



Date: 05 June 2014

From: David Marshall

To: Board of Directors, Three Rivers School District

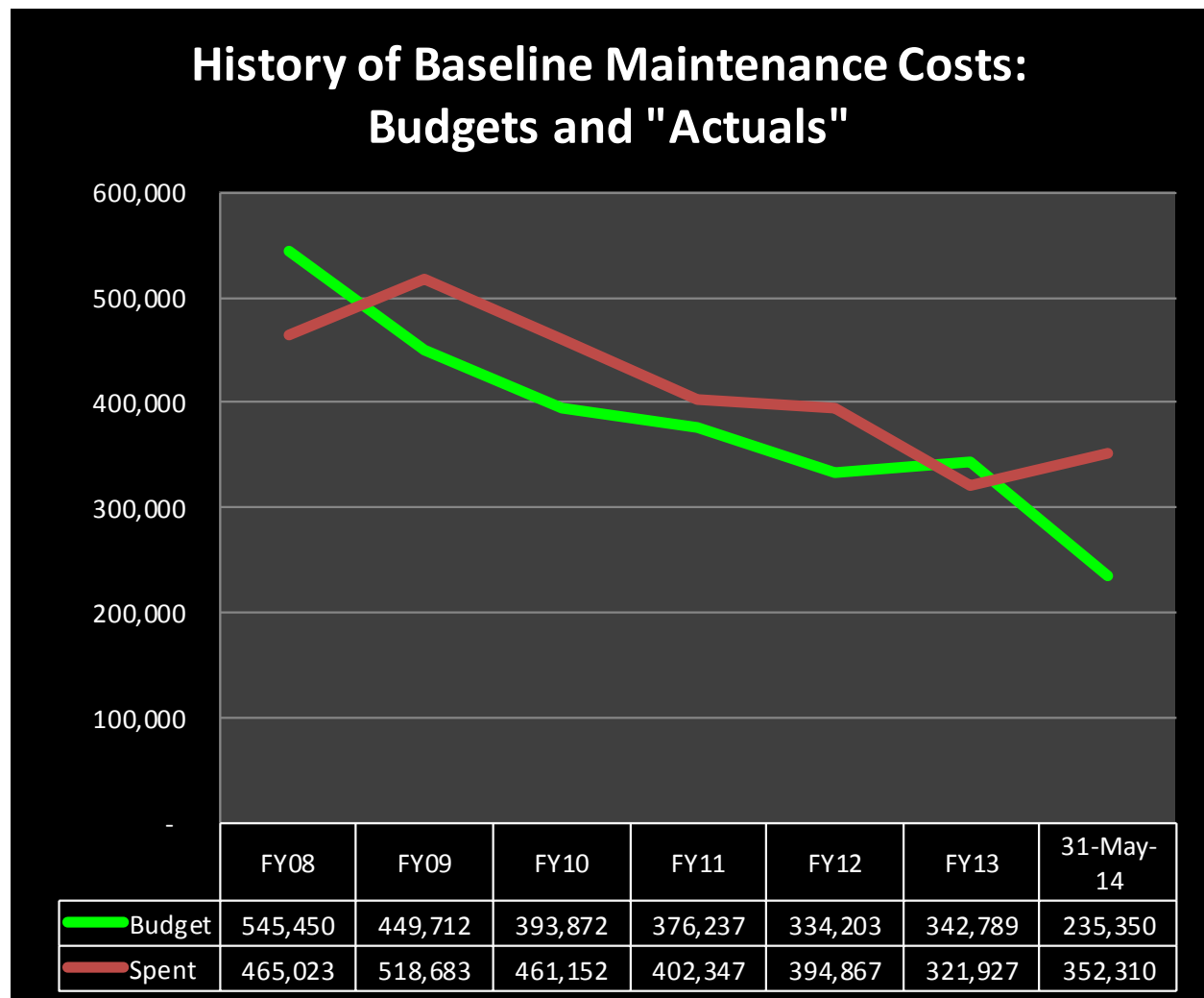
Subj: SUPPORT SERVICES: Financial and Narrative Report through 31 May 2014.

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## FINANCIAL INFORMATION FOR SUPPORT SERVICES

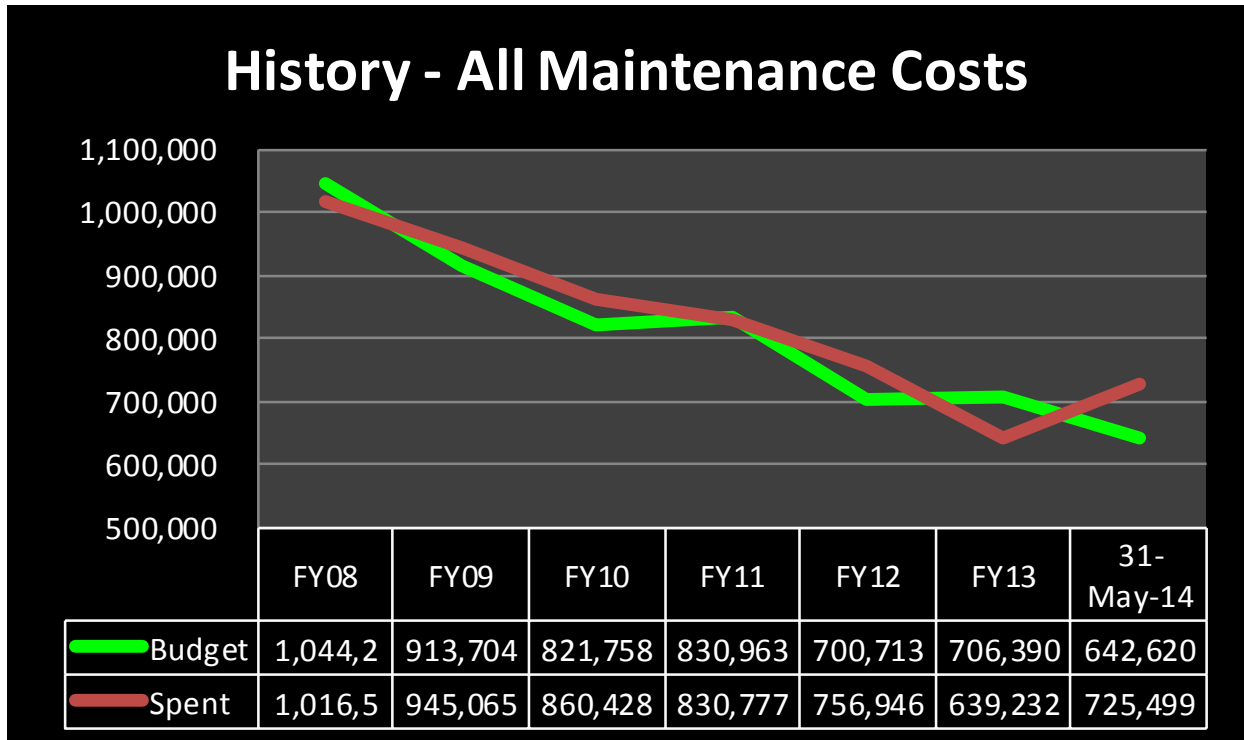
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This report provides you with three financial operating results for the Maintenance Department. First is a history of our budgets and the amounts actually spent. The first one, below, shows the budget-to-actuals figures for the "baseline" maintenance budget through 31 May 2014.

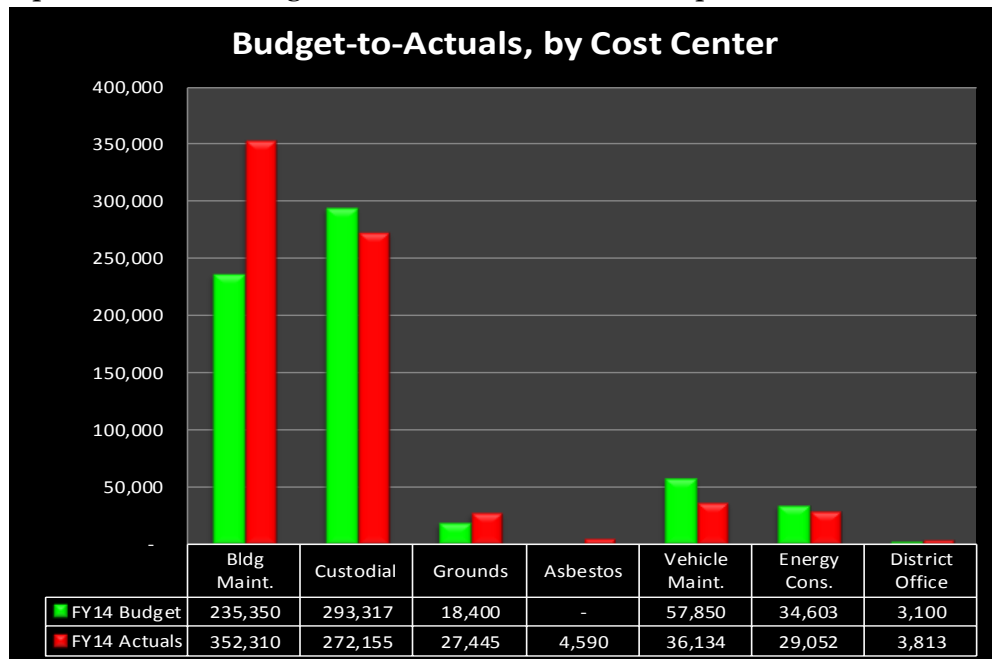




The second report, below, shows the operating results for the entire maintenance department (which includes custodial, grounds, asbestos management, vehicle maintenance, and energy conservation) for the months July 2013 through May 2014.



The third report breaks out budget-to-actuals for each of the department's cost centers:





## **CUSTODIAL SERVICES**

May 2014 Highlights



### **Safety**

These were the work related safety training topics for May 2014:

- Avoid Shortcut safety
- Employee Accountability Safety
- Heat Stress
- Work Pace Safety

We also want our custodial staff to enjoy time with their family/ friends and to be safe doing so. So aramark also provides helpful safety reminders while away from the work place. This month topics were:

- Spring Cleaning Home Safety Tips
- Spring Outdoor Fun Safety Tips

### **Summer Break**

For the past month or so our staff have been gearing up for this summer's projects. Summer schedules have been laid out and reviewed. The summer supply orders were submitted; supplies ordered and have delivered to each school.

Each year our gym floors are cleaned, screened and a new coat of finish laid. This year Brandson Hardwood Floor Company will be applying the finish. This will take place July 1<sup>st</sup> – 3<sup>rd</sup>.

### **Staff**

- I would like to welcome David Bellenbaum back as the Head Custodian at Lincoln Savage Middle School. David was out most of the school year and we are glad to have him back.
- Please join me in thanking Lester Crawford for his hard work, dedication and leadership while filling in as Head Custodian at Lincoln Savage Middle School. Lester did not hesitate when called upon to help out while David Bellenbaum was away. Thank for a job well done.