

ORLEANS COUNTY HIGHWAY/BUILDINGS & GROUNDS DEPT.
225 West Academy Street
Albion, New York 14411
Phone: 589-7016
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WORK ORDER FORM

(Please refer to the County Property Improvement Policy Resolution No. 228-612 of your Policies and Procedures) It shall be the policy of the Orleans County Legislature to require Legislative approval of any project involving renovation or construction on any County property. Please check the policies; additional signatures other than "Department Head" may be required.)

Date of Request: _____

Department: _____

Location: _____

DESCRIPTION OF JOB REQUEST

Department Head Signature: _____ Date: _____

Committee Chairman: _____ Date: _____

Chief Administrative Officer: _____ Date: _____

Date completed by Highway/Buildings and Grounds: _____

Signed: _____

➤ ***When signatures are complete, please fax or interoffice form back to us at above location.***

Property Improvement Policy

Resolution #91-296

Resolution #228-612

Effective Date: February 28, 1996

Originator: Orleans County Legislature

Policy

It shall be the policy of the Orleans County Legislature to require approval of any project involving renovation to or construction on any County property. Projects requiring in excess of \$5,000 of expenditure require Legislative Approval and all others require Chief Administrative Officer approval.

Purpose

The purpose of this policy is to:

1. Insure that all of the impacts and effects of a project have been considered.
2. To avoid the utilization of County resources on projects unlikely to be approved as proposed.
3. To prevent the “over commitment” of County resources and insure timely completion of approved projects.

Procedure

“Projects” shall be defined as the renovation, remodeling, construction or reconstruction of any County property, including HVAC and utilities. It also includes the relocation of any office. “Projects” shall exclude minor redecoration or rearranging, as well as routine and emergency repair or maintenance. Proposed projects should be described in summary on a work order and presented to the department’s Legislative Committee and the CAO. This should generally be done before requesting the Buildings & Grounds Department to do any extensive planning, drafting or pricing.

If the project is in excess of \$5,000 and the Legislative Committee approves the project, it will be scheduled for discussion at a conference session. If Legislative approval is obtained at the conference session, the Legislature Chairman and the Committee Chairman will sign the work order, and the department may proceed with the project (subject to existing procedures, such as competitive bidding, purchase orders, etc.). All projects that involve relocation of departments, new construction or significant reconstruction must be approved by a resolution of the Legislature.

Once appropriate approval has been obtained, the Highway committee will oversee the Highway Superintendent’s priority list and the project’s progress unless the Legislature, in approving the project, has assigned this responsibility to another committee. In addition, the Highway Superintendent (unless another department head has been assigned responsibility for a specific project by the Legislature) will give an update to the committee at his committee meeting every month.