



THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
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Phone (907) 313-3841



September 14, 2024

To: Lake and Peninsula School Board
From: Tim McDermott

Re: Maintenance Report

Maintenance operations for FY 25 initiated in July utilizing our locally based, temporary maintenance workforce. Some maintenance travel was able to be done during July with 3 days at Newhalen, one day at Levelock, an overnight at Igiugig, and two days at Port Heiden.

At the beginning of August, Maintenance ramped up operations with the return of the two ten-month positions, the maintenance mechanic and the safety/compliance position. The mechanic, Carl Adams, went right to work with two days at Newhalen, one day at Nondalton, one at Kokhanok, one at Pilot Point, 4 at Port Heiden, five at Perryville, and 2 at Chignik Lagoon. Fire sprinkler and alarm inspections were completed at Port Alsworth, Nondalton, and Newhalen in August. In addition, at Newhalen during the month of August an ESSER funded project, Newhalen Site Improvements, was executed with Pioneer Earthworks restructuring the grade to help alleviate drainage problems.

Of note, in the latter part of May, Damian Hill hosted the new building maintenance specialist from Juneau in performing the 5-year DEED audit that determines CIP eligibility for the School District. Congratulations on the successful pursuit. LPSD is fully compliant. In August, Safety and Compliance was able to build on this experience and worked closely with Laura Hylton and Kathy Christy, supplying data, reports, and narratives, in submitting a CIP application to DEED. I am certain that this teamwork will bear fruit on future capital improvement pursuit.

Moving forward, this Department is focusing the resources of itinerant staff and reduced budget on projects, safety and compliance, and asset maintenance. The day-to-day operations and communication of the sites rests largely with the principals and head teachers through the principals. Operations should be executed with local determination and resources as much as possible. Maintenance relies on communication with principals, head teachers, and staff to understand needs and provide support in maintaining safe and healthy facilities. Together with input and insight from the villages and sites, the district administration is working to encourage local classified support and to create solutions to providing classified support where these local resources are not available.

Maintenance requests are received at the Maintenance Helpdesk, maintenance@lpsd.com. Again, email requests can be sent by anyone, including staff, students, administration, community. Please include a description of the request, photos, and the make/model numbers if possible. Maintenance personnel are available by cell phone and by email, twenty-four hours a day, 7 days a week, for circumstances that are immediate.



Preventive Maintenance Site Visit Report

Prepared by: Don Wheeler, Building Management Specialist

Date of Visit: May 8-10, 2024

School District: Lake and Peninsula Borough

Site(s) Visited: Iguigig, Levelock, Meshik, New Haven and Nondalton

Persons Contacted: Damian Hill, Safety and Compliance Officer
Tim McDermott, Facilities and Maintenance Coordinator

District Contact Information:

Website: [Lake and Peninsula Borough School District](#)

Address: 101 Jensen Dr. King Salmon, AK 99613

Phone:(907) 246-4280

Purpose of Visit: The purpose of this visit was to conduct a preventive maintenance re-certification site visit of the Lake and Peninsula Borough School District's maintenance program as required by 4 AAC 31.013 (Preventive Maintenance and Facility Management) and to provide technical program assistance.

Certification Summary Status: Certified

The Lake and Peninsula Borough School District meets the department's requirements as mandated by 4 AAC 31.013 Preventive Maintenance and Facility Management.

- A Computerized Maintenance Management System (CMMS) is used on a routine basis. Tracking efforts are good.
- Energy consumption is accounted for, and the district is making good efforts to mitigate energy consumption.
- Custodial plan is very detailed and comprehensive. It is very evident that the district staff take an active role in insuring quality custodial program.
- Training is receiving due attention for both custodial and maintenance personnel. Good efforts are made to track and record training via the CMMS.
- Renewal and Replacement (R&R) schedules are available.

- A fixed asset inventory list is current, and it is updated on an annual basis, as required by regulation.

The Lake and Peninsula Borough School District is comprised of 11 Schools

1. Chignik Lagoon School – 18 Students
2. Chignik Lake School – 18 Students
3. Igiugig School – 27 Students
4. Kokhanok School – 35 Students
5. Lakeview Home School – 5 Students
6. Levelock School – 13 Students
7. Meshik School – 30 Students
8. Newhalen School – 87 Students
9. Nondalton School – 19 Students
10. Perryville School – 22 Students
11. Tanalian School – 46 Students
12. King Salmon – District Office

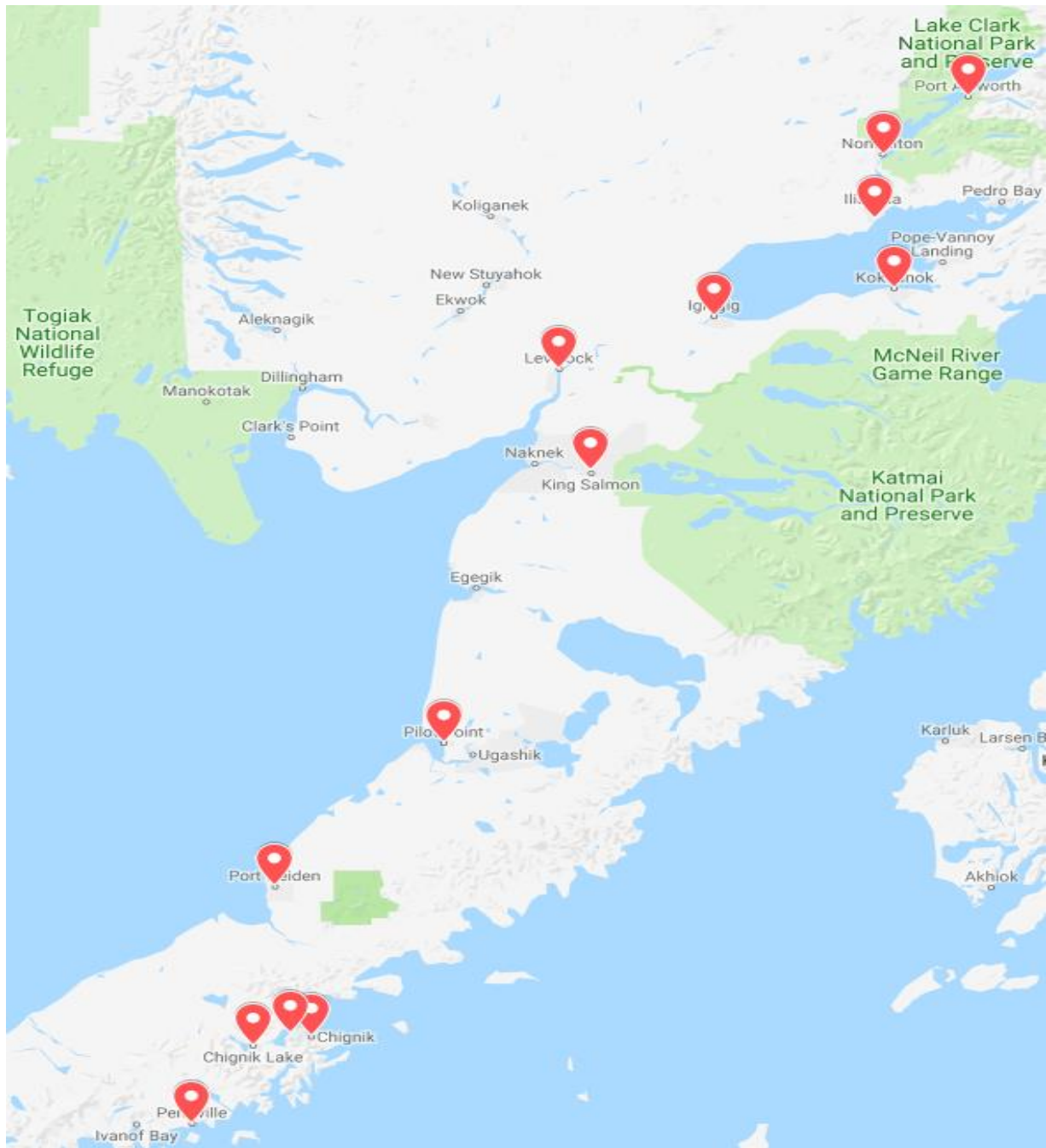


Figure 1 Lake and Peninsula School District

Maintenance Management

Maintenance Management Certification Criteria	Provided	Met Criteria
Work Orders: Varying stages of completion	Yes	Yes
Maintenance Labor Hours Report: Total labor hours by work type vs. available labor hours (past 12 months)	Yes	Yes
Scheduled and Completed Work Orders: Monthly data for the past 12 months	Yes	Yes
Incomplete Work Orders Report: Sorted by age and status	Yes	Yes
Scheduled vs. Unscheduled Maintenance Hours Report: Monthly data for the past 12 months	Yes	Yes
Monthly Trend Data for Unscheduled Work Orders: Both hours and numbers for the past 12 months	Yes	Yes
Planned Maintenance Activity Report: For the next three months, by facility	Yes	Yes
Completed Maintenance Activity Report: Including labor and material costs for the past three months	Yes	Yes

1. Commendation of Maintenance Team:

The maintenance team's performance is highly praised for their organization and efficiency. The standardized equipment approach is particularly noted for its practicality in remote locations, enabling a streamlined inventory and quick response times.

2. Recommendations Against full Shutdowns:

This report strongly advised against completely shutting down facilities, Highlighting the potential of severe damage such a moisture absorption in ceiling tiles, drying out and leaking seals in heating systems, blockages in water systems, and mold and mildew growth. This recommendation is well-founded, as it is based on practical concerns that could lead to costly repairs if not addressed. Keeping systems running at the lowest set point is a prudent measure to prevent these issues.

Energy Management

Energy Management Certification Criteria	Provided	Met Criteria
Written Energy Management Plan	Yes	Yes
Consumption Data Report: For each building and utility (fuel oil, electricity, natural gas, LPG, water) by month for the past 12 months	Yes	Yes
Evaluation of need for commissioning existing buildings	N/A	N/A

Energy reports are well documented. The heat recovery documentation was an issue on the FY19 Site Visit and is now resolved.

Custodial Program

Custodial Program Certification Criteria	Provided	Met Criteria
Building Specific Custodial Plan: Describing frequency and level of care for each facility	Yes	Yes

The custodial care program document that was submitted is very thorough and comprehensive. The cleaning schedules are well thought out and if used properly would be a very good tool. This report would like to bring attention to the issue of teachers acting as custodians in some schools, resulting in poorly maintained facilities at the end of the school year. This highlights a significant gap in maintenance and cleanliness standards, suggesting that schools need dedicated custodial staff or at least a structured end-of-year cleanup process. In two of the schools visited where the teachers also acted as custodial staff, it appeared that they had just walked out of the door at the last bell. This leaves the maintenance staff to charter a plane and fly out to spend one to two days cleaning the facility. This is a very expensive undertaking and takes away from time that could be spent on facilities maintenance.

Implementing a checklist for end-of-year procedures and ensuring local accountability is a practical solution to address the issue of facility neglect. This approach can help maintain cleanliness and order, reducing the burden on teachers and improving the overall condition of school facilities.

Maintenance Training Program

Maintenance Training Certification Criteria	Provided	Met Criteria
Training Plan: schedule of planned training for both custodial and maintenance personnel for the current or upcoming school year	Yes	Yes
Training Record: record of training describing type and duration of training by individual for current school year.	Yes	Yes

The training records received are well documented and up to date.

Capital Planning (Renewal and Replacement)

Capital Planning Certification Criteria	Provided	Met Criteria
Renewal/Replacement (R&R) Schedules: Detailed to DEED's 26 systems for each permanent building over 1000 sq. ft.	Yes	Yes
Supporting Information for R&R Schedule: Based on system condition assessments	Yes	Yes

Renewal and Replacement documentation has been submitted and records are up to date.

Active Projects: There are no current DEED projects

Fixed Asset Inventory System

Fixed Asset Inventory System Certification Criteria	Provided	Met Criteria
Fixed Asset Inventory System Report: recording asset, date acquired, location and estimated period of service.	Yes	Yes

Fixed Asset Inventory has been submitted.

General Observations and Comments

Lake and Peninsula's maintenance team is top notch. All mechanical rooms were neat and free of clutter. Components were clearly marked. With the maintenance team so far removed from most of the schools the decision was made to standardize all major equipment from kitchen ovens to heat plant boilers. This way they can maintain a parts inventory and react as quickly as possible if a component goes down. I was very impressed with the knowledge that Damian Hill and Tim McDermott have in all aspects of Facilities Management.



Figure 2 All boilers are set up the same throughout the district



Figure 3 – Restroom in a school with custodians



Figure 4 – Classroom in a school with custodians



Figure 5 Custodial was very good in the schools that had designated custodians.



Figure 6 - Restroom of a school that relied on teachers cleaning



Figure 7 Stairwell

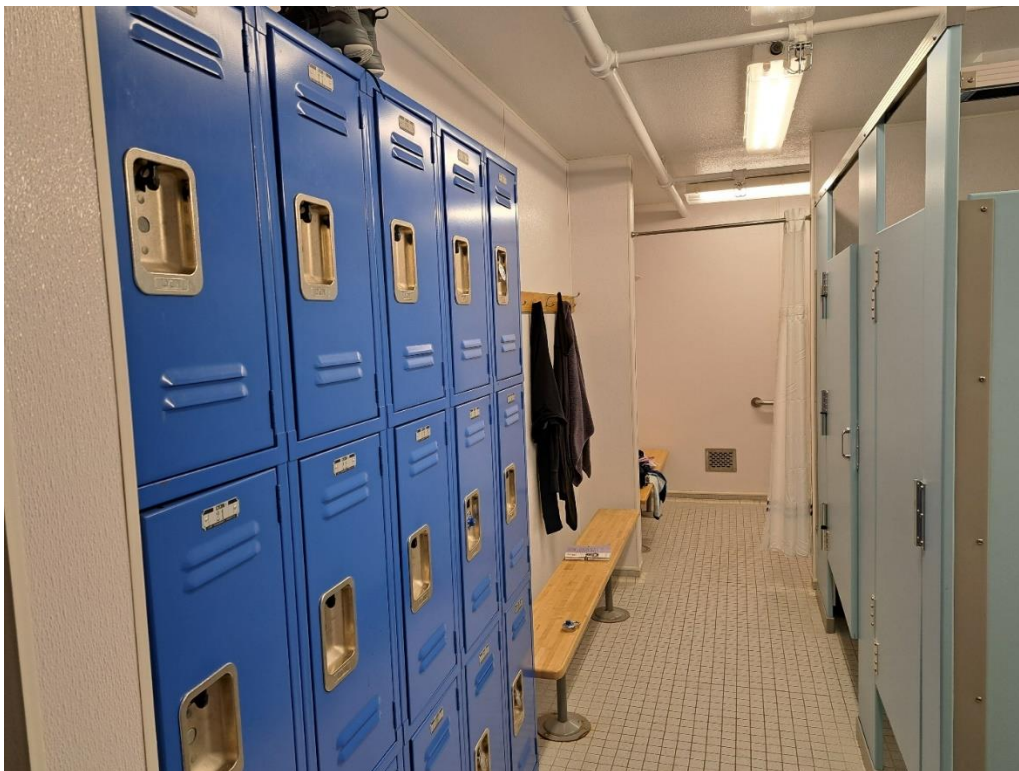


Figure 8 Custodial was not as good in schools where teachers served as custodians.