

P.O. Box 1330  
675 Second Street  
Cordova, AK 99574



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[www.cordovasd.org](http://www.cordovasd.org)

JOSHUA PEARSON  
Director of Maintenance Board Report  
October 17, 2018

### **2018-2019 GOALS FOR THE MAINTENANCE DEPARTMENT**

- Continued work on putting better maintenance and custodial systems into place to help the maintenance and custodial staff operate more efficiently, which in turn will help the entire district to operate more efficiently.
- Progress forward with assessment of the High School HVAC systems and what it would take to get that system automated like Mt. Eccles.
- Organize and clean every aspect of the maintenance and custodial departments including: both boiler rooms, energy center/maintenance shop, custodial closets, garage and storage at Mt. Eccles.
  - UPDATE: (9/28/18) Boiler rooms cleaned and better organized/ongoing organization.
- Set up, put in place, and execute a proper district wide preventive maintenance plan.
- Create and define the tasks of each custodian for their daily, weekly, and monthly tasks.
  - UPDATE: (9/28/18) Completed job check-off lists for each custodial position to ensure that they know their everyday tasks, and when a substitute is needed, they also know the tasks of the position they are covering.
- Working on better communication between the staff, the custodians, and the proper channels to prioritize and complete work orders in a timelier manner.
  - UPDATE: (9/26/18) Communication is an ongoing process but everyone seems to be communicating well.

### **MONTHLY DATA**

MT. ECCLES ELEMENTARY SCHOOL  
(T) 907-424-3236  
(F) 907-424-3117

**EXCELLENCE FOR ALL**

CORDOVA JR.-SR. HIGH SCHOOL  
(T) 907-424-3266  
(F) 907-424-5215

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18-19	Preventative Maintenance Work Orders Completed	Corrective Maintenance Work Orders Completed	TOTAL
JUL	95	11	106
AUG	169	254	423
SEPT	70	23	93
OCT			
NOV			
DEC			
JAN			
FEB			
MAR			
APR			
MAY			
JUNE			
<b>TOTAL</b>	<b>334</b>	<b>288</b>	<b>622</b>

**CURRENT PROJECTS/CONSIDERATIONS**

- Interviewing and hiring of afternoon/evening shift custodian for the high school.
  - ❑ UPDATE: (9/26/18) Hired new custodian for High school.
- School is in session. Our highest priorities now are our day to day custodial needs, preventive maintenance, and corrective maintenance to keep everything running and operating properly.
  - ❑ Ongoing
- Continued work on High school HVAC system to get it operating properly.
  - ❑ UPDATE: (10/2/18) Had a technician from Pinnacle mechanical out of Anchorage look at our Boiler #1 at the high school and I am waiting for a quote on what it would take to get it back up and running again. Also, we have a boiler at Mt. Eccles with a small fuel leak on the pump and I am waiting on a quote for a new pump from the same technician due to the manufacturer not offering a rebuild kit for that particular pump.
- High School gym floor installation is almost finished!! According to the guys at Alaska Industries (Floor Company), the floor will be completed within the next ten days and we should be ready for the fast ferry volleyball tournament on September 21st.
  - ❑ UPDATE: (9/24/18) Gym floor is complete and the tournament went great! The floor looks good and students seem to be respecting the “no street shoes” rule.
- Working on getting the waste oil burner back up and operating properly.
  - ❑ UPDATE: (10/2/18) Had technician from Pinnacle Mechanical look at the waste oil burner also, and awaiting a quote for this system as well.
- New benches for high school cafeteria are on order and will be here within a week or so.
  - ❑ UPDATE: (9/26/18) The new benches have arrived and will be installed soon.

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- Working with principles at both school buildings for an annual safety and security walk through.
  - UPDATE: (9/12/18) Ongoing
- Working with the cities proper departments to set up a more thorough structural walk through inspection for both school buildings.
  - UPDATE: (9/12/18) Waiting on response from city to see if they have anything in place for a more thorough structural walk through.

### **UPCOMING PROJECTS/CONSIDERATIONS**

- Finishing Gym before the first event.
  - UPDATE: (9/24/18) Floor Complete
- Waste oil burner.
  - UPDATE: (10/2/18) Waiting on Quote.
- High School HVAC systems, ongoing.
  - UPDATE: (10/2/18) Waiting on Quotes.
- Working on older work orders that have never been completed.
  - UPDATE: (9/28/18) Ongoing

### **STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

- [MAINTENANCE EMPLOYEES WORKSHOP - OCTOBER, 17-18, 2018](#)