

# Dashir Management Services, Inc.

---

2356 Reinhardt Ct ~ Reedsburg WI 53959  
Phone (608) 524-2251 Fax (608) 524-2251  
[www.dashirmanagement.com](http://www.dashirmanagement.com)

## Medford School District #763

February 2017  
Custodial/Maintenance Report

### Training Conducted

The OSHA required safety training on Slips, Trips, and Falls was conducted with all Dashir employees on January 12, 2017. Sean Heaney also attended a Dashir Managers' Meeting in Albert Lea on January 11, 2017.

### Inspections

Five inspections were conducted during the month of January. The results were shared with each individual custodian audited.

### Projects Progress

- Working with Steele/Waseca Co-op on generator repairs. We just need to wire up a few things and test when school is not in session.
- Replaced two auto flushers.
- Ordered parts to repair the broken main entrance inner handicap door opener/closer.
- Repaired two roof leaks.
- Sent six radon test kits in for lab analysis.
- Ordered parts for the two entry way heaters that are currently not working.
- Replaced the inducer motor on roof top unit #19.
- Installed a new refrigerator in the staff lounge for healthy food options. Purchases will be made using the honor system.
- Repaired eight boards in the small gym floor.
- Waiting on two new handicap accessible round lunch tables.
- Working with Hallberg Engineering on the HVAC replacement project.

Respectfully submitted,

*Sean Heaney*  
Facility Manager