



**Louisiana Housing
Corporation**

Board of Directors

Agenda Item #5

LHC Facilities

Operations Department

Presentation

February 10, 2021

Facilities Management



Louisiana Housing
Corporation

Juon R. Wilson, MAM |
Director of Operations

About US

Facilities Management provides service to all 3 locations with approximately 150+ employees:

- **Quail**
- **Industriplex**
- **Mid-City (staffing needs only)**



Louisiana Housing
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Department Units under Facilities

- Fleet
- Maintenance
- Building & Grounds
- Construction/ Retrofitting Projects
- Security
- Building Automated Systems
- Office of Risk Management Mandates(incident reports, etc.)
- COVID-19 Procedure & Compliance
- Spacing/ Seating Logistics
- Manages Required LEO Testing (Pathogens and Driving)
- Created a maintenance building request forms (accountability piece for work orders)
- Customer Service-Call Center
- Scheduler (general and high-level meetings for on-site & after hours events)
- Inventory
- Surplus
- Document Management
- Mail/Machinery
- Supplies (office, COVID-19,furniture, etc.)
- Insurance compliancy & credentials (vendors, contractors, i.e.)

Facility Management

The Louisiana Housing Corporation Facility procedures are in alignment with OSB, ORM and Louisiana State Division of Administration requirements. The only difference is our funding source and; we maintain all of our ***facility services in-house***. The Facility Director is available twenty-four hours .

Facility Management Generator Systems

- Manage the generator monitoring system(HVAC & Air Distribution Systems)
- Monitors Detector Control Systems (Niagara Systems)
- All building alarms and sensors are managed in-house
- Manages twenty four-hour alert systems (generator, burglar system, fire , generator alerts)

Facility Management Administration

- Manage all Building & Service Related Contracts/ Contractors and Vendors
- Prepares & Manages Facilities Service-Related RFP's, Bids, Contracts, Service Agreements, Processes & Protocols, Payments
- Oversees and Manages the on-site ORM Audit
- Manages Incident and Accident reports
- Manages Facilities Budget From Planning to Execution
- Develop Facilities Department Policies & Protocols
- Prepares the COOP Plan for Administrative Review and Approval
- Works to Assist Disaster Related Events
- Assist Departments with all Facility Support Services
- Manage and assist with development and implementation of COVID-19 protocols

Fleet Management

- The LHC currently has 17 active vehicles. Excluded vehicles are the trailers & dually truck.
- The LHC manages maintenance , repairs and scheduling of fleet
- The LHC adheres to Office of Public Safety Requirements
- The LHC complies with DOA regulations for purchase and surplus of vehicles

Fleet Management

The LHC Facility Department Created a Cost- Management System in the SharePoint system in order to:

- Calculate Accrued Miles
- Captures Gas Costs
- Captures and Itemizes Maintenance Repairs
- Generated monthly reports of mileage on each vehicle

Fleet Maintenance

- Internal Automated Fleet Notification Created :
 - ✓ Automated Drivers License- Status Alerts
 - ✓ Automated Driving Eligibility –Testing Alerts
 - ✓ Automatic Vehicle Reservation
 - ✓ Monthly Vehicle Inspections

Fleet Maintenance

Internal Fleet Notification System

- Automated Drivers' License – Status Alerts
- Automated Driving Eligibility/Testing
- Automated Vehicle Reservation
- Monthly Vehicle Inspections

Document Management

Currently, our document management systems works to eliminate /reduce storage
Iron Mountain

As of current date the document unit has been able to reduce storage fees and files at Iron Mountain.

Document Management is working with Technology Services to streamline and upgrade the Laser
fiche process to be more user friendly. This is an ongoing project

Document Management

- 2018-2019: Destroyed 1145 files. This reduces storage fees for Iron Mountain
- 2018-2019- Began sending files to State Archives
- Currently, about 100 files have been sent over to State Archive directly from the LHC.
- The files will be stored up to and not to exceed 10 years.
- This is no additional costs to the agency and provides a ROI.



Louisiana Housing
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Facilities Management FY2021 Budget

Totals for Facilities Management Budget

Totals for Operating Expenses	594,616	1,162,806	-568,190	594,616	-568,190
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Contact Us

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