



THE GEORGIA DEPARTMENT OF PUBLIC HEALTH

FACT SHEET

OPERATIONS FACILITIES AND SUPPORT SERVICES

Division of Operations

Facilities and Support Services Section

Mission:

It is the Mission of the Georgia Department of Public Health (DPH), Division of Operations, Office of Facilities and Support Services is to provide needed support services that are efficient and effective and in compliance with all State and Federal regulations .

Background:

Upon the transition of the Division of Public Health, Georgia Department of Community Health to full agency status as the Georgia Department of Public Health on July 1, 2011, the agency's Facilities and Support Services sections were re-organized under the Division of Operation as the Office of Facilities and Support Services (OFSS). OFSS consists of the of two previous separate entities – Facilities which handled all maintenance for facilities owned or leased by DPH as well as Construction and Capital Outlay Management and Support Services which handled Leasing, Asset Management, Telecomm and Space Management, Real Property Transactions and Management, and building issues specific to the Departments 2 Peachtree Street building (emergency evacuations, card key management, personnel security, and work orders).

Overview:

OFSS serves the Department by providing administrative support and service to vital administrative functions. OFSS serves as a liaison between the State Properties Commission and the Department on leasing and real property issues. OFSS also has the unique function of the management and tracking of fixed assets for the Department, striving to meet both an administrative and an accounting need in doing so. Telecommunications and Space management are vital to the department, and the Facilities Unit works with both internal and external customers in making sure that we provide each Department of Public Health employee with a safe, clean working environment that has the space, telecommunications and data connection necessary for the modern work place. OFSS also provides total management of the Properties outside of 2 Peachtree Street that are in the custodial ownership of the Department

Accomplishments:

OFSS was responsible for property management of the Skyland Regional Facility which houses 95 employees consisting of the Vital Records Program and four other smaller programs as well as four District Administrative Offices in Macon, Albany, Waycross, and Rome. OFSS handles the issuance of tags for all DPH owned vehicles and in FY2011 processed approximately 125 work orders, 200 work requests for maintenance, and 100 telecommunication orders.