

# **LOS ANGELES POLICE DEPARTMENT**



## **FACILITIES MANAGEMENT DIVISION FACILITIES GUIDE**

**MAY 2019 UPDATE**

## **IMPORTANT PHONE NUMBERS**

Facilities Management Division Maintenance Section -----213-482-7320  
General Services After-Hours Emergency -----213-978-3247  
Facilities Management Division Security Section--- email ----- [FMDACCESSID@lapd.online](mailto:FMDACCESSID@lapd.online)  
After Hours Security Emergency (RACR) -----213-484-6700  
Custodial Services After-Hours Emergency -----213-761-2919  
or e-mail ----- [GSD.CUSTODIALSVS@lacity.org](mailto:GSD.CUSTODIALSVS@lacity.org)  
Reservations for Deaton Auditorium or COMPSTAT Room at PAB -----213-482-7320  
Reservations for Police Administration Building Plaza -----213-486-7320  
Parking Requests for Visitors at Police Administration Building (ASB) -----213-486-7060  
or e-mail [pabparking@lapd.online](mailto:pabparking@lapd.online)

### **DESIGNATION OF BUILDING SERVICES COORDINATOR AND DIVISIONAL SUSTAINABILITY COORDINATOR**

As directed in the LAPD Manual, commanding officers shall designate a Building Services Coordinator (BSC) for facilities used by their personnel. Common areas within Department buildings are the shared responsibility of the respective BSCs. For the Police Administration Building (PAB), the Commanding Officer, Facilities Management Division shall appoint the BSC. Commanding officers assigned to PAB should appoint someone in their command to act as a liaison with the PAB BSC and to report issues and coordinate maintenance within their assigned space and/or floor.

It is the responsibility of the BSC to conduct regular inspections of their assigned areas for problems and preventive maintenance needs and to coordinate these issues with FMD. With the designation of the BSC, duplicate calls and requests to FMD and the Department of General Services (GSD) can be minimized. With the exception of off-hour emergencies, GSD personnel have been directed to respond only to FMD initiated requests.

Building Services Coordinators should meet with their FMD Liaison each month to discuss and facilities needs and to follow up on previous requests, on-going projects, and future needs of the facility. This should not prevent the BSC from contacting their FMD Liaison for any issues that arise between meetings.

Starting in 2019, each division will be responsible for designating a Sustainability Coordinator who will be responsible for ensuring the division is complying with the Mayor's Sustainability pLAn, implementing the Mayor's Green New Deal, and working with the Department's Chief Sustainability Officer to develop initiatives to enhance the Department's commitment to reducing greenhouse gases, saving electricity, saving water, and using resources in the most sustainable and responsible manner possible.

## HEALTH OF EMPLOYEES

The health and wellness of our employees is paramount. In addition to the routine maintenance of Department facilities, FMD is concerned that employees maintain the facilities in a safe condition by keeping electrical and communication rooms free of storage, not blocking emergency exits or hallways with boxes, etc., and addressing concerns as quickly as possible. Additionally, if an employee develops a communicable infection, such as MRSA, please call FMD immediately and the facility will be appropriately disinfected. The number one way to prevent the spread of infection is for employees to frequently wash their hands with soap and warm water. Purell gel and wipes are provided to augment basic hygiene in the stations and should also be used on hands, equipment and in vehicles. Help spread the word.

### REPAIR AND MAINTENANCE OF CITY-OWNED BUILDINGS

Routine calls for service include the following:

Air Conditioning/Heating Issues (HVAC)	Clogged Sink/Toilet and other Plumbing Issues
Broken Door Locks	Elevator Issues
Roof Leaks	Gate Issues
Replacement of Lights	Pest Control
Landscaping Issues	Landscape Irrigation Issues
Custodial Issues	Window Coverings
Repair of Modular Furniture	Electrical Problems

The issues above should be reported to FMD during normal business hours, For after-hours reporting, please leave a message on the FMD Maintenance line, or e-mail your FMD Liaison.

Non-routine requests include the following:

Carpet Cleaning	Exceptional Custodial Services
Painting	Sign Installation
Banners for Special Events	Key Replacement (Lost or Broken)
Re-Keying, Replacement, or New Locks	Electrical Work
Plumbing Changes (move fixtures, etc)	Flooring Replacement
Moves and Relocations	Installations of Televisions
Installations of White/Cork Boards	Hanging Pictures/Certificates

These requests require a 15.2 to the Commanding Officer, FMD and must be signed by the Division or Area Commanding Officer. Some requests may fall into the category of "Alteration and Improvements" that require funding. If funding is not available, FMD will retain the request for inclusion in the next fiscal year budget.

**AFTER-HOURS EMERGENCY REQUESTS**  
(After-Hours, Weekends and Holiday)

Contact General Services Maintenance After-Hours Emergency Number for:

Flooding	Broken Pipes
Sewer Back-ups	Roof Leaks
Broken Air Conditioning During Extreme Heat	Broken Heating During Extreme Cold
Any facilities related issue that will cause damage or harm if not addressed immediately	

Contact General Services Custodial Services After-Hours Emergency Number for:

Clean Up of Contaminated Holding Cells	Assistance To Clean Up After a Plumbing Emergency – such as flooding/sewer backups
--	--

**PAINTING**

The Department of General Services no longer has any painters assigned to perform regular maintenance of City facilities. Please discuss painting requests with your FMD Liaison prior to submitting a 15.2, or performing any painting in a Department facility. FMD will assist to the extent possible. Exterior painting of Department facilities must be requested by a 15.2 sent to the Commanding Officer, FMD. Requests will be considered on a priority basis for submission in the Department's budget.

**KEYS AND LOCKS**

**LAPD MANUAL SECTION:**

**536.20 KEY CONTROL RECORDS.** *Commanding Officers **shall** establish and maintain records of Department keys assigned to their command.*

*The Key Receipt Form 11.14.00 **shall** be completed and distributed when a key is assigned to an employee (Manual Section 5/11.14)*

*When employees are reassigned they **shall** return all keys assigned by their commanding officer. The original of the Key Receipt shall be give to the concern employee and the division file copy shall be destroyed.*

ANY request for keys **MUST** be submitted on a 15.2 by the commanding officer of the Area or Division to the Commanding Officer, FMD. The number of key lost by commands is submitted by FMD as part of FMD's COMPSTAT Reports.

- Requests for replacement of lost keys must be accompanied by a loss report. Lost keys compromise the security of Department facilities, and confidentiality of documents stored in work stations, file cabinets and file rooms.
- Requests for replacement of broken keys will only be made when the broken key is returned to FMD.
- Requests for replacement of lost MASTER KEYS must be made on a 15.2 through the chain of command to the entity's Office Director to the Director, Office of Administrative Services. The loss of a Master Key can compromise the security of an entire facility and can require the re-keying of that facility at a cost upwards of \$50,000.
- 999 Keys for Sworn Personnel are issued by Personnel Division, Personnel Records Section. Requests for replacement keys for sworn personnel are to be submitted to the Commanding Officer, Personnel Division.
- 999 Keys for Civilian Personnel must be requested on a 15.2 from the Division or Area commanding officer to the Commanding Officer, FMD, and must include a justification for the request.

Requests for changing or adding locks and/or rekeying locks must be made on a 15.2 signed by the Division or Area commanding Officer. No acting signatures will be accepted. These requests are considered an "Alteration and Improvement" by GSD and require funding from the Department to be accomplished.

[REDACTED]

[REDACTED]

[REDACTED] This is carried out in partnership with [REDACTED] There are other [REDACTED] FMD can assist with directing you to the [REDACTED]

To report issues with [REDACTED]  
[REDACTED]

For after-hours emergencies concerning the security system, please contact [REDACTED]  
[REDACTED] Calls for service that are made directly to the [REDACTED]

## IDENTIFICATION CARDS

Personnel Division issues LAPD Employee Identification Cards and Identification Cards for non-LAPD personnel who are authorized to have access to LAPD facilities. [REDACTED]

- Requests for access to Department facilities by non-LAPD personnel should be referred to: [FMDACCESSID@lapd.online](mailto:FMDACCESSID@lapd.online).
- Requests for access to restricted areas in the Department:
  - At Area stations, please contact the Area Security Coordinator
  - For PAB or other specialized access, requests should be sent to [FMDACCESSID@lapd.online](mailto:FMDACCESSID@lapd.online).
- Requests for access to non-LAPD facilities by LAPD employees (City Hall East, etc.) should be made to General Services Badging ID at 213-922-8566 or [GSD.CIVICCENTERBADGING@lacity.org](mailto:GSD.CIVICCENTERBADGING@lacity.org).

## REQUESTS FOR SPACE

All assignments of space, *outside a Department facility*, must be approved by the City's Municipal Facilities Committee. Only the General Manager, Department of General Services may enter into a lease or agreement to occupy space by any City department. Occupying space that does not belong to the City – whether an office, a storefront, a parking lot, or any other physical space, without the appropriate approval from GSD exposes the Department and the City to substantial liability.

All requests for space must be submitted on a 15.2 to the Commanding Officer, FMD. The request must include a justification for the space, the type of space needed, the number of personnel and their civil service rank or classification who will occupy the space, any special space requirements, area of the City in which the space needs to be located, number of fleet vehicles, and any other information that will assist in determining the appropriate space needs for the entity. The request must also include what will happen to the space from which the employees will be relocating.

Requests for Community Outreach Centers (CORC), Substations, or Drop-In locations must be approved through the chain-of-command by the Director, Office of Operations prior to being submitted to FMD. The request must also document the costs for the facility, and the funding source to cover the costs. Even if a space is going to be provided at no-cost to the Department, an appropriate lease must be approved by GSD prior to occupying the space.

Funding for phones and data must be requested through ITB.

## MOVES AND RELOCATIONS

When an entity within the Department will be moving or relocating, a 15.2 to the Commanding Officer, FMD must be submitted and include information on the number of personnel to be moved, the date of the move, any special equipment or materials, request for new or additional furniture, types of furniture (stand-alone or modular), special requirements for the movers – such as restricted times to access the building for moves, access to freight elevators, etc. FMD will provide forms and instructions that will assist in the move and your FMD Liaison will assist with the process.

In addition to the request to FMD, the moving entity must also request:

- A Communications Service Request (CSR) to ITB for relocation of phones and data.
- A 15.2 to the Commanding Officer, ITD requesting relocation of computers, servers and routers.
- Contact Supply Section for relocation of photo copiers.
- Contact Supply Section for salvage forms for excess furniture, file cabinets, chairs, and any other items that you will not need in the new location.
- Contact ITD for salvage forms for electronic equipment such as computers, printers, scanners, etc, that you will not need in your new location.

All items must be removed from space that is being vacated. It is essential that moves be planned and that items are delivered to their final destination. The City's contract movers will charge additional fees to move items more than once, or to make multiple moves for a single relocation and that cost will be the responsibility of the moving entity. FMD has no funding to pay for any moves and must coordinate and negotiate with GSD Movers.

## DONATIONS OF GOODS AND SERVICES

The Department is frequently the recipient of generous donations from Community Partners, Boosters, local businesses and the Los Angeles Police Foundation. Any donation of goods or services, **MUST** be approved through the Police Commission and, depending on the value of the donation, the City Council. Any donation affecting Department facilities, including painting, remodeling of break rooms or office space, or donations of modular facilities, must be discussed with FMD prior to accepting the donation or submitting the request to Administrative Services Bureau. This is essential to ensure that donations meet City and Department requirements and do not violate any requirements for maintenance. The City CANNOT expend funds to accept a donation (such as painting, plumbing, electrical work, or roofing). Donations, such as office trailers, that are not properly accepted into the City building inventory **WILL NOT** receive maintenance or custodial services from GSD. Questions about the donation process should be referred to Administrative Services Bureau at 213-486-7060.

## ELECTRIC VEHICLES

The Department is currently installing electric vehicle (EV) chargers for fleet vehicles. Some locations also have grant-funded publicly accessible chargers installed in the public parking

areas. Personal vehicles MAY NOT be charged at Department facilities that do not have dedicated EV chargers for that purpose. [REDACTED]

Because there is a master plan for the installation of EV chargers, budget requests for installation of additional chargers will not be accepted.

## BUDGET REQUESTS

Due to the lengthy time necessary to prepare budget requests for Alterations and Improvements (A&Is), and Capital Improvement Expenditure Program (CIEP) items, FMD initiates its requests for budget items earlier than the rest of the budget process. The forms for A&Is can be found on the LAPD Forms page by typing "alteration" in the search field. Requests for A&Is should be discussed with your FMD Liaison before they are submitted.

Alterations and Improvements should not be requested for **maintenance items or equipment and expense items**. An A&I is generally a minor alteration, such as adding an electrical outlet. Replacement of items that were originally installed in the building, such as lockers, are equipment and expense items. FMD does not replace items such as refrigerators, microwaves, gym equipment, mattresses, etc. Those items must be replaced by the individual commands in which they are located.

## CONSERVATION AND RECYCLING

Part of the Department's strategic plan includes conservation efforts for both water and electricity. To this end, the Department is currently working with the Department of Recreation and Parks to install drought tolerant landscaping at LAPD facilities that have traditional landscaping. Smart water meters, which will provide better data on water usage at facilities, are being installed. General Services is in the process of replacing fluorescent and halogen lighting systems in facilities with energy efficient LED lights and motion detectors that will turn off lights in unoccupied offices.

The City also has a robust recycling program. In addition to the use of "blue bins" the Bureau of Sanitation conducts "refuse collection audits" during which the trash thrown out at a facility is picked through to determine the compliance with City recycling policies.

The City also has a program called "CitiMAX" through which you can search for materials such as desks, filing cabinets, and chairs, being offered up by other City departments, and offer up items that are no longer needed at your facility. You can find the CitiMAX link on the "InsideLA" page – which is accessible from the Department Home Page (Right side of the page under applications.)