



Facilities Report for March 2025 School Board Meeting Highlighting February 2025 Activities

Department:	Facilities
HR Business Services Committee:	03.10.2025
Regular Board Meeting:	03.18.2025
Report Prepared By:	Jeremy DeGraef Corey Karren

Manager's Minutes:

Over the February break, the district Building Operations staff executed a widespread plan encompassing a wide range of essential tasks across the district. Preventive maintenance checks and repairs were prioritized, alongside the replacement of numerous light bulbs and fan filters, ensuring optimal building functionality. Equipment repairs were addressed promptly, and new staff members received thorough training. Intensive cleaning efforts included carpet and entry rug extraction, deep cleaning of classrooms, hallways, stairways, bathrooms, and gyms, and a complete remodel and cleanup of a computer lab. Throughout this period, the team successfully maintained the building operations for scheduled events, KeyZone and community educational programs, demonstrating a commitment to both proactive maintenance and seamless day-to-day service for our students and community.

What We're Working On:

- Organized storage spaces, consolidating and discarding old, broken furniture.
- Conducted a thorough inventory and organization of cleaning products and supplies.
- Maintained safe building access by keeping sidewalks clear of ice and snow.
- Provided comprehensive training for new employees.
- Upheld consistent cleaning standards throughout all facilities
- Identified a shortage of student desks, encountering aging desks nearing the end of their usable life.
- Prepared for the kick-off of spring sports and the seasonal opening of the stadium.

Upcoming Changes/Improvements to the Department:

- A new monthly meeting is being initiated with building engineers to facilitate discussions about building needs and issues.

Staffing Report:

- We are successfully filling custodian openings, but continuing to face challenges in recruiting and filling Licensed Engineer positions.
- Jessica Davis, Custodian at East has been promoted to Second Shift Engineer 1 for Myers-Wilkins.
- New employees: Nick Murray working as Floating Custodian, Sierra Murray Floating Custodian and Chris Thomson Custodian at Ordean.
- Maintaining the quality standards of building cleanliness and safety.