

November Maintenance Report

Summary:

Over the past 30 days, the Grounds and Maintenance has successfully completed several key seasonal projects and continued to address a high volume of work orders across the district.

Project Highlights:

- **District Wide Irrigation Winterization:**
The Grounds and Maintenance Crew have completed the district wide irrigation system winterization. All systems were properly shut down and secured for the season with no issues.
- **High School Cooling Tower Winterization:**
The High School Cooling Tower has been fully winterized and placed in unoccupied mode for the winter months. This project was completed without any issues.

Ongoing and Upcoming Work:

- **Winter Preparation:**
Maintenance staff have begun preparing district buildings for the upcoming winter season. This includes:
 - Cleaning gutters and downspouts
 - Conducting roof inspections
 - Reviewing snow removal site plans and assigning duties for each location
- **Staff Training:**
Maintenance staff continue to receive training for newly acquired equipment across our new buildings.

Work Order Summary:

Over the last 30 days, the Maintenance Department has completed **257 work orders**, not including in-person service requests.