

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



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

CHRIS MORENO  
Director of Maintenance  
September 10, 2025

### **2025-2026 GOALS FOR THE MAINTENANCE DEPARTMENT**

- ☐ Encourage and foster a team oriented culture amongst maintenance/custodial staff at both schools by holding regular monthly team meetings and prioritizing checking in with each employee regularly to hear concerns, give direction, and instill a sense of comradery.
- ☐ Effectively track costs associated with maintenance activities such as labor time as it pertains to preventive and corrective maintenance, custodial supply usage, and parts and repair costs for work orders.
- ☐ Develop a process and schedule for regularly auditing and updating inventory levels of parts and supplies listed in Asset Essentials
- ☐ Maintain a value of 90% or better for percentage of work orders completed on time. Meaning the work order was completed on or before the assigned expected completion date.

### **CURRENT PROJECTS/CONSIDERATIONS**

- The Home Ec/CTE washing machine was replaced after the existing machine broke. Thanks to Ace Hardware for assisting with bringing the new machine to Cordova.
- Furniture/desk adjustments along with other various teacher/classroom requests to finalize classrooms for the school year.
- Otis Elevator quarterly service of all district elevators 8/18/25.

### **UPCOMING PROJECTS/CONSIDERATIONS**

- Install gate at top of stairs on MTE playground. Update: Proper kit has been acquired, all parts necessary for installation are now on hand.
- Process contents of modular building behind CHS for either disposal or saving and demolish structure.
- Annual boiler maintenance by Cool Air Mechanical

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## **MONTHLY DATA**

### *District Totals*

	Preventative Maintenance Work Orders Completed	Non Preventative Maintenance Work Orders Completed	Labor Hours to Complete WO's	Cost
<b>JUL</b>	80	9	121	16,466.34
<b>AUG</b>	73	37	275	12,743.30
<b>SEPT</b>				
<b>OCT</b>				
<b>NOV</b>				
<b>DEC</b>				
<b>JAN</b>				
<b>FEB</b>				
<b>MAR</b>				
<b>APR</b>				
<b>MAY</b>				
<b>JUNE</b>				

				Grand Total							
Source Site	Origin	Work Type	WO Status	Count	Labor Hrs	Other Hrs	Total Hrs	Labor Cost	Part Cost	Non-inv \$	Grand Total
Mt. Eccles Elementary School	PM	Preventive Maintenance	Completed	20	5.81	0.00	5.81	1605.81	0.00	0.00	1605.81
		Inspections	Completed	26	16.07	0.00	16.07	299.54	0.00	0.00	299.54
	PM			46	21.88	0.00	21.88	1905.36	0.00	0.00	1905.36
	Non-PM	Preventive Maintenance	Completed	1	80.00	0.00	80.00	1491.20	0.00	64.95	1556.15
			Completed	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Request for Custodian	Completed	3	1.50	0.00	1.50	9.32	0.00	0.00	9.32
		Facility Request	Completed	3	9.00	0.00	9.00	312.48	0.00	0.00	312.48
		Reactive Maintenance	Completed	6	2.50	0.00	2.50	86.80	0.00	0.00	86.80
		Teacher/Classroom Request	Completed	13	3.90	0.00	3.90	128.90	0.00	0.00	128.90
	Non-PM			29	96.90	0.00	96.90	2028.70	0.00	64.95	2093.65
Mt. Eccles Elementary School Total				75	118.78	0.00	118.78	3934.05	0.00	64.95	3999.00
Cordova JR/SR High School	PM	Preventive Maintenance	Completed	6	36.50	0.00	36.50	3991.42	860.00	0.00	4851.42
		Inspections	Completed	21	34.25	0.00	34.25	911.05	0.00	0.00	911.05
	PM			27	70.75	0.00	70.75	4902.47	860.00	0.00	5762.47
	Non-PM	Improvements	Completed	1	2.00	0.00	2.00	69.44	0.00	180.00	249.44
		Preventive Maintenance	Completed	1	80.00	0.00	80.00	2128.00	460.38	0.00	2588.38
		Reactive Maintenance	Completed	1	0.50	0.00	0.50	17.36	0.00	50.00	67.36
		Teacher/Classroom Request	Completed	1	2.00	0.00	2.00	61.32	0.00	0.00	61.32
		Facility Request	Completed	4	0.50	0.00	0.50	15.33	0.00	0.00	15.33
	Non-PM			8	85.00	0.00	85.00	2291.45	460.38	230.00	2981.83
Cordova JR/SR High School Total				35	155.75	0.00	155.75	7193.92	1320.38	230.00	8744.30
Grand Total				110	274.53	0.00	274.53	11127.97	1320.38	294.95	12743.30