



METZ EVS



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## **Metz EVS Monthly Operations Report**

October 2022

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# Riverside School District



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# General Updates

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- 45 Completed Work Orders
- HVAC filter change is complete Districtwide
- HVAC actuator valve issues have been addressed. We will continue to monitor the heating and cooling capabilities of the system to best serve the students and teachers of Riverside



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# Riverside Trunk-or-Treat/ Bonfire



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# East Elementary new flags and rope

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# Plumbing issues resolved at the High School, East, and West



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# East curb repair

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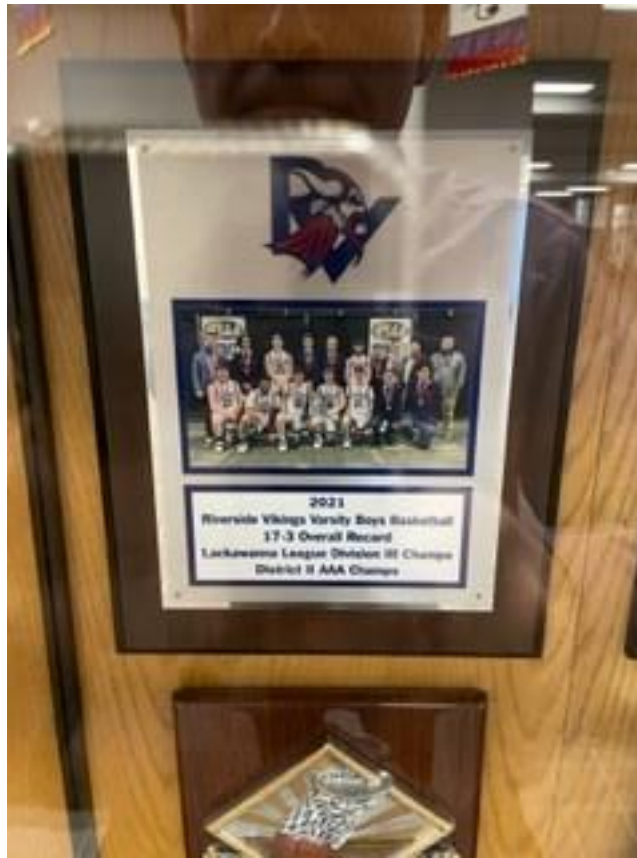
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# Riverside Vikings Baseball and Softball awards



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# Completed Work Orders

## Work Order Report - Riverside School District/Metz, Taylor PA

| Work Order # | Summary   | Building                  | Area Type   | Area Name                  | Requested By | Closed By  | Comments  |
|--------------|---|---------------------------|-------------|----------------------------|--------------|------------|---|
| 559          | Refrigerator in the Nurses Office/Freezer is not working                      | Riverside Elementary East | Common Area | 205 Nurse                  | Dwalsh       | Brian West | The refrigerator needs to be replaced. The gas is R-12. Obsolete and can not be repaired. |
| 683          | new Flag rope on flag pole  | Riverside Elementary East | Exterior    | outside grounds            |              | Brian West |   |
| 757          | Fix the HVAC issue in room 209  | Riverside High School     | Other       | 209 Classroom              | Brian West   | Brian West |   |
| 761          | Secure bookshelves delivered to room 103 to the wall                          | Riverside Middle School   | Other       | 103 Classroom              | Brian West   | Brian West |   |
| 770          | Katelyn Shaughnessy's door knob is not working. Please check and repair       | Riverside Elementary West | Common Area | Main Lobby                 | Brian West   | Brian West |   |
| 772          | Hang white board and smart board for Nicole B. at West                        | Riverside Elementary West | Common Area | Main Entrance              | Brian West   | Brian West |   |
| 776          | See Elaine in guidance about moving filing cabinets into the cage area in 120 | Riverside High School     | Other       | Guidance Office            | Brian West   | Brian West |   |
| 779          | See Heather Deninno about installing lights and a bubble tube in Sensory Rm.  | Riverside Elementary West | Office      | Administration Offices     | Brian West   | Brian West |   |
| 780          | Girls common area restroom toilet won't stop flushing, needs repair           | Riverside High School     | Common Area | Main Common Women Bathroom | Brian West   | Brian West |   |
| 781          | (2)Boys common area restroom, toilet won't stop flushing, needs repair        | Riverside High School     | Common Area | Main Common Men Bathroom   | Brian West   | Brian West |   |
| 782          | Replace the faucet in the handwashing sink in East Kitchen                    | Riverside Elementary East | Dietary     | Kitchen                    | Brian West   | Brian West |   |
| 783          | Hang 2 whiteboards in West Elementary   | Riverside Elementary West | Common Area | Main Entrance              | Brian West   | Brian West |   |
| 784          | Hang 7 bulletin boards in West Elementary                                     | Riverside Elementary West | Office      | Administration Offices     | Brian West   | Brian West |   |

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# Completed Work Orders

|     |   |                           |             |                                   |            |            |
|-----|---|---------------------------|-------------|-----------------------------------|------------|------------|
| 785 | Change faucet in the girls bathroom. Sensor is bad.                   | Riverside Elementary West | Hallway     | Girls Bathroom                    | Brian West | Brian West |
| 786 | Install handicapped faucet in the girls room at West                  | Riverside Elementary West | Other       | 123 Girls Rest Room               | Brian West | Brian West |
| 787 | Remove the broken railing by the soccer field. Bring to the mfc shop  | Riverside High School     | Other       | Main Football Field Training Room | Brian West | Brian West |
| 788 | Replace the faucet and the hose in the kitchen that fills the kettles | Riverside High School     | Other       | Cafeteria                         | Brian West | Brian West |
| 789 | Make a double toggle switch for the basketball nets at East           | Riverside High School     | Other       | Maintenance Garage                | Brian West | Brian West |
| 790 | Do inventory on existing HVAC filters in the boiler room              | Riverside High School     | Mechanical  | Boiler Room                       | Brian West | Brian West |
| 791 | Change out defective motion sensor in room 309                        | Riverside High School     | Office      | 309 Clothing/Textiles Room        | Brian West | Brian West |
| 792 | Change out heating and cooling actuators in room 209                  | Riverside High School     | Other       | 209 Classroom                     | Brian West | Brian West |
| 793 | Move the fire safe and empty the shredder at the Admin Building       | Riverside Elementary West | Office      | Administration Offices            | Brian West | Brian West |
| 794 | Change out heat actuator in room 511                                  | Riverside Elementary East | Common Area | 511 Classroom                     | Brian West | Brian West |
| 795 | Install a new bed in the nurse's office at East                       | Riverside Elementary East | Common Area | 205 Nurse                         | Brian West | Brian West |
| 796 | Hang plaque in the Admin conference room and move clock               | Riverside Elementary West | Office      | Administration Offices            | Brian West | Brian West |
| 797 | Remove motor and pulley to exhaust for West Elem. restrooms           | Riverside Elementary West | Common Area | Main Entrance                     | Brian West | Brian West |
| 798 | Install actuator valve in room 156 at West Elementary                 | Riverside Elementary West | Other       | 156 Classroom                     | Brian West | Brian West |
| 799 | Remove 35 pallets from behind the Mfc. garage                         | Riverside High School     | Other       | Maintenance Garage                | Brian West | Brian West |

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# Completed Work Orders

|     |   |                           |             |                               |            |            |
|-----|---|---------------------------|-------------|-------------------------------|------------|------------|
| 800 | Hang Baseball and Basketball plaques in the trophy case.                      | Riverside High School     | Common Area | Main Lobby Common Area        | Brian West | Brian West |
| 801 | Change motor and pulley on 2 ventilation units at West                        | Riverside Elementary West | Hallway     | 160 Rest Room                 | Brian West | Brian West |
| 802 | Remove pulley and motor and replace. Use new belt.                            | Riverside High School     | Hallway     | Boys Bathroom 200 Hall        | Brian West | Brian West |
| 803 | Collect the ventilation unit from HS roof. Repair and replace on roof.        | Riverside High School     | Other       | Roof                          | Brian West | Brian West |
| 805 | Cut lawn district wide  | Riverside High School     | Exterior    | Parking Lot                   | Brian West | Brian West |
| 806 | Assemble dividers for autistic support team                                   | Riverside Elementary East | Common Area | 402 Art Room                  | Brian West | Brian West |
| 807 | Cover the plumbing holes in room 308 to mitigate mouse issues                 | Riverside High School     | Other       | 308 Classroom                 | Brian West | Brian West |
| 808 | Change heat actuator in room 310  | Riverside High School     | Other       | 310 Art Room                  | Brian West | Brian West |
| 809 | Get 2 boxes of books from admin bldg, take to room 235                        | Riverside High School     | Other       | 235 Classroom                 | Brian West | Brian West |
| 810 | Get wood and set up for the bonfire at the track                              | Riverside High School     | Other       | Practice Football/Track Field | Brian West | Brian West |
| 811 | Change hot water heater in maintenance garage                                 | Riverside High School     | Other       | Maintenance Garage            | Brian West | Brian West |
| 812 | Hang Girls Basketball and Boys Baseball plaques in the trophy case            | Riverside High School     | Common Area | Main Lobby Common Area        | Brian West | Brian West |
| 813 | Unload 2 pallets of paper at West Elementary                                  | Riverside Elementary West | Common Area | Main Entrance                 | Brian West | Brian West |
| 814 | Put the single man blocking sled together for Football team at the Fieldhouse | Riverside High School     | Other       | Main Football Field           | Brian West | Brian West |
| 816 | Assemble 6 bookcase units in the old library and place against the wall       | Riverside High School     | Other       | 212 Library                   | Brian West | Brian West |



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# Completed Work Orders

|     |   |                       |       |                               |            |            |
|-----|---|-----------------------|-------|-------------------------------|------------|------------|
| 817 | Paint football field and practice field for the last game of the regular season | Riverside High School | Other | Main Football Field           | Brian West | Brian West |
| 818 | Paint Soccer field and practice field for the last game of the reg. season      | Riverside High School | Other | Practice Football/Track Field | Brian West | Brian West |





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# October Tasks

|                        |                        |            |                      |   |                               |
|------------------------|------------------------|------------|----------------------|---|-------------------------------|
| Regulatory Requirement | Riverside School Dist. | 10/22/2022 | Emergency Generators | Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook. | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/22/2022 | Temperatures         | Temperatures: Test and log air temperatures   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/22/2022 | Water Systems        | Water Systems: Testing and Monitoring of Water Management Plan for Legionella                                   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/22/2022 | Temperatures         | Water Temps: Test and log the hot water temperatures.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/15/2022 | Dryer Vents          | Dryer Vent: Complete In-House System Cleaning   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/15/2022 | Emergency Generators | Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook. | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/15/2022 | Temperatures         | Temperatures: Test and log air temperatures   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/15/2022 | Water Systems        | Water Systems: Testing and Monitoring of Water Management Plan for Legionella                                   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/15/2022 | Temperatures         | Water Temps: Test and log the hot water temperatures.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/8/2022  | Dryer Vents          | Dryer Vent: Complete In-House System Cleaning   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/8/2022  | Emergency Generators | Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook. | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/8/2022  | Temperatures         | Temperatures: Test and log air  | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/8/2022  | Water Systems        | Water Systems: Testing and Monitoring of Water Management Plan for Legionella                                   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/8/2022  | Temperatures         | Water Temps: Test and log the hot water temperatures.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/1/2022  | Dryer Vents          | Dryer Vent: Complete In-House System Cleaning   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/1/2022  | Emergency Generators | Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook. | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/1/2022  | Temperatures         | Temperatures: Test and log air temperatures   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/1/2022  | Water Systems        | Water Systems: Testing and Monitoring of Water Management Plan for Legionella                                   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/1/2022  | Temperatures         | Water Temps: Test and log the hot water temperatures.   | Complete on-time - Brian West |

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# October Tasks

## Work History Report - Riverside School District/Metz, Taylor PA

Report Created on November 10, 2022 at 12:17 PM

| Task Type              | Building               | Due Date   | Category              | Task Description  | Task Completion               |
|------------------------|------------------------|------------|-----------------------|---|-------------------------------|
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Ansul System          | Ansul Systems: Owner's Inspection   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Detectors - Smoke     | Detectors: Test battery operated smoke detectors  | Complete on-time - Brian West |
| Preventive Maintenance | Riverside School Dist. | 10/31/2022 | Dishwashers           | Dishwashers: In-house inspection  | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Doors                 | Doors, Locks & Alarms: Corridor - Doors   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Doors                 | Doors, Locks & Alarms: Test operation of doors and locks.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Elevators             | Elevator: Firefighters' Emergency Operation Testing   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Emergency Lighting    | Emergency Lighting: Check illumination of exit lighting and exit signs.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Emergency Lighting    | Emergency Lighting: Conduct a 30 second functional test.  | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Fire Alarm System     | Fire Alarm System: Conduct routine test of fire alarm system  | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Fire Extinguishers    | Fire Extinguishers: Check and initial fire extinguishers.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Fire Sprinkler System | Fire Sprinkler System: In-house inspection.   | Complete on-time - Brian West |
| Preventive Maintenance | Riverside School Dist. | 10/31/2022 | Grease Traps          | Grease Trap: Inspect grease trap  | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Oxygen Systems        | Oxygen Storage: Gas Equipment - Cylinder and Container Storage  | Complete on-time - Brian West |
| Preventive Maintenance | Riverside School Dist. | 10/31/2022 | Roof                  | Roof: Regular maintenance and safety inspection.  | Complete on-time - Brian West |
| Loss Prevention        | Riverside School Dist. | 10/31/2022 | Safety Committee      | Safety Committee: Conduct October Safety Committee Meeting  | Complete on-time - Brian West |
| Preventive Maintenance | Riverside School Dist. | 10/31/2022 | Vehicles              | Vehicle Inspection: Safety inspection   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/31/2022 | Water Systems         | Water Systems: Inspect eye wash stations.   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/29/2022 | Dryer Vents           | Dryer Vent: Complete In-House System Cleaning   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/29/2022 | Emergency Generators  | Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook. | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/29/2022 | Temperatures          | Temperatures: Test and log air temperatures   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/29/2022 | Water Systems         | Water Systems: Testing and Monitoring   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/29/2022 | Temperatures          | Water Temps: Test and log the hot water   | Complete on-time - Brian West |
| Regulatory Requirement | Riverside School Dist. | 10/22/2022 | Dryer Vents           | Dryer Vent: Complete In-House System Cleaning   | Complete on-time - Brian West |

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# Staffing

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- Maintenance A Techs – Jason Bittenbender, Dave Arneil
- Maintenance B Techs – Mohamed Ganim, John Koytek
- Maintenance C Techs (1<sup>st</sup> shift) – Matt Wood, Rohni Ganim, Charlie Davis, Ed Harvey, Mykaylia Hevener
- Maintenance C Techs (2<sup>nd</sup> shift) - Kaya Pacuilli, Taylor Pacuilli, Terri Jones, Ron Ochwat, Helene Czerw, Michelle Lokuta, Donald Sparacino, Kayla Megotz, Jaliza Chaplin, Miranda Wachilla, Kaleb Matsko





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# Scheduled Projects

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- Removal of banners and stadium shut down for the season
- Preparation for the winter snow season
- Preventative maintenance on summer equipment
- Track and field nets and fields
- Preparation for school events
- Fall clean up of the property



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# Employee Recognition

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- This month, I would like to recognize Mykaylia Hevener. Mykaylia has been with Metz since June of 2022. She is assigned to the high school on dayshift, and has established herself as a trusted and willing employee. Her accomplishments over the summer and the first quarter of the school year are substantial and I look forward to Mykaylia taking greater strides moving forward.

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