

P.O. Box 1330  
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CHRIS MORENO  
Director of Maintenance  
December 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 Asset Essentials maintenance management software has been down due to some technical difficulties, I have been in communication with their customer support to resolve the issue.
  - Due to the outage I do not have work order data to report this month. It will be included in my next report.

### **UPCOMING PROJECTS/CONSIDERATIONS**

#### *Winter Break Maintenance Projects*

- CHS
  - Replace the old activities banners in the gym with the new ones
  - Deep cleaning of building
- MTE
  - Floor scrubbing and waxing in the kitchen
  - Deep cleaning of kitchen appliances and vent hood
  - Deep cleaning of building

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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	88	40	128	3,172.33
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUNE				