



METZ EVS



Metz
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Metz EVS Monthly Operations Report

September 2023

Riverside School District



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General Updates

- 59 Work orders completed
- The failed electronics on the scoreboard have been replaced
- The old net and invasive trees have been removed and a new net installed in the endzone of the stadium
- The access road to the track and field area has been cleared and the road widened
- The LED sign project is complete
- Winter preventative maintenance has begun
- 13 Smart tvs have been assembled and delivered to East, to the high school

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High School – Track and Field Entrance



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Track and Field Entrance



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LED Signs- West Elementary



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LED signs – High School

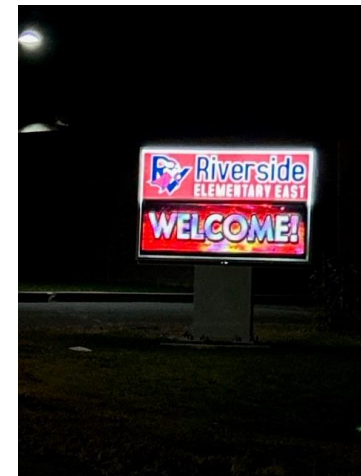


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LED Signs – East Elementary

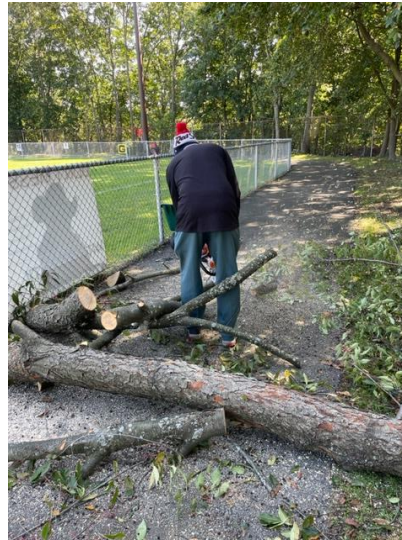


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Stadium – New net installed

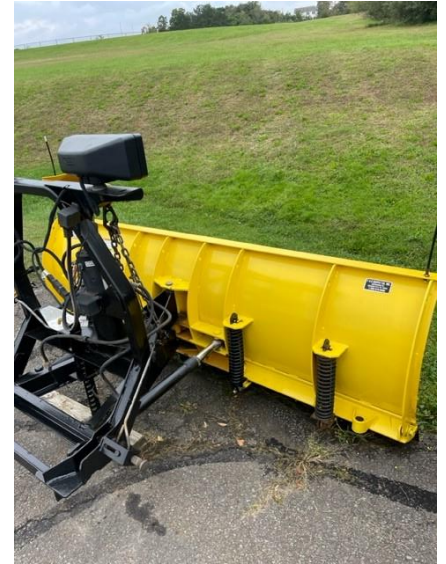


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Plow rehab/ renovation



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September Completed Work Orders

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

This sheet was generated on 10/08/2023. Please use the TELS website to view the latest data.

Work Order #	Summary	Building	Area Name	Requested By	Status	Closed By
1286	Remove the heat booster from East	Riverside Elementary	Kitchen	Brian West	Closed	Brian West
1287	Remove the piece of equipment marked for removal in the high school	Riverside High School	Kitchen	Brian West	Closed	Brian West
1308	Repair the blade spindle on the zero turn	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1309	Prepare the stadium for the game with Dunmore, clean up afterwards	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1310	Install electronic equipment in the scoreboard to repair issues	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1311	Clean the 100 section at East after sewer jetting	Riverside Elementary	101 Classroom	Brian West	Closed	Brian West
1312	Deliver 10 tables for the football team 2-a-days, put back in Mtce garage when finished	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1313	Detail the pressbox for the Friday night football game	Riverside High School	Main Football Field Press Box	Brian West	Closed	Brian West
1314	Remove the overgrowth at the end of the road leading to the practice field	Riverside High School	Practice Football/Track	Brian West	Closed	Brian West
1315	Roof repair at West in room 132	Riverside Elementary	132 Classroom	Brian West	Closed	Brian West
1316	Roof repair at East in the multi-purpose room	Riverside Elementary	405 Multipurpose	Brian West	Closed	Brian West
1317	Set up for blood drive on 9/16 8 tables 15 chairs, tear down when done	Riverside High School	Main Lobby Common Area	Brian West	Closed	Brian West
1318	Pick up 3 boxes of files from West and take to East - main office	Riverside Elementary	Main Lobby	Brian West	Closed	Brian West
1319	Put all of the football equipment in the shower area into the garage	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1320	Have the trees cut back in the far end-zone	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1321	Put a new lock on locker 959 and put fingerprint lock on locker upstairs	Riverside High School	Main Lobby Common Area	Brian West	Closed	Brian West
1322	Take the filing cabinet from the science room in East to KSamsell in H/S	Riverside Elementary	303 Classroom	Brian West	Closed	Brian West
1323	Line the entire practice field for band and cheerleading	Riverside High School	Practice Football/Track	Brian West	Closed	Brian West
1324	Set up for civil service exam in the cafeteria on the Saturday the 26th.	Riverside High School	Cafeteria	Brian West	Closed	Brian West
1325	Get 2 boxes and parts from Admin take to library and assemble	Riverside High School	212 Library	Brian West	Closed	Brian West



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1326	Assemble 13 bases and smartTVs and deliver to East Elementary	Riverside Elementary	Main Lobby	Brian West	Closed	Brian West
1327	Assemble 2 smarTVs and take to the High School	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1328	Repair the extinguisher cover in the aux gym	Riverside High School	314 Auxiliary Gymnasium	Brian West	Closed	Brian West
1329	Blow out the condensation drain in AHU 9 change ceiling tiles	Riverside High School	Main Lobby Common Area	Brian West	Closed	Brian West
1330	Line the soccer practice field	Riverside High School	Practice Football/Track	Brian West	Closed	Brian West
1331	Repair the auditorium chair, 3rd row up from the bottom	Riverside High School	Melville Davis Auditorium	Brian West	Closed	Brian West
1332	Replace the actuator in room 138 at West	Riverside Elementary	138 Classroom	Brian West	Closed	Brian West
1333	Line the football field for the game on 9/22	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1334	Line the boys varsity soccer field on 9/19	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1335	Install the LED sign at the high school, uncrate, level, set, remove wood crate	Riverside High School	Parking Lot	Brian West	Closed	Brian West
1336	Install LED sign at West, set, level, bolt in place, remove crating from work area		parking lot area	Brian West	Closed	Brian West
1337	Remove old net behind the goalposts, remove 5 trees from the area, install new net	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1338	Moosic Raiders are using the Multipurpose room on 9/23 at 6PM unlock and address	Riverside Elementary	405 Multipurpose	Brian West	Closed	Brian West
1339	Hang clock and repair student table in the old Library space at West	Riverside Elementary	Lobby/Entrance	Brian West	Closed	Brian West
1340	Cut the brush 6 feet around the playground fence at East	Riverside Elementary	outside grounds	Brian West	Closed	Brian West
1341	Cut the brush back, remove 3 trees at the the Track/Field entrance cut road	Riverside High School	Practice Football/Track	Brian West	Closed	Brian West
1342	Cut the grass, districtwide	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1343	Take the laminator from West to East and dispose of the broken one	Riverside Elementary	Main Lobby	Brian West	Closed	Brian West
1344	Patch the pothole at the end of the handicapped ramp on the pressbox side bleach	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1345	Repair the scoreboard at the stadium. remove and install ribbon and board	Riverside High School	Main Football Field	Brian West	Closed	Brian West
1346	Repair the railing on the press box	Riverside High School	Main Football Field Press Box	Brian West	Closed	Brian West



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September Completed Work Orders

1347	Change boiler drain in garage and fuel room at West	Riverside Elementary	120 Maintenance	Brian West	Closed	Brian West
1348	Change boiler drain in the maint. garage by roll-up doors	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1349	Repair lockers 459 and 460	Riverside High School	E Hallway	Brian West	Closed	Brian West
1350	Change heat actuator in boys team room in the gym	Riverside High School	300 Gymnasium	Brian West	Closed	Brian West
1351	Set up for Herf Jones - Seniors cap and gown, microphone and 6' table	Riverside High School	Melville Davis Auditorium	Brian West	Closed	Brian West
1352	Remove the tables in the faculty lounge and replace with 2 long white tables	Riverside High School	Faculty Rest Room Beside	Brian West	Closed	Brian West
1353	Hang shelf in room 222	Riverside High School	222 Classroom	Brian West	Closed	Brian West
1354	Paint Nicole Brush's office in Guidance	Riverside High School	Guidance Office	Brian West	Closed	Brian West
1355	Take the supplies from the maint. garage and take to room 120 Osmolia	Riverside High School	Maintenance Garage	Brian West	Closed	Brian West
1356	Fix the second stall in the Girls Team Room, it leaks when flushed,	Riverside High School	305 Girls Locker Room	Brian West	Closed	Brian West
1357	Replace the flush valve in the girl's locker room. First Stall.	Riverside High School	305 Girls Locker Room	Brian West	Closed	Brian West
1358	Replace the toilet paper dispenser in the large stall, girls locker room	Riverside High School	305 Girls Locker Room	Brian West	Closed	Brian West
1359	Get 6 sewing machines from room 309 and take to White Sewing Center	Riverside High School	309	Brian West	Closed	Brian West
1360	Install toilet paper dispenser in the girl's locker room handicapped stall	Riverside High School	Clothing/Textiles 305 Girls Locker Room	Brian West	Closed	Brian West
1361	Fix the blind in room 109	Riverside Middle	109 Classroom	Brian West	Closed	Brian West
1362	Replace the handle on a toilet in the girl's locker room	Riverside High School	305 Girls Locker Room	Brian West	Closed	Brian West
1363	Repair the doors in room 106 and 142	Riverside Elementary	Classroom 106	Brian West	Closed	Brian West
1364	Replace the hvac cover in room 113	Riverside Middle	113 Classroom	Brian West	Closed	Brian West



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September Tasks Complete

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

Report Created on October 8, 2023 at 2:38 PM

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Requirement	Riverside SD	9/30/2023	Ansul System	Ansul Systems: Owner's Inspection - Quick Check	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Water Heaters/Boilers	Boiler Water Heaters: Confirm that the state inspection for insurance purposes has occurred.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Water Heaters/Boilers	Boiler Water Heaters: Flush to remove impurities, test pressure relief valve	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Detectors - Smoke	Detectors: Test battery operated smoke detectors	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	Dishwashers	Dishwashers: In-house Inspection	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Doors	Doors, Locks & Alarms: Corridor - Doors	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Doors	Doors, Locks & Alarms: Test operation of doors and locks.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Elevators	Elevator: Firefighters' Emergency Operation Testing	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit signs.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Emergency Drills	Emergency Preparedness Drills and Exercises: Conduct elopement drill (Missing Resident Drill)	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Fire Alarm System	Fire Alarm System: Conduct routine test of fire alarm system	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Fire Sprinkler System	Fire Sprinkler System: Quarterly Contractor Testing	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Fire Sprinkler System	Fire Sprinkler System: Semi-annual Contractor Testing	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	Grease Traps	Grease Trap: Inspect grease trap	Marked done on-time by Brian West

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Preventive Maintenance	Riverside SD	9/30/2023	HVAC - Condensing Units	HVAC (Condensing Units): Inspect condenser coils, clean as necessary	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	HVAC - Heat Pumps	HVAC (Heat Pumps): Verify operation, inspect / change belt and set proper tension	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	HVAC - RTUs / PKG Units	HVAC (RTU): Clean / change air filter and verify unit operation	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	Ice Machines / Ice Bins	Ice Machines: Check filters (if present), clean coils, sanitize interior, delime as necessary	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	Roof	Roof: Regular maintenance and safety inspection.	Marked done on-time by Brian West
Loss Prevention	Riverside SD	9/30/2023	Safety Committee	Safety Committee: Conduct September Safety Committee Meeting	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	Vehicles	Vehicle Inspection: Safety inspection	Marked done on-time by Brian West
Preventive Maintenance	Riverside SD	9/30/2023	Water Heaters	pressure relief valve	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Water Systems	Water Systems: Inspect eyewash stations.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/30/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/23/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/23/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/23/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/23/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/23/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/16/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/16/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/16/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/16/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West

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September Tasks Complete

Regulatory Requirement	Riverside SD	9/16/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/9/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/9/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/9/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/9/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/9/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/2/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/2/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/2/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/2/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside SD	9/2/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West



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Staffing

- Maintenance A Techs –John Koytek, Mohamed Ganim, Joseph Gnall, Jon Skrzysowski, Chuck McKeel
- Maintenance C Techs (1st shift) – Rohni Ganim, Deaven McCoy, Jacob Anderson, Kevin Haggerty
- Evening Supervisor – Kayla Pacuilli
- Maintenance C Techs (2nd shift) – Danielle Paff, Donna Yatsko, Terri Jones, Ron Ochwat, Helene Czerw, Michelle Lokuta, Jennifer Kempf, Jaliza Chaplin, Miranda Wachilla, Amanda Bair, Thomas Fontaine, James Coleman, Kelly Fontaine

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Scheduled Projects

- High school curb renovation
- Line the athletic fields for the football and soccer fields
- HVAC PM at East
- Backflow inspection districtwide
- Prepare summer equipment for storage
- Winter equipment installation



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Employee Recognition

- This month, I would like to recognize Chuck McKeel. In the short time Chuck has been with us, he has displayed an ability to identify and complete tasks as needed. He takes his job seriously and is diligent, in moving from one task to the next. Chuck is available to work on weekends has been shown a willingness to stay later as needed.



Brian West
Director of Facilities
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