling approximately 650,000 square feet. County sites are serviced by four (4) department divisions: Building Maintenance, HVAC, Custodian and Parks & Grounds maintenance. The department is composed of forty eight (48) employees under my supervision, including four (4) Supervisors.

My commitment to Webb County is to continue emphasizing the importance of the maintaining county buildings and equipment to meet state, federal and local requirements.

Energy efficiency and low building cost is common practice during our commitment to service and maintain county sites during remodeling, installation and repairs.

I look forward to continuing to work with Webb County Commissioner's Court and Webb County departments.

Sincerely,

A handwritten signature in black ink, appearing to read "Gilberto J. Garza".

Gilberto J. Garza  
FBM Director

"Excellence is our goal"

**OUR VISION  
MISSION  
and  
VALUES**

**Webb County  
Facilities & Building Maintenance Department (FBM)**

**1.0 OUR VISION**

**1.1. Transformational Leadership Statements:**

**Our Vision:** To operate efficiently and effectively with excellent and consistent customer service to Webb County building and facilities.

**Our Mission:** To provide a clean, safe, adequate office environment to employees and the thousands of visitors to our Webb County buildings and facilities.

**Our Values:** Through the implementation of best practices that deliver excellent, professional and consistent quality service.

Under new leadership, our vision is to implement "change management" in not only operating more efficiently and effectively but also to allow employees the opportunity for personal and professional growth which will infuse collective empowerment as a Department. With the implementation of new programs, which encourage employee development, our team members now have an opportunity to improve and advance personally, academically and professionally, ultimately creating a benefit to our community.

- As a Department, we encourage a team-work, positive attitude and a team lead environment of excellence toward delivering only the highest quality services.
- As a Division within each category of service, we encourage employee development and promote personal and professional growth.
- The Department encourages employees to set high personal standards to qualify for internal promotions and encourages employees to acquire training or enlist in academic programs for attaining a higher level of education for upcoming job opportunities within the Department.
- The Department's ultimate goal is the implementation of "Transformational Leadership" that enhances motivation of employees, improves morale, and the performance of each follower to be the best at their game.

**Webb County**

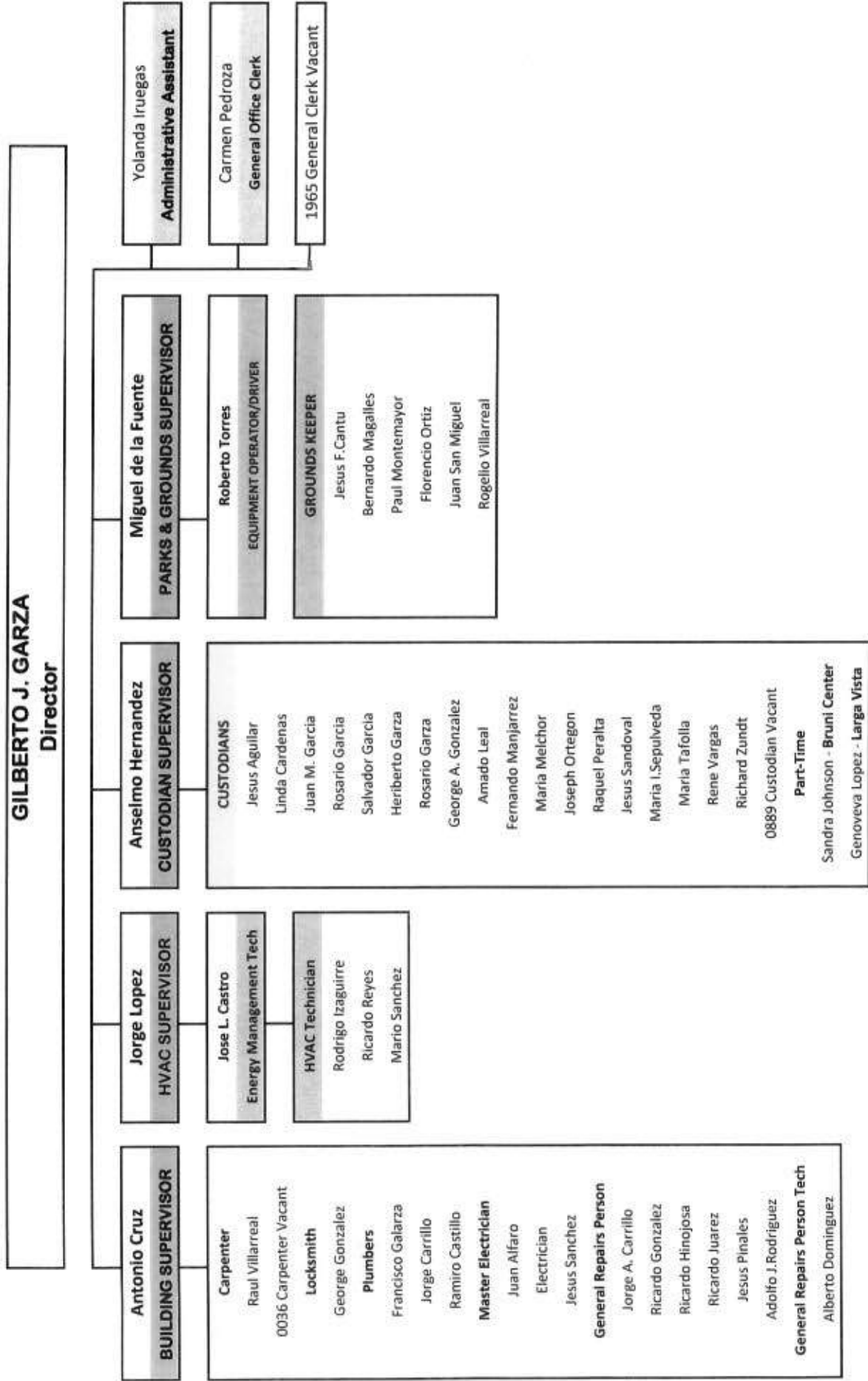
**Facilities & Building Maintenance Department (FBM)**

**1.2 EMPLOYEE JOB DESCRIPTIONS (Duties & Responsibilities)**

Facilities and Building Maintenance offers a variety of services to the County for maintaining designated buildings. The following is a list of job titles and job descriptions:

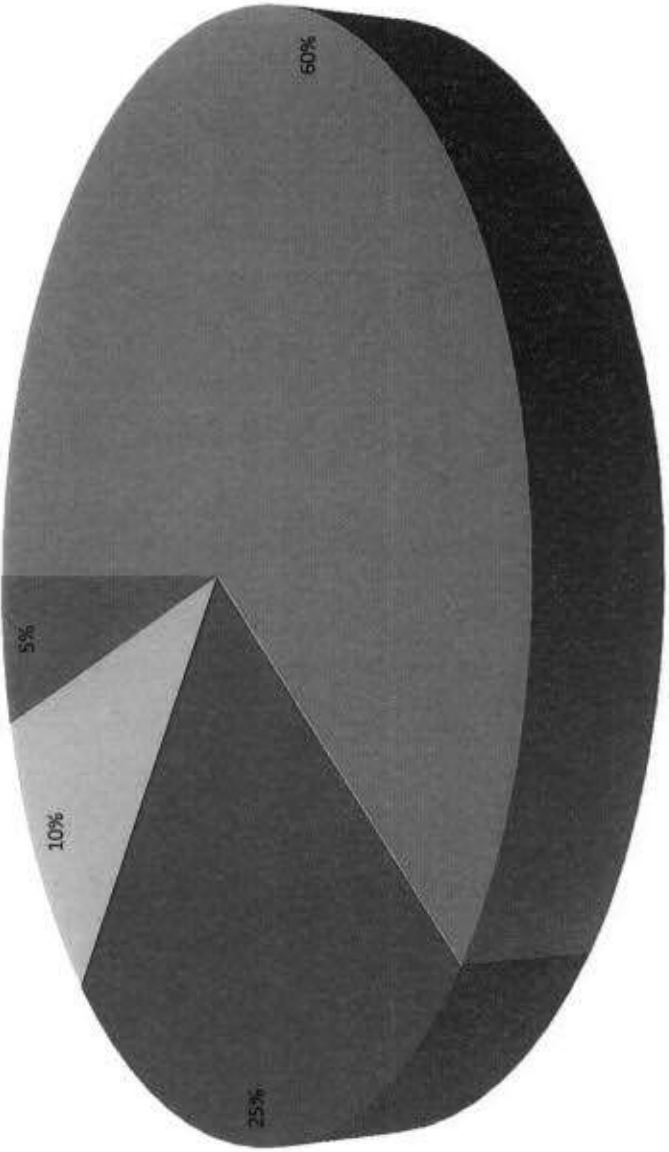
<b>Building Maintenance Division</b>	<b>Custodial Services Division</b>	<b>HVAC Division</b>	<b>Parks &amp; Grounds Division</b>
<ul style="list-style-type: none"><li>• Journeyman Plumber</li><li>• Journeyman Electrician</li><li>• Carpenter</li><li>• General Repairs Person</li><li>• Locksmith</li></ul>	<ul style="list-style-type: none"><li>• Custodian</li></ul> <p>(only one title under this division and all perform the same duties)</p>	<ul style="list-style-type: none"><li>• HVAC Technician</li><li>• Energy Management Technician</li></ul>	<ul style="list-style-type: none"><li>• Grounds Keeper</li><li>• Heavy Equipment Operator &amp; Driver</li></ul>

**Webb County  
Facilities & Building Maintenance Department (FBM)  
Organizational Chart**



# Facilities and Building Maintenance Work Load

■ Building Maintenance ■ HVAC ■ P & G ■ Custodian





**EMPLOYEE  
DEVELOPMENT**

**Webb County  
Facilities & Building Maintenance Department (FBM)**

**2.0 EMPLOYEE DEVELOPMENT**

**2.1 Employee Development Meetings (EDMs) & Staff Meetings**

Employee Development Meetings will be conducted quarterly with the Supervisor and his division employees and the Director will conduct one-on-one development meetings with all staff.

The EDMs are conducted on a quarterly basis to gain feedback from each employee.

The purpose of these meetings are to discover and understand how well the employee is doing, not only in relation to his job but also in relation to his OR her personal life and to assist in striking a balance between the two should there be any conflicts. In addition, the Supervisor should identify how the employee is doing on the job and listen to any issues or concerns that may need to be addressed.

Employee Development Meetings will help the lines of communication open between Director, Supervisors and staff and develop a team environment for an improved working environment.

EDM meetings can be anywhere from 30 minutes to 1 hour, and should be conducted on a regular consistent basis.

**Staff meetings** are conducted once or twice a week on Mondays and Fridays at 2:30 PM (time/date subject to change). Meeting minutes are taken and "Actions Items" may be issue each employee or Supervisor. Action Items should be completed within one week from day of issuance. At the end of the meeting, the minutes are printed and all participants in the meeting must acknowledge the action items and minutes by signing the minutes. A record file copy is kept for follow-up purposes at the next meeting. The Department Head keeps the Master Binder in his office.

**2.2 Employee Training Programs**

As part of the employee development vision, the FBM Department is committed to encouraging employees to develop personally, academically and professionally.

**Academic Success Program:** As part of the vision to promote within the department, our academic success program encourages employees to earn a GED, vocational training and/or certifications in a specialized area in order to qualify for a better positions that will enhance their personal and professional development.

**Technical Training:** As we aim to be successful, the department provides basic computer skill training to employees for encouraging the use of technology as a standard practice in communication in using Smart Phone applications, email communications and understanding the basic office software programs to encourage the use of Excel, Word, etc.

**Webb County  
Facilities & Building Maintenance Department (FBM)**

**2.3 Employee Recognition Program**

The FBM Department recognizes its employees for going above and beyond the call of duty. All employees that exemplify excellence, commitment, dedication, and initiative will be recognized for their efforts and innovation. We have annual year-end recognitions that normally take place at the department's "End of the Year Christmas Luncheon". Some of the plaques issued include but not limited to, excellence attendance, appreciation for loyal and dedicated service, etc.

**ONLINE  
SERVICE**

## Webb County

### Facilities & Building Maintenance Department (FBM)

The deductions will be as follows.

First Choice: Deduct Hours from Annual Leave

Second Choice: Deduct Hours from Personal Leave (if available)

NOTE: If no sick leave or annual leave time is available, then employee will not get paid the hours taken; for personal holiday hours all eight (8) hours must be taken at once.

#### 3.1 Work Order Request Process

All work order requests should be encouraged to be submitted via email through [fbm-workorder@webbcountytx.gov](mailto:fbm-workorder@webbcountytx.gov). This email can also be found on the County FBM Website at [www.webbcountytx.gov](http://www.webbcountytx.gov).

In order to streamline our work order service requests, and improve customer services the Facilities & Building Maintenance Department (FBM) has established a new policy and procedure for work order requests. All service requests must be submitted via email to: [fbm-workworder@webbcountytx.gov](mailto:fbm-workworder@webbcountytx.gov). If your work order requires construction or renovation, a Scope of Services Contract that will include a detailed description of the intended result specific deliverables; schedule and timeline or work, budget and other items of importance will be provided.

Our estimates will be compared to outside contractor so Department can realize savings.

In you service request, please include the following;

Division Request For: **Building | Custodial | HVAC | Parks & Grounds**

Requestor Name:

Department Name:

Contact #:

Priority Level 1, 2, or 3 (1 being High Priority) and/or any timeframe of specificity (priority date).

Please be as detailed as possible with your request.

Each work order request that is received via email, is printed, documented (entered) on the Work Order Database, and distributed to the respective Division Supervisor for handling.

## **Webb County**

### **Facilities & Building Maintenance Department (FBM)**

#### **3.2 Vehicle Status Inventory Report**

The Facilities and Building Maintenance (FBM) Department has vehicle assigned for so that employees can travel to designated places to provide the services within each division. Each employee must sign an Acknowledgment Form and agree to use the county vehicle only for county related duties, and should conduct a "Daily Pre-Trip Inspection" of Vehicle before driving off.

See attached "DAILY PRE-TRIP INSPECTION" sheet. This inspection should be conducted by two people, the designated driver and designated "inspection employee." This inspector shall keep records of inspection in a file that can be easily accessed for updates and comments on repairs.



# VEHICLE INSPECTION REPORT

Driver's Name:

Date:

Time Out:

Time In:

Unit #:

Passengers Name & Department if applicable

Starting Mileage Fuel Gal): Cost: Fuel Receipt #:

Ending Mileage Fuel Gal): Cost: Fuel Receipt #:

Total Mileage Fuel Gal): Cost: Fuel Receipt #:

Fuel Gauge is left at what point: FULL, 3/4, 1/2, 1/4=u need to fill up!

Inspection Sticker Expires This Month: No=OK YES - Advice Department Head or Supervisor

	OK	Service Needed	Service Performed		OK	Service Needed	Service Performed
<b>UNDERHOOD</b>				<b>STEERING</b>			
Fluid Leaks Under				Ease			
				Stability			
<b>INTERIORS</b>				Free Play			
Parking Brake				<b>INSTRUMENT PANEL</b>			
Fuel Gauge				Oil Pressure			
Windshield Wipers				Temperature			
Mirrors				Fuel			
Seatbelts				<b>LIGHTS</b>			
Horn				Headlights			
Brake Pedal Range				Stop/Tail Lights			
Interior Lights				Turn/Emergency			
				Clearance Lights			
<b>EMERGENCY EQUIPMENT</b>				Dashboard Lights			
Flares/ Triangles				<b>TIRES &amp; SHOCKS</b>			
Fire Extinguisher				Ride			
First Aid Kit				<b>BRAKES</b>			
				Pedal Range			
<b>EXTERIOR</b>				Application			
Headlights				<b>TRANSMISSION</b>			
Windshield/Windows				Sound			
Stop/Tail Lights				Shifting			
Emergency Lights							
Body Damage				<b>ENGINE</b>			
Wipers				Sound			
<b>TIRES</b>				Stating			
Tread Condition				Power			
Inflation				Performance			

DRIVER DESTINATION AND COMMENTS - ADVISE OF ANY DENTS OR DAMAGES A.S.A.P.

I certify that I have inspected all fields above and reported correctly any and all services, items or maintenance needed.

Driver's Signature Here:

Location Parked:

PLEASE KEEP VEHICLE CLEAN AT ALL TIMES, ESPECIALLY IF RETURNING FROM OUT OF TOWN TRIPS: THROW OUT ALL TRASH & HAVE VEHICLE WASHED IF NEEDED

# **BUILDING DIVISION**



**Webb County  
Facilities & Building Maintenance Department (FBM)**

## **4.0 BUILDING DIVISION**

### **4.1 Division Operation & Functions**

Unpredictable however, our goal is to establish a solid system for tracking work orders, processes, staff allocated and completion dates.

Building Maintenance "scope of services" and functions include:

- Observes and ensures all safety procedures and rules within the area of responsibility are in compliance with governing authorities.
- Perform minor repairs and/or replacement of plumbing fixtures, valves, and other devices as required.
- Perform minor repairs and/or replacement of electrical fixtures, devices and appliances as required.
- Perform minor carpentry work as required to repair windows, doors, hardware, furniture.
- Moves and/or rearranges furniture for special events or as needed.
- Assists tradesmen in maintenance, repairs, additions and alterations of building structure and equipment.

Building Maintenance crew is NOT responsible for:

- Altering office furniture, desks, chairs, etc.
- Replacing roll-out carpets, but only "tile carpet".

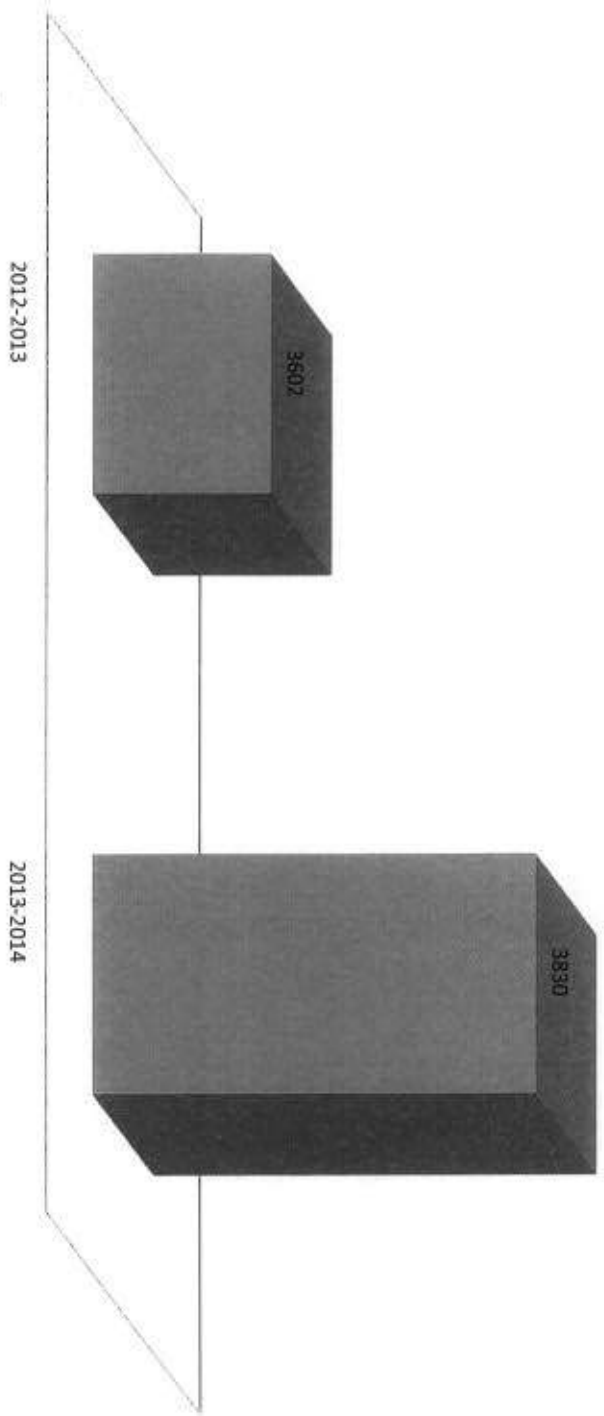
### **4.1 Scope of Work Contract Agreement**

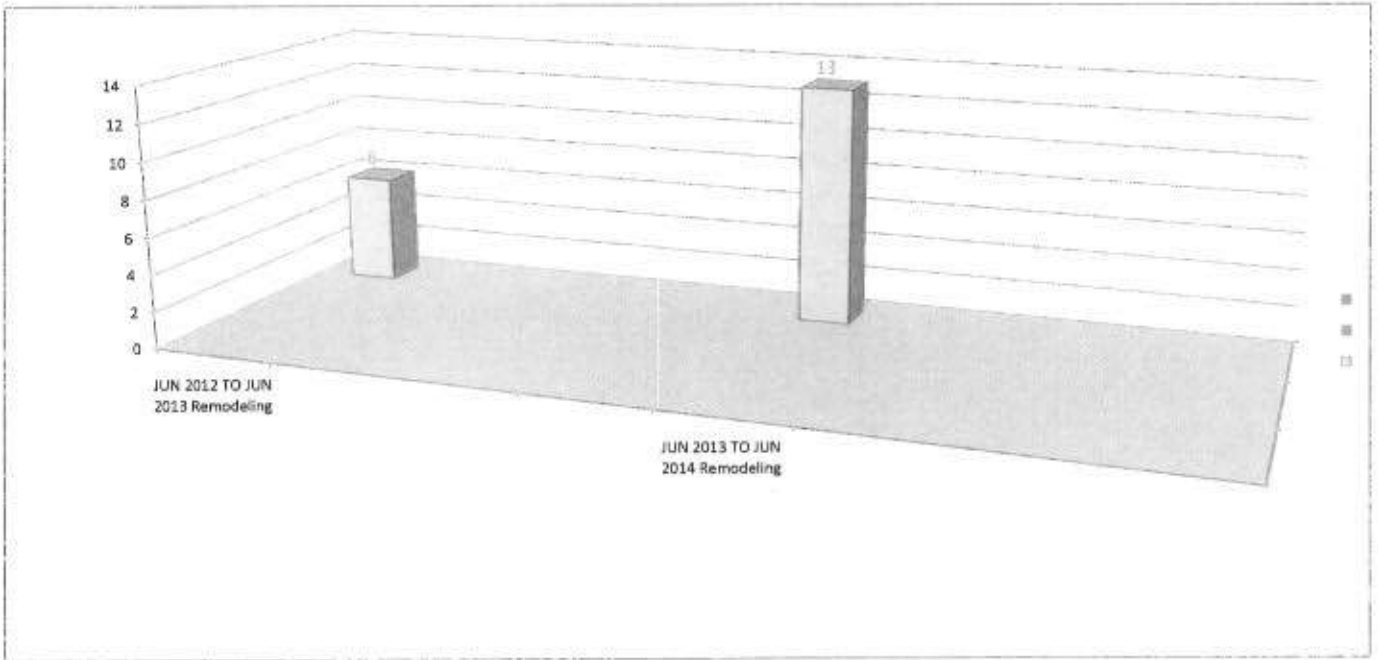
Prior to conducting an remodeling or carpentry work, the Building Supervisor must ensure that a scope of work contract agreement is submitted to the requestor (department head) documenting the scope and extent of the work, cost of the project, and anticipated additional costs to comply with fire safety codes and building codes.

Once the department head has signed-off on the contract, then work can begin, but at not time should work be performed without a contract agreement. This will ensure that both parties understand the work to be performed and the costs associated with the work, and any release in liabilities.

(SEE ATTACHED SCOPE OF WORK CONTRACT AGREEMENT ON NEXT PAGE)

**Work Order Increase % 6.2**





## ✚ WEBB COUNTY FBM REMODELING PROJECTS FOR 2013

- ❖ Paint interior walls at Rio Bravo Community Center
- ❖ Paint interior walls Rio Bravo Activity Center
- ❖ Remodel interior and exterior building at Larga Vista Community Center
- ❖ Remodel Radio Communication Center at Road & Bridge
- ❖ Build block fence at El Cenizo Activity Center
- ❖ Paint interior walls and remodel counter tops at El Cenizo Activity Center

## ✚ WEBB COUNTY FBM REMODELING PROJECTS FOR 2014

- Remodel Rifle Range, D.A. Shooting Range
- Remodel Bruni Community Center
- Remodel Courtroom at the 111<sup>th</sup> District Court, Judge Monica Notzon
- Remodel and paint office walls at Drug Court Program
- Remodel department by demolishing walls and rebuilding office spaces at Constable Precinct 1 Rodolfo "Rudy" Rodriguez
- Remodel Tax Assessor Collector "Patricia Barrera" department
- Remodel Planning Department
- Power wash County Courthouse building exterior walls
- Remodel, paint interior of Rio Bravo Activity Center
- Remodel by removing walls and rebuilding office walls to Constable Precinct 4 building located on Del Mar Blvd.
- Relocate office equipment and office furniture, including repair and rekey entrance and office doors for Constable Precinct 4, Constable Harold Devaly.
- Remodel front entrance area to Administrative Services department
- Paint all interior walls at the Commissioners Courthouse

**Webb County  
Facilities & Building Maintenance Department (FBM)**

**4.2 Work Order Status Reports**

The supervisor should maintain a weekly report on the status of each project to report to the Director at each weekly Staff Meeting.

**4.3 Vendor Contact List**

The Division Supervisor should provide a list of vendors with contact numbers, email addresses, location, physical address for the purposes of communication (see attached Vendor Contact List)

**4.4. Inventory List**

The Division Supervisor should maintain an accurate inventory list of all the material, equipment and supplies that are a part of its division. Every quarter, the inventory list will be quantified and verified by a neutral designated person within the department.

(SEE INVENTORY LIST ON NEXT PAGE).

# HVAC DIVISION

## Webb County

### Facilities & Building Maintenance Department (FBM)

#### 5.0 Division Operations & Functions

#### MONTHLY FILTER CHANGES FOR WEBB COUNTY FACILITIES

	Building Name	Type & Number of Filter(s)	Time Required
1	Administration Building (William "Billy" Hall)	16x20x2 (3); 16x25x2 (3)	4 Hours
2	Adult Probation, 1119 Houston		1 Hour
3	Bruni Community Center (wash)	20x20x1 (2); 15x20x2 (3)	2 Hours
4	Courthouse		6 Hours
5	Constable, Pct 4	22x23x1 (2)	2 Hours
6	Constable, Pct 3		2 Hours
7	Constable, Pct 2	20x20x1 (2)	2 Hours
8	El Cenizo Center	20x21x1 (3); 20x22x1	4 Hours
9	Facilities & Building Maintenance		2 Hours
10	Fred & Anita Center (Penitas)	16 1/2x21 1/2x1 (1); 20x20 1/2x1 (1)	2 Hours
11	JJAEP	16x24x2 (2); 16x20x2 (4)	2 Hours
12	Justice Center (change) <ul style="list-style-type: none"> <li>▪ Tax office</li> <li>▪ District Attorney (5<sup>th</sup> floor)</li> </ul>	20x20x1 (2); 16x24x 2 (3) 16x20x2 (3) 20x20x2(2); 16x24x2 (3) 16x20x2 (3)	8 Hours
13	Justice of the Peace, Pct. 3		2 Hours
14	Justice of the Peace, Pct. 4	16x20x2 (4); 21 1/2x 23 1/2x1 (2) 20x20x1 (2); 16x24x2 (4); 16x25x2 (2)	2 Hours
15	Justice of the Peace, Pct. 2, Place 1		2 Hours
16	Justice of the Peace, Pct. 2, Place 2		2 Hours
17	La Presa Community Center	20x22x1 (1); 20x21x1 (2)	2 Hours
18	Medical Examiners (Morgue)	14x14x1 (1); 16x20x1 (1); 14x20x1 (1); 14x20x1 (1); 21 1/2x23 1/2x1 (3); 20x20x1 (1)	2 Hours
19	Larga Vista Community Center	20x20x1 (3); 20x21	2 Hours
20	Mirando Community Center	16x24x2 (4); 20x25x2 (2); 16x20x1 (2); 20x22x1(1)	2 Hours
21	Nutrition Center	21 1/2 x23 1/2 x1 (2)	1 Hour
22	Records Management		1 Hour
23	Rio Bravo Community Center	20x21x1 (1); 16x21x1 (3); 18x24x1 (6); 16x24x2 (6); 16x16x2 (2)	1 Hour
24	Road & Bridge	24x24x1 (1)	2 Hours
25	Self Help Center	16x30x1 (1); 16x24x2 (8); 20x21x1 (1)	1 Hour
26	Sheriff's Sub station		2 Hours
27	St. Teresita Community Center	21 1/2x23 1/2x1 (2)	2 Hours

<b>28</b>	Texas Parks & Wildlife		<b>1 Hour</b>
<b>29</b>	Tex Mex Building (change and wash)		<b>2 Hours</b>
<b>30</b>	Villa Antigua	20x20x1 (4)	<b>1 Hour</b>
<b>31</b>	Youth Village	20x25x2 (17); 20x20x2 (4); 16x20x2 (2); 20x20x1 (2); 22x15x2 (6); 22x16x2 (3); 22x20x2 (9)	<b>4 Hours</b>
<b>32</b>	Webb Title building		<b>2 Hours</b>

While on premises the HVAC crew will do standard preventive maintenance checks.

Checklist as follows:

#### 5.1 Vendor Contracts

The HVAC Supervisor should maintain a list of vendor contact information for the purpose of communications.

#### 5.2 Inventory List

The HVAC Supervisor should maintain an accurate list of inventory equipment, materials and supplies. The equipment will be validated every quarter to evaluate in what condition each item may be in, and/or to make an assessment for replacing any new items (*inventory list is in the process of being translated to English*).



# William "Billy" Hall Building

## CHILLER PLANT REPLACEMENT – ADMINISTRATION BUILDING

New Chiller Installation Est. Cost:	SAVINGS
<b>\$153,145</b>	Annual Energy Savings Range: \$4,500 - \$16,000
(Includes 5 year warranty)	New contract Energy Savings \$50,000 (\$0.073/kwh)
	AEP REBATE: \$775

# Justice Center

## CHILLER PLANT EMERGENCY REPAIRS - JUSTICE CENTER

Repairs Est. Cost:	Installations:
<b>\$50,000</b>	Triple duty valve for condenser water
	Chill water balancing valve
	Pneumatic valve
Auxiliary (Back-up) DX A/C Units for Computer Server Room	

**Total Estimated Budget Request \$250,000**

**PARKS & GOUNDS**  
**DIVISION**

## Webb County

### Facilities & Building Maintenance Department (FBM)

#### Parks & Grounds

##### 6.1 Division Operations & Functions

Parks & Grounds divides their work load by areas so that maintenance crew can be dispatched in groups to the various sites, such as the "Downtown Area," "South Area," "Northwest Area," and "East Area."

	AREA	NO. OF CREW MEMBERS	ESTIMATED TIME NEEDED
<b>DOWNTOWN AREA (Grounds Keeping)</b>			
1	Commissioners Court	4 crew members	3 hours
2	Courthouse Annex	4	30 minutes
3	Justice Center	4	2 hours
4	Administration Building	4	3 hours
5	Tex Mex Building	4	4 hours
6	Webb County Jail	4	3 hours
7	Sheriff's Office	4	1.5 hours
8	Villa Antigua Museum	4 (2 sites)	4 hours
9	Veteran's site (vacant)	4	2 hours
10	South Probation Office (new)	4	1.5 hours
11	Indigent/Engineering (title building)	4	3 hours
12	Azteca C.C. (vacant)	4	1.5 hours
13	Ladrillera C.C.	4	3 hours
<b>SOUTH AREA (Grounds Keeping)</b>			
14	El Cenizo C.C. / Water Tower	4	5 hours
15	Rio Bravo C.C. / Park	4	4 hours
16	La Presa C.C. Communications Tower	4 (2 sites)	5 hours
17	South Probation bldg..	4	3 hours
18	Jarvis Lot	4	2 hours
19	Sheriff's Boxing Gym (new)	4	2 hours
20	JP Pct 2, Pl 1/ Pct 2, Pl 2 / Constable Pct 2	4	5 hours
21	Rio Bravo (Creek)	4	3 hours

	AREA	NO. OF CREW MEMBERS	ESTIMATED TIME NEEDED
<b>EAST AREA (Grounds Keeping)</b>			
22	Bruni C.C. / Park	4	4 hours
23	JP Pct 3 / Fire Dept	4	3 hours
24	Oilton Park / Baseball field	4	4 hours
25	Cemetery in Quad City area	4 crew (3 sites)	8 hours
26	Youth Village	4	10 hours
27	Self Help / Las Blancas Park	4 (2 sites)	4 hours
28	Larga Vista C.C. / Park	4	4 hours
29	Santa Teresita C. C.	4	4 hours
30	Shooting Range x 2	4	4 hours
31	Texas Parks & Wild life	4	2 hours
32	USDA Tick Eradication	4	5 hours
33	Facilities & Building Maintenance	4	3 hours
34	Road & Bridge	4	5 hours
35	Records Management	4	3 hours
36	Medical Examiners (morgue)	4	3 hours
37	Beautification Project Casa Blanca	4	1.5 hours
<b>NORTHWEST AREA (Grounds Keeping)</b>			
38	Penitas Community Center / Park	4	8 hours
39	Trautman Park	4	8 hours
40	J.P. Pct. 4	4	2 hours
41	Constable Pct 4	4	2 hours
42	Old Juvenile Building	4	5 hours
43	Communication Tower	4	4 hours
44	El Aguila	4	5 hours

**Webb County**

**Facilities & Building Maintenance Department (FBM)**

**Parks & Grounds**

**Vendor Contacts & Contracts**

The Parks & Grounds Supervisor should maintain a list of vendor contact information of the purposes of communications.

**6.2 Inventory List**

The Parks & Grounds Supervisor should maintain an accurate list of inventory equipment, materials and supplies. The equipment will be validated every quarter to evaluate in what condition each item may be in, and/or to make an assessment for replacing any new items.

# PARKS & GROUNDS

## 2013-2014

Parks & Grounds Department has taken on new challenges and participation in new assignments within the past year. They maintain over 50 sites including Buildings, Parking Lots, cemeteries, communication towers and Parks with a crew of 8 employees including the supervisor. However they participate in numerous events.

In general the Parks and Grounds Dept. provide 2 large canopies, chairs, tables and assist with any duties that may come up during events.

- Events for Webb County Offices  
( Luncheons, Xmas, Thanksgiving, Employee Appreciation, Mother's Day, Father's Day, Easter, Health Fairs, Picnics, Fishing Derby, Autism Picnics, Mercy Ministries, Ground Breakings, etc.)
- Vaccine Campaigns assisting Planning Dept.
- Events for Sheriff's Department
- 1<sup>st</sup> Year the complete crew of 8 has been CPR/AED certified
- New Safety Trainings
- Clean up campaigns assisting Commissioners and Road & Bridge  
(Bruni, Mirando, Las Colonias on 359, EL Cenizo, Rio Bravo, Las Presas)

Parks and Grounds have received recognitions and awards from several departments and elected officials for going above and beyond the call of duty.

**“GOING GREEN”  
INITIATIVES**



Facilities & Building Maintenance Department (FBM)

7.0 "GOING GREEN" INITIATIVES

Our goal is to establish standards in "Going Green" that are environmentally conscience. Energy efficient and sustainable business practices are on the horizon for our Department. Some "Green" Initiatives that have been implemented which fall in line with the U.S. Small Business Administration recommendations include:

**Energy Management Taken to a Higher Power:** Integrating an approach that enables public-private partnerships dedicated to designing and constructing results in high performance facilities that are not only safe, comfortable and energy efficient, but also attractive financially, which falls in line with our vision for maximizing performance and financial return resulting from investing renewable capabilities and encouraging LEED Certified buildings to include:

- Building Automation Systems/Building Management Control Systems
- Energy efficient retrofits
- Energy use measurement and verification
- Energy and Emissions Management Systems (carbon footprint management)
- Water conservation and measurement
- High-efficiency chillers and HVAC equipment
- Underfloor air distribution systems
- Sustainable energy education and communication programs

**Office Equipment:** Maximizing savings with laptops and placing our A/C adapters on power safe, is saving the county money. Computer upgrades have been to laptops, which use much less energy than a desktop computer, resulting in long-term savings.

**Food Service Equipment:** Using ENERGY STAR qualified commercial food service equipment. This brand equipment can save over 45% of the energy used by conventional models, which equals as much as \$140 annually for refrigerators and \$100 for freezers; retrofitting existing units with anti-sweat door heater controls, and variable speed evaporators fan motors and controls.

**Recycling:** Implementing environmentally friendly practices at all levels is our goal. Currently, we recycle our office paper, and use hand air dryers in our bathroom facilities. Our sand bags material is recycled and reused.

**Green Building Design:** Our vision for a green building is the implementation of LED lighting and recyclable materials. The intent of the energy-efficient design for new construction and/or remodeling is to utilize equipment while optimizing the use of natural energy sources. The ultimate goal is to provide increased comfort with reductions in energy costs and greenhouse gas pollution. Energy-efficient design and construction does not need to cost any more than standard

**Webb County  
Facilities & Building Maintenance Department (FBM)**

design. Using the ENERGY-STAR DESIGN Guidelines will enable this vision become a reality for our community.

**Cleaning Products:** Our custodians are using environmentally friendly, non-toxic and biodegradable cleaning products that are safe and effective.

**Green Power and Renewable Energy:** A long-term vision is to have our electricity supplied by from energy resources such as wind, solar, geothermal and hydro.