



Three Rivers School District

Maintenance Department
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April 3, 2012

Board of Directors
Dan Huber-Kantola
Three Rivers School District

In the month of March our Maintenance Department received 202 work orders (169 Correctives, 13 Preventative, 1 Inspection, 1 Minor, 22 Other) completing 161 within 30 days of receiving equaling an 80% completion rate. Along with the day to day work order routine our maintenance teams scheduled and completed several projects during spring break which could not be completed while students and staff are in the building. For example our North Valley/Illinois Valley maintenance team pulled a dry rotted counter top with sink out of classroom 103 at Evergreen and installed a new counter top with sink and drinking fountain, re-attached the drop ceiling in the girl's shower room and replaced six waterproof light fixtures to this ceiling at IVHS, installed four new drop faucets in the science room at IVHS, replaced numerous ballasts at Fleming, Manzanita, and NVHS, and repaired the steamer unit in the kitchen at Manzanita.

Along with all the maintenance items on the agenda for spring break our building custodial teams were very busy meeting their respective schedules. Most classrooms were deep cleaned, which consists of hard floor cleaning and burnishing, high and low dusting, window cleaning, carpet extraction, and desk/chair repair. The school's cafeteria floors were scrubbed and burnished, hallways scrubbed and burnished, and restroom floors cleaned and disinfected. Our custodians completed filter changes in all HVAC units and checked each unit for excessive belt and pulley wear. I would like to thank those members of our custodial and maintenance teams who worked tirelessly over spring break to have our schools ready for the return of students and staff after spring break.

Our grounds crew members are now in the midst of the turf grass growing season. As our spring sports begin, mowing schedules have been implemented which have our softball and baseball fields ready for play. This is always a very challenging time for Dave, Rick, and Mike as they are always trying to stay a step ahead of the spring weather. Again, thanks guys for having the fields ready for play.

Maintenance Completed Work Requests IV/NV Area

01. Replace missing latis on library walls at IVHS
02. Replace numerous light ballasts throughout the district
03. Repair sinks and faucets at EV, IVHS, MZ, NV, and FL
04. Drag and place pea gravel in the playgrounds at FV and MZ
05. Replace ceiling tile in the band room at FL
06. Repair leaking toilets at NV, MZ, and IV
07. Repair accordion door at MZ

08. Repair damage to a wall at NV
09. Repair and cut new keys for doors and locks at FL, NV, LB, and IV
10. Repair door crash bar at IV and NV
11. Replace leaking door closers at MZ and IV
12. Repair roof leaks at MZ, IV, LB, and FL
13. Readjust room thermostats at FV
14. Drag and fill pot holes in driveway behind EV
15. Clear down spouts at FL, EV, and MZ
16. Readjust doors to close correctly at MZ, NV, and IV
17. Replace damaged floor receptacle at IV
18. Repair lunch tables in the commons at IV
19. Repair the wheel chair ramp to Rm # 15 at FL
20. Hang new wall pads in the gym at IV

Training

Quarterly training for Head Custodians was held at Hidden Valley H.S on March 27th by Jim Bunge. Jim had Steve Koch from Tennant Equipment company come in and hold some very informative training on all of our Tennant equipment. Steve gave some great tips on how to help extend the life of our equipment by completing the daily cleaning and maintenance on the equipment as well as being able to spot signs of potential trouble during operation and upkeep to prevent damage and down time of the equipment. Tennant is on the leading edge of custodial equipment technology and has helped Aramark provide the district with the right equipment at a discounted rate. Training was also conducted for the district's substitute custodial staff on March 28th. This was a great opportunity to get all of them together and give in-depth training on the proper use of the cleaning products, equipment care and cleaning techniques. Our next custodial training is scheduled for June 22nd.

Maintenance Completed Work Requests HV Area

During the month of March there were 74 work orders submitted in the Hidden Valley area. The Hidden valley crew was able to complete 61 of them during the month and are currently in the process of completing the remaining 13.

01. Installed new lighting in the Hidden Valley trophy cases
02. Replace main office door panic hardware for quick lock down at Jerome Prairie.
03. Replace worn swing set hardware at Applegate for the safety of children
04. Replace restroom light switches at Lincoln Savage with key operated type.
05. Repair awning outside cafeteria at JP due to vandalism
06. 11 work orders for door repairs, ranging from new keys to rehangng of doors
07. Various sink and toilet repairs
08. Underground gutter clean out at Madrona

Jim and I would like to thank Chuck Kaeser and Ben Silva for their quick work on modifying the student cubicles in the multi-handicap room at Madrona. It was a high priority short notice work order and they were able to get it done prior to the new student's arrival. Job well done.

This concludes our maintenance report for the month of March 2012. If you have any questions or need further information please e-mail or phone.

Respectfully Submitted

Dave A. Bracken

Director of Environmental Services