



# Cochise County Board of Supervisors

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**Policy Title: Facilities Management**

**Policy Number: 2100**

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**Effective:** July 1, 2022

**Supersedes:** *Countywide Facilities Management Policy, May 4, 2004*

**Last Reviewed/Updated:**

**Scope/Coverage:** All County Departments and Elected Offices

**Policy Contact:** Director of Facilities

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## I. Responsibilities of Facilities

The Facilities Department is specifically responsible for providing the following services, subject to Cochise County Procurement policies:

1. Furniture, fixtures, appliances, and equipment;
2. Window coverings and picture hanging;
3. Floor coverings;
4. Roofs;
5. Painting services;
6. New construction;
7. Remodeling or tenant improvements to existing county facilities;
8. Modifications to electrical power, natural gas, water, plumbing, or sewer systems;
9. Modifications to lighting or HVAC;
10. Reconfiguration of workspaces;
11. Workspace Allocation;
12. Landscaping, drainage, paving, outdoor lighting, and other exterior site improvements;
13. Lease or purchase of buildings or modular storage units;
14. Lease, purchase, and maintenance of power generators;
15. Environmental assessment testing such as air quality, asbestos, mold and other hazardous materials and remediation of those materials;
16. Locksmith, rekeying and key control outside of ID badge access control;
17. Custodial Services;
18. Pest Control services;
19. Fire Alarm / Fire Suppression systems;
20. Elevator Maintenance; and
21. Mail delivery and pick up services.



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## II. Annual Budget Funding Requests

### A. Building Renovation or Modification

1. The Facilities Director and County Administrator, through the annual budget process, shall review for approval funding requests for alterations to any county facility that structurally changes the facility.
2. Funding requests shall be considered for either the Building Enhancement Fund or the Capital Improvement Fund.
3. The Board of Supervisors shall have final approval on the budget for these funds.

### B. New Furniture Acquisition

1. Departments and Elected Offices shall submit new furniture requests, with written justification, to the Facilities Director during the fiscal year budget development process.
2. The Facilities Director shall budget for new office furniture through the appropriate fund and activity within the Facilities budget.
3. Cost alone should not determine the final decision on furniture purchases. Quality merchandise will be considered if it can be repaired and reused for many years as staffing levels and positions change, ultimately saving taxpayer dollars.

## III. Furniture and Office Moves

- A. The Facilities Department shall be responsible for the relocation of surplus furniture either from a department to Procurement or vice versa.
- B. Departments and Elected Offices shall be responsible for coordinating and informing Procurement of surplus furniture prior to requesting any relocation by Facilities.
- C. Office furniture, purchased with county funds, is county property. Employees are not entitled to have specific furniture relocated to a new office.
- D. Employee moves from one office to another in the same building and floor that does not require heavy lifting should be accomplished by department staff, if possible. The Facilities Department shall be responsible for all Department or Elected Office moves within and between County Facilities.



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- E. Departments and Elected Offices shall not directly hire an outside mover. The Facilities Director shall budget for costs and coordinate contracts associated with an outside moving company in the annual Facilities budget.
- F. Personal items shall not be handled by the Facilities Department or a moving company. All personal items are the employee's responsibility.

## **IV. Safety and Security of Facilities**

- A. Safety is everyone's responsibility. Every employee shall report to Facilities any building safety concerns.
- B. Departments and Elected Offices shall ensure all exterior doors are locked and all appliances, lights, and unnecessary electronic devices are turned off at the end of each day.
- C. All staff are expected to adhere to fire alarm or emergency evacuation procedures, whether the alarm is part of a drill or an actual emergency event.
- D. Departments and Elected Offices are required to have a safety coordinator assigned to the county's safety committee. The coordinators help departments follow safety protocols, procedures, and mitigate risks to the department.
- E. Departments and Elected Offices shall ensure defined safety inspections are performed or tested as required.
- F. Connecting one power strip to another (daisy chain), or connecting a power strip to an extension cord, is absolutely forbidden.
- G. Employees may have small desk top fans that use minimal electricity.
- H. The use of personal space heaters or portable air conditioners is only permitted if approved through the Facilities work order request system.

## **V. Reserved and Employee Parking**

- A. In general, employees are expected to utilize the designated parking available at any County building.
- B. Reserved parking spots are available to elected officials at the following locations:
  - Melody Lane, Bisbee: Recorder, Treasurer, Assessor, Board of Supervisors
  - Bisbee Courthouse: Presiding Judge, Superior Court Judges, Clerk of the Court
  - Colonia De Salud, Sierra Vista: Justice of the Peace, Superior Court Judges, Constable



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- Foothills, Sierra Vista: Superintendent of Schools
- Benson, Douglas, Willcox: Justices of the Peace at each location

## **VI. Animals**

- A. Except for service animals, or when specifically authorized by County for a facility, event or program, animals are not permitted in County Facilities.
- B. Authorized animals shall:
  1. Always be on a leash and/or otherwise under the control of the owner or handler.
  2. Not be allowed to:
    - a. Behave in violation of the rules, regulations and procedures of the facility, event or program; or
    - b. Bark, make other loud or distracting noises, exhibit threatening postures, other distracting behavior or approach people without an invitation.
  3. The owner or handler shall be liable for any and all damages caused by the animal.
  4. The owner or handler shall immediately remove and properly dispose of animal waste from the facility or grounds.

## **VII. Custodial Services**

- A. Custodians are assigned daily, weekly, and quarterly tasks by the Facilities Department custodial supervisor.
- B. Special requests for custodial services shall be made through the Facilities Department work order request system and reviewed for approval by the custodial supervisor.

## **VIII. Common Rooms**

- A. Common rooms, restrooms and break rooms are areas shared by a multitude of employees. Dishes, cooktops, refrigerators, and microwaves shall be cleaned after each use.
- B. Departments and offices shall be responsible for cleaning a breakroom or conference room following buffet luncheons or parties. This includes ensuring trash cans are emptied and waste is not left overnight or through weekends.