



## Department of Support Services Interoffice Communication

To "Service" the citizen's by "Supporting" all County departments through expert management of the internal operations infrastructure.

December 22, 2010

To: All Richland County Directors and Department Heads

Through: Mr. Tony McDonald, Assistant County Administrator *Tony McDonald*

From: John Hixon, Director, Department of Support Services

Subject: Addition and Replacement of Office Operational Support Equipment

Directors, Elected, and Appointed Officials,

### **Purpose of Policy -**

The purpose of this policy is to ensure that each department's needs are best met with regard to the addition and/or replacement of equipment in your area of responsibility. We find ourselves having to increase budget levels each year for utility costs. It is very important that we all be conscientious stewards of our resources and aid in the reduction of utility consumption, associated costs, and the County's carbon footprint. We all are faced with tightening budgets and utility rates have increased every year in the recent past and are projected to continue this trend. Even though you may not be responsible for budgeting many of these costs yourselves, they do have a direct affect on resources available during the budget process and fiscal year operations.

Administration, in coordination with the Facilities and Grounds Division, has worked annually to identify funding to improve our aging infrastructure and reduce the negative impacts of energy consumption. These methods include major replacements of HVAC equipment and controls, updating plumbing fixtures, installing new technologies in all new and remodel construction projects with the highest efficiency equipment available, and utilizing grants to upgrade other major factors such as facility lighting. These methods have been successful in helping offset the continuing utility increases, but are unable offset the addition and use of non-essential standalone equipment.

### **Non-mission Essential Equipment -**

Direct costs can be controlled by the reduction of items that are not essential to the completion of our missions. These include individual appliances such as refrigerators, space heaters, toaster ovens, microwaves, coffeemakers, and other like items. These are not generally approved to be installed in any county facility for several reasons, not just power consumption concerns. Many of these items do not meet OSHA or County safety requirements for use in public facilities. These items are potential safety hazards and are not permitted on County property, especially in areas not designed or designated as break areas. Facilities and Risk Management are currently and will continue inspecting County facilities to identify and address these noncompliant items.

Areas that are presently set up and/or are planned as department facility break areas with appropriate existing refrigerators, microwaves and coffee makers may be deemed exempt form this policy to the extent

