



Date: July 15, 2013

From: David Marshall

To: Three Rivers School District, Board of Directors

Subj: June 2013 Board Report

INTRODUCTION.

Now that the District's support organization is within one operating directorate, I will combine the various departments' individual reports within one document. I do this for several reasons: First, it is the best way for me to learn my new responsibilities and be knowledgeable enough to report them to you; Second, I work on a peel-the-onion approach to reporting: report at the highest acceptable level to a governing body, but be able to respond to ever lower of details as required. At first, the ever-lower-of-detail mantra will be hard for me to respond to but, eventually, I should be able to respond to all of your questions concerning all of the issues that might come up within our five departments: Food Service; Student Transportation; Maintenance; Custodial, and District Office operations (the latter consisting of the warehouse, print shop, delivery, and courier services). Finally, I have found that having two or more individuals attending a meeting when one can normally suffice is neither economical nor efficient, both conditions that today's public entities should always strive to achieve.

There was little time to format this report the way it will eventually be delivered to you and, of course, with the summer here, some departments (Food Service, for example) have little to report. Thus, this is a Work In Progress ... please comment as you believe to be appropriate.

MAINTENANCE

In the month of June 2013, our maintenance crew received 133 work order requests and completed 62 for a completion rate of 68.27%. During June, our work load increased due to the work related to graduation ceremonies.

For future graduations, we plan to more closely coordinate with school staffs and the District's custodial staff.

During June, these repairs were affected at the buildings indicated.

Applegate: Drinking fountains.

District Office: HVHC heat pump.



Evergreen: Boiler system water leak was fixed; boiler was cleaned and inspected.

Fleming: Door handle, outside light, shower control, urinal and some gates.

Fruitdale: A broken pipe in the irrigation system, a freezer and a door lock and “striker.”

Fort Vannoy: Repairs were made to the well pump controls.

HVHS: A plugged urinal and a refrigerator. Combi oven was serviced.

IVHS: Repairs were made to: A heat pump, a sink faucet and clean up some vandalism graffiti on walls. Combi oven was serviced.

Jerome Prairie: Closing school items.

Lincoln Savage: Removed some wiring, steps/decks on portables to get ready for move.

Lorna Byrne: Repairs were made to: Boiler system.

Madrona: Repairs were made to: Sprinkler and a toilet.

Manzanita: Lights, freezer, and a sink.

Merlin Alternative: Heat pump and a toilet.

NVHS: Hot water coil in heat loop of boiler system. Combi oven unit serviced.

Williams: Siding on portable building and a gutter drain pipe.

CUSTODIAL

Now that school is out, our focus has turned from a daily cleaning routine to project cleaning. Over the next few months our custodial staff will be moving countless pieces of classroom and office furniture in order to clean the carpet and apply new finish to the hard floors.

All students' lockers will be cleaned and the combinations will be changed. Walls will be cleaned along with hundreds of light fixtures. Desks, cabinets and shelves will be scrubbed prior to being placed back into offices and classrooms. All of this work will be done in a few short weeks, in preparation for a new school year