

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



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www.cordovasd.org

CHRIS MORENO
Director of Maintenance
October 8, 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

- CHS and MTE boilers received annual service by Cool Air Mechanical. Service includes cleaning, inspection, and tuning.
- The dishwasher at MTE was out of service for a couple of weeks due to a failed fill sensor. A replacement part was installed and the dishwasher is back in service.
- Air handle filter changes and maintenance has been completed at MTE and is in progress at CHS.
- The small school bus has a failing blower motor for windshield defrost. A new part has been ordered and will be installed when received.

UPCOMING PROJECTS/CONSIDERATIONS

- A 40' connex has been sourced for CHS to use as overflow storage. This will provide the needed storage to remove items from the condemned building behind the school in preparation for tear down.

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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
JUL	80	9	121	16,466.34
AUG	73	37	275	12,743.30
SEPT	111	43	132	17,534.83
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				

				Grand Total							
Source Site	Origin	Work Type	WO Status	Count	Labor Hrs	Total Hrs	Labor Cost	External Labor \$	Part Cost	Non-inv \$	Grand Total
Mt. Eccles Elementary School	PM	Inspections	Completed	28	74.67	74.67	1394.33	0.00	0.00	0.00	1394.33
		Preventive Maintenance	Completed	30	17.67	17.67	342.24	6759.00	407.27	0.00	7508.51
	Non-PM			58	92.34	92.34	1736.57	6759.00	407.27	0.00	8902.84
		Teacher/Classroom Request	Completed	3	0.91	0.91	22.54	0.00	4.88	0.00	27.42
		Request for Custodian	Completed	3	1.15	1.15	34.72	0.00	0.00	0.00	34.72
		Facility Request	Completed	3	1.51	1.51	37.91	0.00	0.00	0.00	37.91
			Completed	11	0.30	0.30	5.53	0.00	0.00	0.00	5.53
		Reactive Maintenance	Completed	11	6.15	6.15	186.02	0.00	0.00	0.00	186.02
	Non-PM		31	10.01	10.01	286.71	0.00	4.88	0.00	291.59	
Mt. Eccles Elementary School Total				89	102.35	102.35	2023.29	6759.00	412.15	0.00	9194.44
Cordova JR/SR High School	PM	Preventive Maintenance	Completed	15	10.08	10.08	204.68	6759.00	0.00	0.00	6963.68
		Inspections	Completed	38	6.85	6.85	182.21	0.00	0.00	0.00	182.21
	Non-PM			53	16.93	16.93	386.89	6759.00	0.00	0.00	7145.89
			Completed	1	1.00	1.00	26.60	0.00	0.00	0.00	26.60
		Improvements	Completed	1	3.00	3.00	63.00	0.00	0.00	54.93	117.93
		Teacher/Classroom Request	Completed	1	1.00	1.00	26.60	0.00	0.00	0.00	26.60
		Facility Request	Completed	3	1.75	1.75	60.76	0.00	86.00	0.00	146.76
		Reactive Maintenance	Completed	6	6.17	6.17	174.16	0.00	34.50	667.95	876.61
	Non-PM		12	12.92	12.92	351.12	0.00	120.50	722.88	1194.50	
Cordova JR/SR High School Total				65	29.85	29.85	738.01	6759.00	120.50	722.88	8340.39
Grand Total				154	132.20	132.20	2761.30	13518.00	532.65	722.88	17534.83