



# Dona Ana County

## Community Resource Center Responsibilities

Type	Activity	Facilities & Parks	H&HS	Legal and Risk	County Manager	Other
O&M	HVAC Systems	X				
O&M	Security Systems	X				
O&M	Standby Generators	X				
O&M	Fire/ Life/ Safety Systems	X				
O&M	Mechanical, Electrical, Plumbing Systems	X				
O&M	Janitorial/Custodial Services	X				
O&M	Preventive Maintenance	X				
SM	Parking and Access	X				
SM	Signage	X				
SM	Landscape & Irrigation	X				
SM	Lighting	X				
SM	On-Site Storage	X				
SM	Emergency Response(s)	X				
CM	Construction Management	X				
CM	Contract Administration	X				
CM	Design	X				
CM	Capital Outlay Projects and Reporting	X				
PM	Plan & Mgt of System Replacement Cycle(s)	X				
PM	Pay Utility Bills	X				
PM	Property Acquisition, Sale or Disposal				X	
PM	Budgeting and Allocation of Resources				X	
PM	Safety Reviews/ Evacuation Planning/ Insurance			X		
PM	Long Term Property Utilization and Planning					
PM	Scheduling and Coordinating Uses and Leases					
PM	Key and Access Management					
PM	Equipment Inventory and Condition Assessment					
PM	Tracking of Facility Users and Uses					
User	Promote Participation: Youth/Adults/Seniors		X			
User	Customer Service for Participants / users		X			
User	Facilitate and Coordinate Meetings/programs		X			
User	Rental / Use Policy and Agreement Compliance		X			
User	Payment of Usage Fees		X			
User	Careful Treatment of DAC Property and Equip		X			
User	Return Facility to Pre-Use Condition		X			
User	Compliance with Grant and Funding Limitations		X			
User	Reporting Service Levels and Activities		X			
<b>LEGEND</b>						
O&M	Operations and Maintenance	SM	Site Management			
CM	Construction Management Services	PM	Property Management			