





#### **Metz EVS Monthly Operations Report**

October 2022

**Riverside School District** 



### **General Updates**

- 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





# BONFICE

















## East Elementary new flags and rope









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







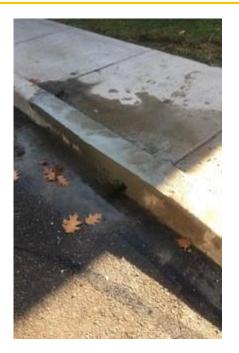






#### East curb repair













#### Riverside Vikings Baseball and Softball awards









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

Work Order # 559	Refriderator in the Nurses		Area Type Common Area	Area Name 205 Nurse	Requested By Dwalsh	Closed By Brian West	Comments 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	
767	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	
778	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	Girts common area restroom tollet 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	R/verside 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	





785	bathroom. Sensor is bad.	Elementary	Hallway	Girls Bathroom	Brian West	Brian West
785	Install handicapped faucet in the girls room at West	Riverside Elementary	Other	123 Girls Rest Room	Brian West	Brian West
787	Remove the broken railing by the	Riverside	Other	Main Football Field Training	Brian West	Brian West
788			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 Boom	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	Common Area	511 Classroom	Brian West	Brian West
795	Install a new bed in the nurse's office at East	Riverside Elementary	Common Area	205 Nurse	Brian West	Brian West
796	Hang plaque in the Admin conference room and move clock	Riverside Elementary	Office	Administration Offices	Brian West	Brian West
797	Remove motor and pulley to exhaust for West Elem. restrooms	Riverside Elementary	Common Area	Main Entrance	Brian West	Brian West
798	Install actuator valve in room 156 at West Elementary	Riverside Elementary	Other	156 Classroom	Brian West	Brian West
799	Remove 35 pallets from behind the Mtce. garage	Riverside	Other	Maintenance Garage	Brian West	Brian West
	785 787 788 789 789 790 791 792 793 794 795 796 796 797 798	bathroom. Sensor is bad.765Install handicapped faucet in the girls room at West787Remove the broken railing by the soccer field. Bring to the more shop788Replace the faucet and the hose in the kitchen that fills the kettles789Make a double toggle switch for the basketball nets at East790Do inventory on existing HVAC filters in the boller room791Change out defective motion sensor in room 309792Change out heating and cooling actuators in room 209793Move the fire safe and empty the shredder at the Admin Building794Change out heat actuator in room 511795Install a new bed in the nurse's office at East796Hang plaque in the Admin conference room and move clock797Remove motor and pulley to exhaust for West Elem: restrooms798Install actuator valve in room 156 at West Elementary799Remove 35 pallets from behind the	bathroomSensor is bad.Elementary West765Install handicapped faucet in the girls room at WestRiverside Elementary West787Remove the broken railing by the soccer field. Bring to the mtoe shop High SchoolRiverside High School788Replace the faucet and the hose in the kitchen that fills the kettlesRiverside High School789Make a double toggle switch for the basketball nets at EastRiverside High School790Do inventory on existing HVAC filters in the boiler roomRiverside High School791Change out defective motion sensor in room 309Riverside High School792Change out heating and cooling actuators in room 209Riverside High School793Move the fire safe and empty the shredder at the Admin BuildingRiverside Elementary West794Change out heat actuator in room 511Riverside Elementary East795Install a new bed in the nurse's office at EastRiverside Elementary West796Hang plaque in the Admin conference room and move clock WestRiverside Elementary West798Install actuator valve in room 156 at West Elementary WestRiverside Elementary West798Install actuator valve in room 156 at West Elementary WestRiverside Elementary West	bathroom. Sensor is bad.Elementary West785Install handicapped faucet in the gris room at WestRiversideOther Elementary West787Remove the broken railing by the soccer field. Bring to the mtoe shopRiversideOther788Replace the faucet and the hose in the kitchen that fills the kettlesRiversideOther789Make a double toggle switch for the basketball nets at EastRiverside High SchoolOther790Do inventory on existing HVAC filters in the boller roomRiverside High SchoolOther791Change out defective motion sensor in room 309Riverside High SchoolOther793Move the fre safe and empty the shredder at the Admin BuildingRiverside Elementary WestOffice794Change out heat actuator in room S11Riverside Elementary WestCommon Elementary Area796Install a new bed in the nurse's office at EastRiverside Elementary WestCommon Elementary Area795Install a new bed in the nurse's office at EastCommon Elementary WestOffice797Remove motor and pulley to exhaust for West Elem. restrooms West Elementary WestCommon Elementary WestOffice798Install actuator valve in room 156 at West Elementary West ElementaryCommon Elementary WestOther798Restall actuator valve in room 156 at West Elementary West ElementaryOther Elementary WestOther799Remove 35 pallets from behind the<	100bathroom. Sensor is bad.Elementary WestCall West785Install handicapped faucet in the girls room at WestRiverside Elementary WestOther Room123 Girls Rest Room787Remove the broken railing by the soccer field. Bring to the mice shop the kitchen that fills the kettlesNiverside High SchoolOtherMain Football Field Training Room788Replace the faucet and the hose in the kitchen that fills the kettlesRiverside High SchoolOtherMain Football Field Training Room789Make a double toggle switch for the basketball nets at EastRiverside High SchoolOtherMaintenance Garage780Do inventory on existing HVAC filters in the boiler roomRiverside High SchoolOffice309 Clothing/Texciles Room791Change out defective motion sensor in room 309Riverside High SchoolOffice309 Clothing/Texciles Room793Move the fre safe and empty the stredder at the Admin Building ClificeRiverside Elementary AreaOffice309 Clothing/Texciles Room794Change out heat actuator in room S11Riverside Elementary AreaCommon Elementary AreaSchool795Install a new bed in the nurse's office at EastRiverside Elementary AreaCommon Elementary AreaSchool796Hang plaque in the Admin conference room and move clock exhaust for West Elem. restrooms Elementary WestCommon Elementary AreaAdministration Offices7	100DelativoorsSensor is bad.Hermentary WestOther Room123 Girls Rest RoomBrian West786Install handicapped faucet in the girls room at WestRiverside Elementary WestOther West123 Girls Rest RoomBrian West787Remove the broken ralling by the soccer field. Bring to the mice shop the kitchen that fills the kettlesRiverside High SchoolOther Main Football Field Training RoomBrian West788Replace the faucet and the hose in the kitchen that fills the kettlesRiverside High SchoolOtherMaintenance GarageBrian West789Make a double toggle switch for the tasketball nets at EastRiverside High SchoolOtherMaintenance GarageBrian West780Do inventory on existing HVAC filters in the boiler roomRiverside High SchoolOtherMaintenance GarageBrian West791Change out heating and cooling actuators in room 209Riverside High SchoolOther309 Clothing/Texsiles RoomBrian West793Move the fire sale and empty the shredder at the Admin Building StillRiverside EastOther RiversideAdministration OfficesBrian West796Install a new bed in the nurse's office at EastRiverside Row RiversideCommon OfficesStill ClassroomBrian West796Hang plaque in the Admin conference room and move cock WestRiverside Row RiversideOffice AdministrationBrian West796Hang plaque in the Adm





80	0	Hang Baseball and Basketball plaques in the trophy case.	Riverside High School	Common Area	Main Lobby Common Area	Brian West	Brian West
80	1	Change motor and pulley on 2 ventilation units at West	Riverside Elementary	Hallway	160 Rest Room	Brian West	Brian West
80	12	Remove pulley and motor and replace. Use new belt	West Riverside High School	Hallway	Boys Bathroom 200 Hall	Brian West	Brian West
80	3	Collect the ventilation unit from HS roof. Repair and replace on roof.	Riverside High School	Other	Roof	Brian West	Brian West
80	15	Cut lawn district wide	Riverside High School	Exterior	Parking Lot	Brian West	Brian West
80	6	Assemble dividers for autistic support team	Riverside Elementary	Common Area	402 Art Room	Brian West	Brian West
80	17	Cover the plumbing holes in room 308 to mitigate mouse issues	East Riverside High School	Other	308 Classroom	Brian West	Brian West
80	8	Change heat actuator in room 310	Riverside High School	Other	310 Art Room	Brian West	Brian West
80	9	Get 2 boxes of books from admin bidg, take to room 235	Riverside High School	Other	235 Classroom	Brian West	Brian West
81	0	Get wood and set up for the bonfire at the track	Riverside High School	Other	Practice Football/Track Field	Brian West	Brian West
81	1	Change hot water heater in maintenance garage	Riverside High School	Other	Maintenance Garage	Brian West	Brian West
81	2	Hang Girls Basketball and Boys Baseball plaques in the trophy case	Riverside High School	Common Area	Main Lobby Common Area	Brian West	Brian West
81	3	Unload 2 pallets of paper at West Elementary	Riverside Elementary West	Common Area	Main Entrance	Brian West	Brian West
81	4	Put the single man blocking sled together for Football team at the Fieldhouse	Riverside High School	Other	Main Football Field	Brian West	Brian West
81	6	Assemble 6 bookcase units in the old library and place against the wall	Riverside High School	Other	212 Library	Brian West	Brian West





817	Paint football field and practice field for the last game of the regular	Riverside High School	Other
	season	- ingri o'cineor	

818 Paint Soccer field and practice field Riverside Other for the last game of the reg. season High School

Main	Football
Field	
Prac	ice

Field

Practice Brian West Football/Track

Brian West

Brian West

Brian West





#### **October Tasks**

				Emergency Power Generators: Exercise	
<b>Regulatory Requirement</b>	Riverside School Dist.	10/22/2022	Emergency Generators	generator (with no load), perform routine checks, create entry in logbook.	Complete and the Designation
-			mine Barrel Annual and	Temperatures: Test and log air	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/22/2022	Temperatures	temperatures	Complete on-time - Brian West
-	140000000000000000000000000000000000000			Water Systems: Testing and Monitoring of	
Regulatory Requirement	Riverside School Dist.	10/22/2022	Water Systems	Water Management Plan for Legionella	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist	10/22/2022	-	Water Temps: Test and log the hot water	
and a second sec	renter and e denote blac	10/22/2022	Temperatures	temperatures.	Complete on-time - Brian West
<b>Regulatory Requirement</b>	Riverside School Dist.	10/15/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West
			anger vana	Emergency Power Generators: Exercise	Complete on-time - Brian West
and an entrance of the	Sector Sectores			generator (with no load), perform routine	
Regulatory Requirement	Riverside School Dist.	10/15/2022	Emergency Generators	checks, create entry in logbook.	Complete on-time - Brian West
Demilatory Demilson est	Barrielles Patrick Plat	-	and the second second second	Temperatures: Test and log air	
Regulatory Requirement	Poverside School Dist.	10/15/2022	Temperatures	temperatures	Complete on-time - Brian West
				Water Systems: Testing and Monitoring of	
Regulatory Requirement	Riverside School Dist.	10/15/2022	Water Systems	Water Management Plan for Legionella	Complete on-time - Brian West
Regulatory Requirement	Distantion Federal Dist.			Water Temps: Test and log the hot water	and the second
undremony resonance	Priverside achoor Dist.	10/15/2022	Temperatures	temperatures.	Complete on-time - Brian West
<b>Regulatory Requirement</b>	Riverside School Dist.	10/8/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West
		19253475	and an extense	Emergency Power Generators: Exercise	Company or on one - Dran vroat
				generator (with no load), perform routine	
<b>Regulatory Requirement</b>	Riverside School Dist	10/8/2022	Emergency Generators	checks, create entry in logbook.	Complete on-time - Brian West
<b>Regulatory Requirement</b>	Riverside School Dist	10/8/2022	Temperatures	Temperatures: Test and log air	Complete on-time - Brian West
Regulatory Requirement	Riversida School Diet	10/8/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Constitute on Name Discolution
regeneral requirement	Trivelande ochoor prist.	TOTOLEULE	water oysierins	Water Temps: Test and log the hot water	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/8/2022	Temperatures	temperatures.	Complete on-time - Brian West
				Dryer Vent: Complete In-House System	Contraction Contraction Contract
Regulatory Requirement	Riverside School Dist	10/1/2022	Dryer Vents	Cleaning	Complete on-time - Brian West
				Emergency Power Generators: Exercise	
State of the second second	and the second second	(margaret		generator (with no load), perform routine	and the second second
Regulatory Requirement	Riverside School Dist.	10/1/2022	Emergency Generators	checks, create entry in togbook. Temperatures: Test and log air	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist	10/1/2022	Temperatures	temperatures	Complete on-time - Brian West
and a most a section caller of	Titelane ocrossioner.	10 MEVEL	(emperatores		Complete orbitine - Drain West
				Water Systems: Testing and Monitoring of	
Regulatory Requirement	Riverside School Dist.	10/1/2022	Water Systems	Water Management Plan for Legionella	Complete on-time - Brian West
Regulation Data land	Disculture to the state of	Initiana	Townson to an	Water Temps: Test and log the hot water	
Regulatory Requirement	Riverside School Dist.	10/1/2022	Temperatures	temperatures.	Complete on-time - Brian West





#### **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.		Ansul System	Ansul Systems: Owner's Inspection	Complete on-time	
Regulatory Requirement	Riverside School Dist.	10/31/2022	Detectors - Smoke	Detectors: Test battery operated smoke		
Preventive Maintenance	Riverside School Dist.	10/31/2022	Dishwashers	detectors Distantiation in bound inconstant	Complete on-time	
Regulatory Requirement	Riverside School Dist.	10/31/2022	Doors	Dishwashers: In-house Inspection	Complete on-time	
	tinter selle oction Dist.	Tora tradez	000rs	Doors, Locks & Alarms: Corridor - Doors Doors, Locks & Alarms: Test operation of	Complete on-time	- Brian West
<b>Regulatory Requirement</b>	Riverside School Dist.	10/31/2022	Doors	doors and locks.	Complete on time	States Manual
		TUTUTIONE	U U U U U	Elevator: Firefighters' Emergency	Complete on-time	- Brian west
<b>Regulatory Requirement</b>	Riverside School Dist.	10/31/2022	Elevators	Operation Testing	Complete on-time	- Brinn Most
and the second			and range a	Emergency Lighting: Check illumination of	Complete on-eme	- DURU AADRI
<b>Regulatory Requirement</b>	Riverside School Dist.	10/31/2022	Emergency Lighting	exit lighting and exit signs.	Complete on-time	- Brinn Most
			manual manual	Emergency Lighting: Conduct a 30 second	Compacto orranae	- Driver Press
<b>Regulatory Requirement</b>	Riverside School Dist.	10/31/2022	Emergency Lighting	functional test	Complete on-time	- Bring West
			man garage angement	Fire Alarm System: Conduct routine test of	comprete on anne	- Dright Press
<b>Regulatory Requirement</b>	Riverside School Dist.	10/31/2022	Fire Alarm System	fire alarm system	Complete on-time	- Brian West
			NAME OF BRIDE AND ADDRESS OF BRIDE	Fire Extinguishers: Check and initial fire	and the second sec	
Regulatory Requirement	Riverside School Dist.	10/31/2022	Fire Extinguishers	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	<b>Riverside School Dist.</b>	10/31/2022	Grease Traps	Grease Trap: Inspect grease trap	Complete on-time	
			and and they a	Oxygen Storage: Gas Equipment - Cylinder		- Drain Prest
<b>Regulatory Requirement</b>	Riverside School Dist.	10/31/2022	Oxygen Systems	and Container Storage	Complete on-time	Brian West
			A CONTRACTOR OF A CONTRACT	Roof: Regular maintenance and safety	and diam an aller	
Preventive Maintenance	Riverside School Dist.	10/31/2022	Roof	inspection.	Complete on-time	- Brian West
				Safety Committee: Conduct October Safety		
Loss Prevention	Riverside School Dist.	10/31/2022	Safety Committee	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
			Contraction of the second	Dryer Vent: Complete In-House System	Consideration data contract	and the second
<b>Regulatory Requirement</b>	Riverside School Dist.	10/29/2022	Dryer Vents	Cleaning	Complete on-time	Brian West
				Emergency Power Generators: Exercise	a number of the second	
				generator (with no load), perform routine		
<b>Regulatory Requirement</b>	Riverside School Dist.	10/29/2022	Emergency Generators	checks, create entry in logbook	Complete on-time	Brian West
				Temperatures: Test and log air		
Regulatory Requirement	Riverside School Dist.	10/29/2022	Temperatures	temperatures	Complete on-time -	Brian West
<b>Regulatory Requirement</b>	Riverside School Dist.	10/29/2022	Water Systems	Water Systems: Testing and Monitoring	Complete on-time	
Regulatory Requirement	Riverside School Dist.	10/29/2022	Temperatures	Water Temps: Test and log the hot water	Complete on-time	
Denulation Denulsement	Dissuration Contract Dates		Contraction of the local distance of the loc	Dryer Vent Complete In-House System		
Regulatory Requirement	Riverside School Dist.	10/22/2022	Dryer Vents	Cleaning	Complete on-time	Brian West





## Staffing

- 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, Mykayliah 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





## **Scheduled Projects**

- 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





### **Employee Recognition**

• This month, I would like to recognize Mykayliah Hevener. Mykayliah 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 Mykayliah taking greater strides moving forward.





#### Brian West Director of Facilities (570)650-7403 bwest@riversidesd.com