

3-2-24

Hello Superintendent Morrison,

I would like to thank you for allowing me the opportunity to serve the SISD as Maintenance Director. There are many projects I am looking into currently to help improve the longevity and functionality of the district. I will learn the format for future reports; for this report I will use a simple outline style format.

### **DISTRICT WIDE HEATING WORK.**

We hired Ketchikan Mechanical to come for site visit to get district up and functional, provide report with recommendations to bring district up to stable heating in schools and housing units district wide (Excluded Hollis, Edna Bay and Port Alexander at this time). Performed site visit February 26-27. Report should be ready within 2 weeks. We have been experiencing many no heat or insufficient heat issues this winter. Too many unknown variables in too many areas for our maintenance team to resolve effectively and efficiently. Hiring a company to bring us back up to fully functional, District Wide, as a starting point... then our maintenance team will be able to have a solid base to maintain throughout the year. I am also recommending starting a District Wide Boiler/Furnace Annual Tune-up and Inspection by a professional boiler tech company.

- KASAAN
  - School - Heater Replacement, the YUKON dual fuel furnace has burned through the burn chamber walls - ONLY option is replacement. Working with Ketchikan Mechanical
  - Kindergarten/Preschool - Currently being tied into wood boiler as soon as the contractor (Harley ??) gets the proper reducer to adapt into the underground piping.
  - Housing - tying Wood Boiler to Housing unit is complete, at last understanding from conversation towards the end of February
  - Wood Boiler Building needs fresh water source to tend to boiler evaporation refills – potential catchment system with pump?? Check feasibility for chemistry of boiler water.
  
- WHALE PASS
  - School - Solely on wood heat that the present time, as the one of two furnaces' burners is down, the second furnace was disconnected and roofed over when I arrived.
  - Wood Bricks were delivered to assist in starting the fires until we can get the furnaces repaired
  - Water - working towards a more robust water catchment design (Piping and route and keep from freezing at the top) from the dam
  - Housing - Josh cleaned out debris in radiators – now using wood boiler heat
  
- COFFMAN COVE
  - School - Greenhouse wood boiler has crack in belly – replacement is in discussion??
  - Housing - Josh worked very diligently during one of our worst weather days of the season tracking and getting parts on the island to make repairs on wood boiler.
  - Housing - Hess's furnace out, using wood in meantime - should be repairable with new ignitor coil
  
- NAUKATI
  - Boiler - crack in cast iron belly (most likely section replacement vs Boiler replacement from KTN Mech)
  - leak at heat exchangers leaks - repair in house during summer
  - housing modular needs to be releveled as it was built on silt, no real foundation
  
- HOLLIS
  - greenhouse water install - never reconnected to new school
  - New School update - water done, believe there are still some punch list items to complete.
  - trying to schedule a Walk Through for me to get eyes on all components not easily seen to ensure strong maintenance program integration. Put off several times by contractors
  
- EDNA BAY
  - Josh and I replaced library fuel tank mid-February
  
- PORT ALEXANDER
  - greenhouse material - on the walls \_ material onsite, just need to do labor
  - have list from Mr. Morrison on email

- THORNE BAY/DISTRICT OFFICE
  - Doll House - new bath fan motor, new microwave hood vent, new ignitor with spare at house
  - Shop - repaired Waste Oil burner (OMNI 150) - back plate warped and cracked. Alex and I made new back plate out of thicker steel. Checking with MFG on Monday
  - District Office - Entry-Concessions-Entry Restrooms are not making comfortable temps. We have been tracking outside air infiltration through openings created by the Sprinkler repairs
  - School - doing maintenance on AHUs and Fan units
  - School and DO - will order new motors for Cabinet Unit Heaters and Fan Units to get system fully functional.
  - DO/GYM – one boiler is shut off, fuel aeration to the system with a bypass pump installed to mitigate until we find a resolution.
  - Wood Boilers repair parts have been ordered
  
- Building Security (Keys, Locks, and Control of Access)
  - Key Program - building database in system
  - Mapped out schools and doors in Coffman, Hollis, Thorne Bay, and Naukati so far
  - researching Key Cabinets for storage and tracking
  - Getting a sample of Electronic Core from BEST ACCESS for small scale digitization of key locks in district schools.
  - tools and supplies should be arriving very soon to be able to correct locks, cut keys, and move our way to a single Grand Master System vs the 3 Systems and multiple platforms
  
- **OTHER PROJECTS and UPDATES:**
  - NAUKATI
    - playground fence is rotten and need to be removed or replaced.... Recommend removal - the wooden 4x4s are embedded in cement and are rotten, would require breaking cement to replace and rebuild properly
    - School - lighting issues and replacement of fluorescent tubes with LED and removing ballasts
  
  - COFFMAN COVE
    - housing - just received new ceiling fans for Melissa's unit
    - School - lighting issues and replacement of fluorescent tubes with LED and removing ballasts
  
  - KASAAN
    - Covered Play Area - beginning to work in making area functional as a covered play area and mitigating the condensation and weather causing difficulties for traction
  
  - THORNE BAY/DISTRICT OFFICE
    - School - lighting issues and replacement of fluorescent tubes with LED and removing ballasts
  
  - WHALE PASS
    - Housing - needs new dishwasher
    - School - lighting issues and replacement of fluorescent tubes with LED and removing ballasts

These are the key points that are at the top of my list so far, by no means is this list complete. Thank you for your time and I look forward to working with the district as we move forward.

HUGE Thank you to the diligent work and support of our Maintenance Department!!! Alex Hert, Jim Stone., Josh Musser, and Terri Kohn

Kind regards,  
Scott Randall – SISD Maintenance