

Dashir Management Services, Inc.

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Medford School District #763

January 2016

Custodial/Maintenance Report

Training Conducted

The OSHA required safety training on Hazard Communication: Right to Know was conducted with all Dashir employees on December 30, 2015. Sean Heaney attended a health and safety meeting at the southwest coop. in Marshall, MN on December 15. We hired a new custodian, Teresa Bell to replace Deb Szymanski.

Inspections

Five inspections were conducted during the month of December. The results were shared with each individual custodian.

Projects Progress

- Grinnell repaired the bell and intercom system.
- Completed many cleaning items and projects over the holiday break.
- Cole's electric replaced two ballasts and repaired two new parking lot lights that were out.
- Performed tile work on the wall in the boy's bathroom across from the vending machines due to vandalism.
- Repaired a broken board in the big gym floor that was in the playing area.
- SMI made an adjustment to the curtain in the big gym.
- Ordered parts for the rooftop unit number 4 due to the bearings going out in the blower fan.
- Installed a water line in the kitchen for the new cappuccino and hot chocolate machine.

Respectfully Submitted,

Sean Heaney
Facility Manager