



# **Three Rivers School District**

Maintenance Department  
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December 29, 2011

Board of Directors  
Dan Huber-Kantola  
Three Rivers School District

During the month of December our Maintenance Department received 136 work requests (112 Correctives, 11 Preventative, 3 Safety, 2 Minor, 8 Other) completing 79 within 30 days of receiving for a 58% completion rate.

## **Maintenance Work Requests North Valley/Illinois Valley Areas**

01. Repaired three leaking toilets and one leaking urinal
02. Rebuilt drinking fountain in small gym at NV
03. Remounted handicap bar for toilet at NV
04. Cut six new foods room and three band room keys for NV
05. Rekeyed vault key for LB
06. Installed new file drawer locks with keys at MAC
07. Cut 15 new PE keys for NV
08. Rekeyed 38 exterior doors and completed necessary repairs to lock sets at NV
09. Cut 97 new exterior door keys for NV
10. Rebuilt crash bar for the weight room door at NV
11. Rebuilt door closure at MZ
12. Cleaned the gym roof downspouts at FL
13. Inspected and made necessary repairs to the basketball backboard and rim connections at NV

## **Maintenance/Custodial Holiday Break Project Work North Valley/Illinois Valley Areas**

### Maintenance:

01. Trenched 110 feet, laid conduit, and backfilled trench for the new reader board electrical feed at EV
02. Installed four replacement elements in combi oven at IV
03. Relocated power feed for a classroom parenthesis board at IV
04. Installed new 3 inch drain system for dishwasher at NV
05. Installed new electrical outlets for two new parenthesis boards at MZ
06. Installed new booster heater for the dishwasher at NV
07. Installed new power with outlet and wall mounted TV for the team room at NV

08. Inspected compressed air system, made necessary repairs, and installed 30 feet of new air line for the air brush teaching station in the art room at NV
09. Replaced 8 ballasts in the shop classrooms at NV
10. Completed preventative maintenance on three sections of bleachers at NV
11. Installed three new lighted exit signs with battery backup at FV

Custodial:

01. Replaced air filters and conducted belt inspections on all HVAC units and heat pumps
02. Cleaned and burnished gym floors at FV and MZ
03. Cleaned and burnished cafeteria floors at IV, NV, MZ, FV, EV, FL, and LB
04. Deep cleaned carpeted areas at NV, IV, and FL
05. Deep cleaned and disinfected locker rooms at NV, IV, FL, and LB
06. Cleaned trophy cases at IV
07. Detailed cleaning of all restrooms
08. Detailed dusting of all classrooms
09. Deep clean rock halls at NV and IV
10. Completed security checks over holidays
11. Completed building inspections over New Year's weekend

**Grounds North Valley/Illinois Valley**

01. Cleaned and box scraped track at FV
02. Loaded and hauled 10 yds. of granite from NV to FV and spread on baseball infield, leveled, and wheel packed
03. Hauled and spread 10 yds. of  $\frac{3}{4}$  minus for the NV parking area
04. Backfilled and compacted 180 feet of trench for the electrical feed to the softball field
05. Pruned all trees at FL
06. Dragged FL grounds removing mole hills
07. Installed new 2" irrigation connection for the garden boxes at MZ
08. Assisted maintenance crew repairing roof leak at FL
09. Removed and or mulched leaves at NV and FL
10. Pruned trees in back of LB
11. Cleaned back beds and pruned landscape plants in rear of LB
12. Trimmed shrubs in parking area and back of LB
13. Vacuumed leaves out of parking areas at EV
14. Pruned oak tree in front of EV
15. Removed limbs that were over roof from fir tree adjacent to front classroom wing at EV
16. Raked and hauled off leaves at IV, LB, and EV

Over the holiday break I completed the six month asbestos survey for all our schools. Lorna Byrne and Fruitdale were not included, in that these buildings do not contain asbestos. The survey consists of inspecting the asbestos containing materials (ACM), determining the condition, noting condition on building survey report, and updating the building's management plan along with the district's master management plans. If maintenance work is needed a work order is written and work completed by one of our two asbestos certified workers. I also assisted Jim with custodial safety training. We completed three of the four modules for the Safety in Motion program. We covered "Lifting Options Techniques and Pace", "Mid-range Wrist Motion", and "Leg Strength and Balance". 32 custodians attended and Jim and myself cooked burgers and beans for the guys and gals. A big thank you goes out to Jim for setting the training up and to Chris Marsh the head custodian at Fruitdale, for his help assembling the tables and chairs along with assisting me with the

overhead computer program. Fire and Life Safety inspections were conducted during the month with Deputy State Fire Marshal Charles Chase. The results of the building inspections showed no deficiencies requiring correction or action at Manzanita, Fleming, and Ft. Vannoy. North Valley had two deficiencies: (1) a dry solution tank for the Gaylord fire suppression system in the kitchen,(2) a blocked exit door out the kitchen to the cafeteria. Merlin had one deficiency: (1) Stored materials and bookshelf in main fire corridor. The noted deficiencies have been corrected. I would like to thank all the building principals, head custodians, and safety committee members who have spent a great deal of time making sure our buildings are safe for our students and staff.

### **Vehicle Maintenance Report**

01. Performed preventative maintenance on vehicle #6, Fleming's riding lawn mower, & Fruitdale's weed eater.
02. Repaired vehicle #75's dome light, traced battery draw and repaired wiring for vehicle #2, checked and replaced battery to vehicle #6, repaired flat tire on trailer #4, repaired wiring and replaced battery cable end on John Deere 4200
03. Pulled and overhauled engine to the district's riding lawn mower
04. Performed routine maintenance on activity bus #96

### **Fruitdale- Fire Alarm**

Don Hartley, from Action Industrial, met Jim Bunge at 7:30 a.m. on December 22nd to install the parts that we received from Global Fire Control Inc. Don had the new panel, communication board and remote annunciator installed around 10:00a.m. There were a few problems with the system self-programming, Don was able to get it worked out along with some help from Global Fire Control. All the device points had to be programmed manually, and there are 111 points. Once this was done, the system then sends the info to the monitoring station. But the system would not connect and send the data as it had earlier in the day. Don called and worked with Global Fire Control to help solve the issue but neither he nor Global could come up with a solution. Don worked on this issue until 8:00 p.m., but was un-successful in getting the system to communicate correctly.

On Friday December 23<sup>rd</sup> Don was back to see what could be done with the communication issue. Working with the monitoring station, and Global Fire, he discovered that some of the codes that the new communicator was sending out did not match the codes the monitoring station would recognize. Global Fire Control sent a copy of all the codes for the communicator to Don. On December 27<sup>th</sup> Don tried to send the codes to the central monitoring station but they would not accept it. They informed him it had to come from Jim Bridgers of Protec Security and Communication Systems. Don then had Jim Bridges from Protec send this to the monitoring station so they could program them in their system.

Don asked us to clean and check each smoke detector to verify that they are in the system. On December 29<sup>th</sup> each smoke was cleaned and checked. There were 3 smoke's that were not entered in the system with their locations. As each device was removed and cleaned the system did give a fault indication and then sent that fault to the central monitoring station.

Don was in on Dec 30<sup>th</sup> to program in the last of the locations. The system sounds all alarms and strobes and seems to be working correctly. The only issue left is that central station is not receiving the reset signal after the system cleared.

## **.Fire Marshall Inspection**

The State Fire Marshall Charlie Chase conducted our annual fire inspections in the Hidden Valley Area. Overall he was very happy with what he saw. Below is his finding per school.

1. **Williams-** No Hazards Noted
  2. **Lincoln Savage-** No Hazards Noted
  3. **Madrona-** Reduce accumulations of combustible storage in the center room of the West Pod. (Numerous empty boxes were found and the amount of storage needs to be limited in the room. Noted that it could cause an egress issue in the case of an emergency). This was noted last December also. Keep combustible storage 24" from ceiling (Kitchen Pantry)
  4. **District Office-** No Hazards Noted
  5. **Jerome Prairie-** Maintain clear area in front of breaker panels in kitchen (there was a rolling tray and a bread rack located in front of the panels). Keep combustibles off the laundry dryer. No storage on dryer. (A cardboard box was found on top of dryer located in the kitchen)
  6. **Hidden Valley H.S.-** Discontinue use of extension cords. 6 extensions cords found being used as permanent wiring.
    - Replace exit sign C-wing exit. Lens broken out. Work order 38565 (completed 12/14)
    - Room F-16 missing fire extinguisher. Install extinguisher Work order 38586
    - Open electrical box football team locker room. Work order 38580
    - Cracked lens on exit sign band room. Work order 38585
    - Soccer nets and chairs stored un-secured in hallway outside gym. Last year school was asked to have it removed, this year he wants it secured to the wall when not in use to prevent it from becoming a blocking hazard during an emergency. If it is not secured it will have to be removed.
    - Clean lint out of dryer in laundry room. Custodial Work order 38581
    - Gym door fire magnet missing. Work order 38582
    - Replace cord on wood shop panel saw. Work order 38565 (completed 12/14)
    - Art room light box cord has exposed wires fixed with tape. Replaced cord Work order 38584.
- **AG Barn**
  - Open electrical box in butcher room
  - Extension cord on refrigerator. Cord running across doorway of butcher room.
  - Extension cord running across floor in water to small space heater in butcher room
  - Daises chain electrical cords in classroom.
  - Electrical cord strung from beneath stack of hay up over roof rafters, down to other side of barn.
  - Electrical outlet wiring hanging loose in unfinished ceiling and electrical outlet hanging by wires unsecured in box
  - General housekeeping needed though-out barn.

The State Fire Marshall has given us six months to get a licensed electrical contractor on site to evaluate the AG barn's electrical system. Once evaluation is completed, repairs made, and proper permits submitted, it will be re-inspected.

## **Old Home and Alternative Center Hidden Valley**

Rural Metro Fire will be conducting "Burn to Learn" classes on both buildings. The classes are scheduled to be held on February 11<sup>th</sup> and 12<sup>th</sup>. They will be holding the classroom portion of the course at Hidden Valley H.S then moving to the homes for 'hands-on' fire-fighting.

## **Maintenance Work Requests Hidden Valley Area December**

1. Replaced drinking fountain heads at Williams
2. Installed lid latch on ball basket to prevent it from falling on students @ Applegate
3. Made and installed exit sign cage for Hidden Valley gym
4. Repaired door closure @ District office
5. Repaired door latch and closer on Applegate gym, as smaller students had difficulty opening it.
6. Repaired small warming unit at Lincoln Savage in the kitchen
7. Re-installed sink in girls restroom that was torn off at Applegate
8. Repaired library door and installed new weather stripping at Applegate
9. Repaired and installed hallway doors at Hidden Valley HS
10. Manufactured and installed new shelf in Hidden Valley HS wrestling room
11. Repaired hose bib leak in Hidden Valley HS girls locker room
12. Repaired burst water pipes on drinking fountains at Applegate
13. Installed new white boards in Old Applegate building
14. Cut down dead madrone tree at Applegate School. Left wood for school fund raiser.
15. Picked up leaves at Lincoln Savage
16. Installed new evaporator in Hidden Valley H.S walk-in freezer

## **Training**

Custodial training was held at Fruitdale on December 19<sup>th</sup>.

This concludes our maintenance report for the month of December 2011. If you have any questions or need further information please e-mail or phone.

Respectfully Submitted  
Dave A. Bracken  
Director of Environmental Services