

Regular Meeting
Wednesday, March 15, 2023 5:30 PM

Northland High School Room C113
316 Main St E
Remer, MN 56672

Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mission Statement "Educate and inspire all learners to reach their full potential."**
4. **Adoption of Agenda**
5. **Recognitions**
6. **Audience Recognition**
7. **Consent items**
 - 7.1. Approve the board meeting minutes from February 15, 2023 regular meeting
 - 7.2. Second Reading and Approval of Revised District Policies #444, #445, #447
 - 7.3. First Reading of Revised District Policy #453.2 - Payroll Information
 - 7.4. First reading of Revised District Policy #453.3 - Insurance Deductions For Less Than Full-Time Employees
 - 7.5. Review and Approve District Policies 448, 449, 450A, 451, 453, 453.1 and 491 with no changes
 - 7.6. Approve the resolution accepting gifts/donations to Northland Community Schools: Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following donations:
 - \$500 Outing Chamber of Commerce for the Senior Class Trip
 - \$100 Crow Wing Power for the Senior Class Trip
 - 7.7. Approve Post-Prom Party on May 13, 2023, departing for the Holiday Inn at 10:00pm and returning to Northland Community Schools at 5:00am
 - 7.8. Approve Revised Job Descriptions for Junior High Coach, Assistant Coach and Head Coach positions.
 - 7.9. Approve Revised Job Descriptions for Elementary Library Para-Professional and High School Library Para-Professional
8. **Reports**
 - 8.1. **Early Education Report**
 - 8.2. **Business Manager Report**
 - 8.3. **Elementary Principal/Activities Director Report**
 - 8.4. **Principal Report**
 - 8.5. **Facilities Report**
 - 8.6. **Indian Education Report**
 - 8.7. Committee Report presented by Linda Knox
9. **Superintendent Report**
10. **New Business**
 - 10.1. Discussion to reschedule May 3, 2023 Work Session due to it being in conflict with the Sourcewell Recognition Banquet

- 10.2. Sourcewell Presentation
- 10.3. Review and discuss proposed tuition reimbursement for Izabella Bishop to complete the Masters of Curriculum and Instruction program in the amount of \$16,500.00
11. **Personnel**
 - 11.1. Approve the hire of Izabella Bishop as Assistant Volleyball Coach
 - 11.2. Accept the resignation of Frank Peterson, Full-Time Custodian, effective 2/16/2023
 - 11.3. Approve the hire of Jacob Trimble as full-time custodian
 - 11.4. Approve discontinuation of Cleaner position
 - 11.5. Approve the hire of Jeremy Schwarz as Hill City/Northland Head Football Coach for Fall 2023 season
12. **Other school business which can legally be brought before the Board**
13. **Next Meeting Dates:**
 - Regular Meeting, April 19, 2023, 5:30pm
 - Policy Committee Meeting, April 28, 2023, 10:00am
- 14.

15. **Adjournment**

Adopted: 8/21/97

Independent School District #118 Policy 444

Rescinds: HAA, HAB, HAD, HAE, HAF AND HAG

Issued: 1/21/82

Revised:

Reviewed: 9/12/17, 01/16/23

444 NEGOTIATIONS

All negotiations with any bargaining unit certified by the Bureau of Mediation Services shall be conducted in accordance with the Public Employees Labor Relation Act M.S. 179.

The Board shall always negotiate in good faith on appropriate concerns. It shall deal with staff negotiating units in an open and fair manner, and will sincerely endeavor to each agreement on items being negotiated.

The Board intends that negotiation procedures achieve the following goals:

1. to provide an assured avenue of access to the Board's decision-making processes when agreement is not attained through less formal means;
2. to guarantee employees that they will receive a thorough study of their proposals as well as full consideration in reaching decisions related to such proposals;
3. to provide an orderly means for resolving disputes;
4. to meet all legal requirements of the state statutes.

The Board of Education rights and duties regarding negotiating with a bargaining unit certified by the Bureau of Mediation Services shall be those defined in the Public Employees Labor Relation Act M.S. 179.66 Rights and Obligations of Employers.

The Board of Education may appoint from its membership or hire from outside sources a negotiator or negotiation team to represent them in any phase of the negotiation process and with any or all certified bargain units.

The role of the superintendent in the negotiation process shall be that as consultant to the negotiator or negotiating team. The superintendent has no authority to negotiate on behalf of the Board of Education unless the Board appoints him to the negotiating team or specifically authorizes him to act as their agent.

The staff rights and responsibilities shall be those defined in the Public Employees Labor Relations Act M.S. 179.65 Rights and Obligations of Employees.

Legal References: MN STAT. 1984.462c28c

Adopted: 8/21/97
Rescinds: HAH
Issued: 1/21/82
Revised: 01/16/23

Independent School District #118 Policy 445

445 NEGOTIATIONS CODE OF ETHICS

Negotiations Code of Ethics will be as follows:

The Independent School District #118 School Board and administration:

1. Will make every reasonable effort to provide to employees and the general public timely, accurate and complete information.
2. Will provide information to employees and the general public through district publications, the news media and other appropriate means.
3. Will not engage in activities which demean, or destroy the credibility and integrity of individual members of an employee organization or its representatives.
4. Will not knowingly misrepresent positions of employees' organizations and/or the school district.
5. Will make every effort to preserve the concept that the governance of public schools shall remain with the public's duly elected representative i.e., the School Board.
6. Will make every reasonable effort to arrive at a settlement which is economically practicable, and which will not compromise the general well-being of students.
7. Will regularly review the status of negotiations at public School Board meetings and will make initial proposals of both parties known to the public and employees with an analysis of the potential impact of the proposals on the district.
8. Will not engage in harassment of individual employees or members of the employee bargaining team publicly or by use of any means.
9. Will not circumvent the established negotiation process by negotiating with individual members of the employee unit, members of the general public, or other persons not designated as members of the School Board and/or employee unit bargaining team.
10. Will not elicit support of students enrolled in the district's schools or use student activities as a forum to solicit support of the district's position relating to employee negotiations.

Issued:

Revised: 2/23

Reviewed: 10/17, 2/23

453.2 PAYROLL INFORMATION

Pay Periods:

Licensed instructional staff and administrative staff will be paid in twenty-four (24) equal installments - on the 15th day of the month and on the last day of the month. All other staff will be paid on the 15th day of the month and on the last day of the month. When the 15th of the month or the last day of the month fall on Saturday, Sunday, or a legal holiday, payments will be issued on the preceding workday. For hourly employees, wages paid on the 15th will be based on hours submitted for the 16th through the last day of the previous month. Wages paid on the last day of the month will be based on hours submitted for the 1st through the 15th of the current month.

Direct Payroll Deposit:

Effective September 1, 2013 the Northland Community Schools payroll system will work on a mandatory direct deposit basis. Employees who have not previously had their checks direct deposited will be provided with a form that tells the Payroll Department to deposit their net pay into a checking or savings account at a bank, savings & loan, or credit union of their choice. Further information is available from the Payroll Clerk.

SMARTeR – Employee Self Service:

Effective September 1, 2013 Northland Community Schools will utilize a paperless payroll system. **Employee Self Serve** is a program accessed online that allows employees to view/print their own pay stubs, W2's, and other information **whenever** they need it. Employees can see more detailed information regarding their leave time, as well as viewing pay information the day before payday. The District Employee Self Service (ESS) site can be accessed from the District's home page at www.isd118.k12.mn.us. Click on "~~Resources~~" then "~~Staff~~" "Staff" then "Resources" then "Employee Self-Serve."

Adopted: 2/20/2014

Independent School District #118 Policy #453.3

Issued:

Revised: 2/23

Reviewed: 10/17, 2/23

453.3 INSURANCE DEDUCTIONS FOR LESS THAN FULL TIME EMPLOYEES

Effective September 1, 2013, for those employees who work less than 12 months and who have selected to participate in the district offered Health Insurance Plan (~~currently Health Partners through NJPA~~), their total amount of yearly premiums will be deducted evenly over their number of scheduled pay periods. (For example, if an employee works 9 months per year, the total amount of insurance premiums for the year would be evenly deducted over 18 pay periods.)

Adopted: 11/18/99

Independent School District #118 Policy 448

Revised: 9/16/10, 10/22/13, 11/16/17, 3/15/23

448 TEACHER EVALUATION

I. PURPOSE

A strong competent teaching staff is essential to the smooth functioning of a school system. All teachers shall make continuous efforts to improve their work and their building administration shall assist them through the supervision and evaluation processes.

II. GENERAL STATEMENT OF POLICY

The building administrator shall develop evaluation procedures for the teaching staff. Such plans shall ensure that non tenured staff is evaluated at least three times per year during the probationary period. Tenured teachers will be formally evaluated no less than once every three years.

The evaluation shall be signed by the teacher and the building administrator and a copy given to the teacher. The building administration shall discuss with the teacher the standards or performance and behavior required of the teacher in the position to which the teacher is assigned.

A copy of the evaluation report, signed by the teacher and building administrator will be reviewed by the Superintendent. The original copy of the fully signed report will be retained in the teacher's file in the personnel office.

The Special Ed Director will work in conjunction with the building administrator to evaluate tenured and non-tenured special ed teachers.

Adopted: 4/18/96
Rescinds:
Issued:
Revised: 7/20/00
Reviewed: 11/16/17, 3/23

449 MILEAGE FOR REGULAR BUS DRIVERS BETWEEN RUNS

I. PURPOSE

A driver who is authorized to store his/her bus at the driver's home will be provided transportation or reimbursement for travel for his/her home at a rate set by the Board.

II. GENERAL STATEMENT OF POLICY

A driver whose route begins at a bus barn and ends at a bus barn is not eligible for mileage or transportation to his/her home. However, if the route begins at one bus barn and ends at a different bus barn, then transportation or reimbursement between the bus barns will be authorized.

Car pooling arrangements, vehicles used and the actual points to which transportation or reimbursement will be paid are at the sole discretion of the school district.

Transportation or reimbursement for transportation will not be provided to a site outside of the school district boundaries.

Adopted: 1/17/02
Revised: 09/19/02
06/19/03, 02/2008
Reviewed: 11/16/17, 02/27/23

450A. LEAVE DONATION

I. PURPOSE

Any Northland Community Schools employee who accrues vacation time, and/or special leave or has personal leave may elect to donate a portion of that time to another Northland Community Schools employee. The leave donation program will only be utilized in catastrophic medical situations and only with approval of the Superintendent. Personal leave does not accrue.

Therefore, only currently available personal leave may be donated to a currently identified need. It may not be donated toward future needs.

II. GENERAL STATEMENT OF POLICY

1. A Northland Community Schools employee with earned vacation, personal leave or special leave may voluntarily donate their accrued vacation, personal leave days, or special leave days to another Northland Community Schools employee.
2. Once time is donated it cannot be retrieved and will be banked for a specific employee. Donated time can only be utilized when all other sources of the recipient have been exhausted, i.e., personal leave, vacation, sick leave, and only for the approved medical situation.
3. The dollar value of the leave donated, based on the donators hourly pay, will be established and placed in a reserve for the recipient to draw down upon. When the recipient uses the leave, the reserve will be reduced based on the recipient's rate of pay.
4. The maximum number of days that can be utilized in a 12 month period by a recipient is 20 days. Requests for additional usage must be approved by the School Board.
5. In the event of death of the employee, any remaining hours will be divided equally among others eligible to receive donations, if any. If no one else is then eligible to receive the hours credit, all remaining hours will be transferred to a general pool to be credited to the next employee who becomes eligible to receive donations.
6. Requests for donated vacation time or leave days are subject to approval by the Superintendent.
7. Donated time will only be converted into sick leave.
8. No solicitation of hours directly from any employee will be allowed. Donations will remain confidential in an effort to reduce pressure employees might feel if they choose not to participate

III. PROCEDURE

1. The Superintendent and supervisory staff will provide memorandums for posting and to advise employees of a need for donated hours.

2. A vacation or personal leave day donation authorization form will be available from the Central Office and must be signed and returned to that office before a donation can be effective.

Vacation Day:

Persons hourly rate of pay times length of day or in hours. Time subtracted from balance.

Personal Day:

Staff member's daily hourly rate of pay times hours donated. The amount of time donated is subtracted from the amount of personal leave for which that person would be eligible.

Special Leave:

Available from certified staff. Daily rate of pay minus cost of sub. Special Leave day subtracted from balance.

Adopted: 12/18/03

Reviewed: 11/16/17, 2/23

453 Personal Leave Cancellation

I. PURPOSE

An employee who has taken personal leave for a workday and that entire workday is canceled because of weather or other emergencies may have the day not charged against his/her annual personal leave.

If the personal leave is canceled, the employee then will be subject to the loss of pay for the day or eligible for any time make-up opportunities offered to other employees under the same master agreement at the discretion of the superintendent.

This cancellation of leave request applies only to personal leave.

Adopted: 01/20/05

Independent School District #118 Policy 453.1

Rescinds:

Issued:

Revised: 12/20/12

Reviewed: 11/16/17, 2/23

453.1 SUBSTITUTE TEACHERS

I. GENERAL STATEMENT OF POLICY

Persons hired by the school district to be substitute teachers must meet State of Minnesota requirements as a substitute teacher and submit to a background check.

Substitute teachers hired on a short term basis, usually a single day, are required to be at the appropriate building by 8:00 a.m. and may leave at 3:20 p.m. Short term substitute teachers will have a duty free lunch period. There will be no prep time allocated during the student day. Short term substitute teachers may be assigned to cover other areas during the prep time usually used by the teacher for whom they are subbing.

Substitute teachers who are subbing on a long term basis, ten or more consecutive days for the same teacher, will have a duty free lunch period and will have that teacher's prep time. If that long term sub is assigned to cover another area during the prep time, he/she will be compensated in the same manner as regularly employed teacher.

The School Board will set the daily rate of pay for short term and long term substitute teachers. The Board may determine an alternative rate of pay based upon unusual circumstances.

Substitute teachers are encouraged to attend all inservices the district provides. If they plan to attend an inservice, they must inform the building principal of their intention. If there are funds available, the substitute may be paid for attending the inservice at the short term substitute rate of pay.

Adopted: 02/08

Independent School District #118 Policy 491

Revised:

Reviewed: 10/17 , 2/23

491 FOOD SERVICE CERTIFICATION

I. GENERAL STATEMENT OF POLICY

All employees working in the Food Service Program at ISD #118 shall have prior to hiring or complete during their probationary period a food safe program.

Furthermore, all cooks will have a Minnesota Food Manager Certificate issued from the Minnesota Department of Health and display said certificate in the food service area where they work.

The School District will reimburse to the employee the re-certification fee.

Northland Community Schools

JOB DESCRIPTION

Position Title: Junior High Coach

Date Written: March 2023

Department: Athletics

Reports To: Head Coach

Board Approved:

JOB SUMMARY: Serve as Junior High Coach of a junior high school athletic team and support the development of the athletic program by teaching fundamentals and advanced skills of the sport. To coordinate the selection, instruction, training and coordination of all junior high athletes/teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

80 % **Managing and Supervising Athletic Activities**

- A. To demonstrate and generate among staff and athletes an attitude of good sportsmanship and fair play by following the Coaches' Code of Ethics and the Minnesota State High School League sportsmanship guideline.
- B. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- C. To know and administer the policies, procedures and guidelines set forth in ISD #118's athletic policy manual and Minnesota State High School League policies for assigned sport.
- D. To adhere to the starting and ending dates for assigned sport.
- E. To carry out responsibilities as designated by the head coach.
- F. Develop and organize effective practices for athletes that teach skills needed to effectively compete.
- G. To provide for the health, safety and well being of team members and report all accidents.
- H. Monitor and enforce student eligibility criteria for extracurricular participation.
- I. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.

10 % **Communication and Coordination of Activities**

- A. Establish and maintain open, professional and respectful communications with students, parents, teachers, and coaches.

10 % **Managing Equipment, Funds, and Bookkeeping.**

- A. To properly inventory, care for, and maintain uniforms and equipment

Perform other duties as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- Knowledgeable in the area of assigned coaching.
- Ability to work harmoniously with other coaches.

Experience:

- Previous experience in working with children, specifically athletics, preferred
- CPI, CPR and first aid training desired

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district discipline policies
- Knowledge of MSHSL/Conference/Section rules and regulations
- Ability to instruct, lead and supervise student athletes
- Ability to work with individuals of various ability levels
- Ability to work independently within a larger context of team cooperation

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication

Supervision of Other Employees:

- This position does provide work direction and supervision for assistant and junior high coaches.

Physical Job Requirements:

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity
- Position may involve addressing physical and/or emotional outbursts from students

Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing

work assignments

- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a athletic environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position may involve higher noise level

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential athletically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

JOB DESCRIPTION

Position Title: Assistant Coach

Date Written: March 2023

Department: Athletics

Reports To: Head Coach

Board Approved:

JOB SUMMARY: Serve as Assistant Coach of a high school athletic team and support the development of the athletic program by teaching fundamentals and advanced skills of the sport. To assist the head coach by selection, instruction, training and coordination of all athletes/teams assigned by the head coach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

80 % **Managing and Supervising Athletic Activities**

- A. To demonstrate and generate among staff and athletes an attitude of good sportsmanship and fair play by following the Coaches' Code of Ethics and the Minnesota State High School League sportsmanship guideline.
- B. Assist head coach in athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- C. To know and administer the policies, procedures and guidelines set forth in ISD #118's athletic policy manual and Minnesota State High School League policies for assigned sport.
- D. To adhere to the starting and ending dates for assigned sport.
- E. To carry out responsibilities as designated by the head coach.
- F. Assist head coach to develop and organize effective practices for athletes that teach skills needed to effectively compete.
- G. To provide for the health, safety and well being of team members and report all accidents.
- H. Monitor and enforce student eligibility criteria for extracurricular participation.
- I. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.

10 % **Communication and Coordination of Activities**

- A. Establish and maintain open, professional and respectful communications with students, parents, teachers, and coaches.

10 % **Managing Equipment, Funds, and Bookkeeping.**

- A. To properly inventory, care for, and maintain uniforms and equipment

Perform other duties as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- Knowledgeable in the area of assigned coaching.
- Ability to work harmoniously with other coaches.

Experience:

- Previous experience in working with children, specifically athletics, preferred
- CPI, CPR and first aid training desired

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district discipline policies
- Knowledge of MSHSL/Conference/Section rules and regulations
- Ability to instruct, lead and supervise student athletes
- Ability to work with individuals of various ability levels
- Ability to work independently within a larger context of team cooperation

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication

Supervision of Other Employees:

- This position does provide work direction and supervision for assistant and junior high coaches.

Physical Job Requirements:

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity
- Position may involve addressing physical and/or emotional outbursts from students

Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing

work assignments

- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a athletic environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position may involve higher noise level

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential athletically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

JOB DESCRIPTION

Position Title: Head Coach

Date Written: March 2023

Department: Athletics

Reports To: Athletic Director

Board Approved:

JOB SUMMARY: Serve as Head Coach of a high school athletic team and support the development of the athletic program by teaching fundamentals and advanced skills of the sport. To coordinate the selection, training and conditioning of all athletes at all levels of assigned sport.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

50 % Managing and Supervising Athletic Activities

- A. To demonstrate and generate among staff and athletes an attitude of good sportsmanship and fair play by following the Coaches' Code of Ethics and the Minnesota State High School League sportsmanship guideline.
- B. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, discipline, respect, and good sportsmanship.
- C. To know and administer the policies, procedures and guidelines set forth in ISD #118's athletic policy manual and Minnesota State High School League policies for assigned sport and supervise assistant coaches in carrying out the same as they apply to assigned sport.
- D. To inform all team members of Minnesota State High School League rules, ISD #118 school rules, and the importance of exercise, proper nutrition, self discipline, sportsmanship and good citizenship at all times.
- E. Establish the fundamental philosophy, skills and techniques to be taught by the coaching staff.
- F. To develop and organize effective practices for athletes that teach skills needed to effectively compete.
- G. To provide for the health, safety and well being of team members and report all accidents.
- H. To adhere to the starting and ending dates for assigned sport.
- I. To attend all conference meetings in assigned sport, and the rules interpretation meetings provided by MSHSL.
- J. Monitor and enforce student eligibility criteria for extracurricular participation.
- K. Accompany and supervise student athletes during athletic competitions in assigned sports on out-of-town trips.

30 % Communication and Coordination of Activities

- A. To assist the superintendent, school board member and activities director in the hiring of qualified staff in assigned sport.
- B. To coordinate the activities and responsibilities of assistant coaches at all levels.
- C. Prepare written evaluation of assistant coaches and review the evaluation with the assistant coaches.
- D. To inform all team members, before the season begins, of team rules.
- E. To inform all teams members, before the season begins, of letter award criteria.
- F. To effect a proper liaison with parents, public and information media.

- G. To work with the activities director and provide in a timely manner daily attendance charts, daily practice plans, an emergency plan, a copy of team rules, and any other proper work deemed necessary.
- H. To work with the high school secretary in making sure fees are paid, athletic physical is on file and provide a list of participants, informing of dismissal and bus departure times, as well as a list of bus riders.
- I. Establish and maintain open, professional and respectful communications with students, parents, teachers, athletic director and youth feeder coaches.
- J. Work with the activities director in planning parents' night.

20 % Managing Equipment, Funds, and Bookkeeping.

- A. Maintain inventory of all uniforms and equipment within program.
- B. Be responsible for inventory, storage and repair of equipment.
- C. Organize, plan, and coordinate school fundraising events, including but not limited to contacting vendors, collecting forms, distributing items, depositing revenue
- D. Complete and submit requisitions
- E. Manage student activity account

Perform other duties as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- Minnesota State High School League requirements for coaching certification.
- Knowledgeable in the area of assigned coaching.
- Ability to work harmoniously with other coaches.

Experience:

- Previous experience in working with children, specifically athletics, preferred
- CPI, CPR and first aid training desired

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district discipline policies
- Knowledge of MSHSL/Conference/Section rules and regulations
- Ability to instruct, lead and supervise student athletes
- Ability to work with individuals of various ability levels
- Ability to work independently within a larger context of team cooperation

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic

or technological equipment for the specific position

- Uses basic office software
- Uses Gmail to send and receive district communication

Supervision of Other Employees:

- This position does provide work direction and supervision for assistant and junior high coaches.

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Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a athletic environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position may involve higher noise level

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential athletically, emotionally, physically, and

socially

- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

JOB DESCRIPTION

**Position Title: Elementary Library
Paraprofessional**

Date Written: March 2023

Department: Elementary School

Reports To: Elementary Principal

Board Approved:

JOB SUMMARY: To provide support to the instructional programs, with specific responsibilities for maintaining the library and media collections; identifying age appropriate resources for students and teachers utilizing library and media resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials

ESSENTIAL DUTIES AND RESPONSIBILITIES:

40 % Circulating Materials

- A. Collect and circulate books, periodicals, and media.
- B. Assure an orderly and organized flow of materials by utilizing the computerized library circulation system to manage patron accounts, overdue and lost items.
- C. Maintain circulation and distribution records.
- D. Operate, update, maintain, and troubleshoot circulation/catalog system.
- E. Prepare/process orders for print and non-print materials.
- F. Maintain an adequate reserve materials system.
- G. Accurately report lost/stolen materials.

25 % Maintain Collection

- A. Receive and process books, periodicals, instructional materials, and media.
- B. Input data and generate reports from circulation/catalog systems.
- C. Assist with the maintenance of shelves and periodical storage.
- D. Make suggestions and assist in the preparation of requisitions and orders for materials and supplies.
- E. Repair and mend damaged materials .

30 % Assist Students and Staff

- A. Assist in identifying resource materials for use in classroom and/or class assignments.
- B. Assist students in identifying and choosing high interest, appropriate reading level materials and/or requested content.
- C. Conduct library periods for each classroom at least once weekly.

5 % Maintain Learning Environment

- A. Support and reinforce positive student behavior, as necessary.
- B. Communicate rules, expectations, and consequences, to all students.
- C. Perform minor housekeeping functions to maintain an orderly environment.
- D. Prepare displays

Perform other duties as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- High School diploma or equivalent
- AA degree or successful completion of the ParaPro test

Experience:

- Previous experience in working with children, preferred
- CPR and first aid training, desired
- PCA and CFSS certification, preferred

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district curriculum
- Working knowledge of district discipline policies
- Ability to effectively tutor students, grade PreK-12, in a wide range of academic studies
- Ability to exercise confidentiality with district information
- Ability to work with individuals of various ability levels
- Knowledge and application of Crisis Prevention Institute (CPI) training if required by the position
- Ability to work independently within a larger context of team cooperation

Machines, Tools, Equipment, Electronic Devices, and Software:

- Operates computer, printer, copy machine, fax machine, phone system, walkie-talkie, and other electronic or technological equipment for the specific position
- Uses basic office software
- Uses Gmail to send and receive district communication
- Operates wheelchairs, standers, lifts and power chairs
- Operates large motor adaptive equipment for physical education class

Supervision of Other Employees:

- This position does not provide work direction or supervision to other district employees.

Physical Job Requirements:

- Position may include extended periods of standing
- Position may include extended periods of sitting during meetings and when working with students
- Position may include bending, stooping or sitting on the floor while working with students
- Position may include lifting equipment or supplies, typically not to exceed 25 pounds
- Position involves listening, speaking clearly and visual acuity
- Position may involve addressing physical and/or emotional outbursts from students

Mental Job Requirements:

- Position includes the need to clearly communicate directions and information to students
- Position requires working with interruptions, handling multiple tasks and organizing and prioritizing work assignments
- Position requires flexibility and willingness to undertake a variety of tasks
- Position involves responding to critical or emergency situations

Working Conditions:

- Work is primarily performed in a classroom environment which typically includes moderate noise from students, computers, and other work-related equipment
- Position involves occasional exposure to blood/bodily fluids and airborne pathogens
- Position involves risk of occasional physical injury from student and/or emotional outbursts
- Position involves occasional exposure to outdoor temperature extremes and weather conditions on the playground
- Position involves frequent exposure to students with special needs and students with severe disabilities
- Position may involve higher noise level if supervising during lunch

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Maintains a positive, professional, and safe educational environment at all times.
- Supports students to assist them in reaching their full potential academically, emotionally, physically, and socially
- Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools

JOB DESCRIPTION

**Position Title: High School Library
Paraprofessional and
Online Learning Assistant**

Date Written: March 2023

Department: Northland High School

Reports To: High School Principal

Board Approved:

JOB SUMMARY: To provide support to the instructional programs, with specific responsibilities for maintaining the library and media collections; identifying age appropriate resources for students and teachers utilizing library and media resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 40 % Assist Students with Online Learning
- A. Orientate students to online learning. Guide students through the online student orientation.
 - B. Supervise online students while working on course work and assist students when experiencing trouble.
 - C. Be aware of course materials and encourage students to complete course work in a timely manner.
 - D. Act as a proctor for testing for online coursework. And communicate with online instructors when students are testing.
 - E. Load required software for online classes.
 - F. Communicate problems and needs to supervisor regarding online learning.
 - G. When need arises, assist with arrangement of transportation to off campus learning sites.
- 25 % Manage Student Technology
- A. Assist in setting up new hardware.
 - B. Repair or send out for repair equipment which is malfunctioning.
 - C. Assist in general maintenance and troubleshooting for computers.
 - D. Facilitate distribution and collection of student computers.
- 20 % Circulating Materials
- E. Collect and circulate books, periodicals, and media.
 - F. Assure an orderly and organized flow of materials by utilizing the computerized library circulation system to manage patron accounts, overdue and lost items.
 - G. Maintain circulation and distribution records.
 - H. Operate, update, maintain, and troubleshoot circulation/catalog system.
 - I. Prepare/process orders for print and non-print materials.
 - J. Maintain an adequate reserve materials system.
 - K. Accurately report lost/stolen materials.

10 % Maintain Collection

- A. Receive and process books, periodicals, instructional materials, and media.
- B. Input data and generate reports from circulation/catalog systems.
- C. Assist with the maintenance of shelves and periodical storage.
- D. Make suggestions and assist in the preparation of requisitions and orders for materials and supplies.
- E. Repair and mend damaged materials .

5 % Maintain Learning Environment

- A. Support and reinforce positive student behavior, as necessary.
- B. Communicate rules, expectations, and consequences, to all students.
- C. Perform minor housekeeping functions to maintain an orderly environment.
- D. Prepare displays

Perform other duties as assigned or requested

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirements:

- 4 year degree: Teacher/Librarian
OR
- High School diploma or equivalent and
- AA degree or successful completion of the ParaPro test

Experience:

- Previous experience in working with children, preferred
- CPR and first aid training, desired
- PCA and CFSS certification, preferred

Essential Knowledge, Skills, and Abilities:

- Ability to work in a diverse environment
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff
- Working knowledge of district curriculum
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- Ability to effectively tutor students, grade PreK-12, in a wide range of academic studies
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- Position may involve addressing physical and/or emotional outbursts from students

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- Position involves frequent exposure to students with special needs and students with severe

disabilities

- ☐ Position may involve higher noise level if supervising during lunch

Job Outcomes:

- ☐ Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- ☐ Maintains a positive, professional, and safe educational environment at all times.
- ☐ Supports students to assist them in reaching their full potential academically, emotionally, physically, and socially
- ☐ Provides confidentiality for all students and staff

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Northland Community Schools ISD# 118
FY 2023 Through February 2023

2021 - 2022
 EXP/REV Report
 Feb 23

EXPENDITURES	Actual 2021-22 Expenses	Revised* Budgeted 2022-23 Expenses	YTD Jan 2021-22 Expenses	YTD Jan 2022-23 Expenses	% of 2021-22 Budget	Jan FY '22 vs Jan FY '23 Difference	% of 2022-23 Budget
Fund							
General Fund (01)	6,914,246	8,377,705	3,822,072	5,158,715	55.3%	1,336,643	61.6%
Administrative & Support Svc	672,003	998,543	410,270	546,851	61.1%	136,581	54.8%
Regular Instruction	3,207,021	3,170,345	1,787,146	1,760,861	55.7%	(26,285)	55.5%
Vocational Instruction	45,225	30,554	14,356	8,115	31.7%	(6,241)	26.6%
Special Education Inst	1,178,912	1,037,670	557,960	607,188	47.3%	49,228	58.5%
Instructional Support	486,741	322,898	279,314	259,658	57.4%	(19,656)	80.4%
Pupil Support	222,308	1,978,522	128,810	1,381,067	57.9%	1,252,258	69.8%
Sites & Buildings	1,046,511	788,173	597,615	540,644	57.1%	(56,970)	68.6%
Fiscal & Other Fixed Costs	55,525	51,000	46,603	54,331	83.9%	7,728	106.5%
Food Service (02)	275,220	269,013	151,126	155,275	54.9%	4,149	57.7%
Transportation (03)	481,320	485,034	319,455	381,887	66.4%	62,432	78.7%
Community Service (04)	262,161	327,554	152,810	161,399	58.3%	8,589	49.3%
Capital Outlay (05)	157,832	233,412	118,895	158,855	75.3%	39,960	68.1%
Construction (06)	44,145	440,753		440,753	0.0%	440,753	100.0%
Debt Service (07)	1,639,721	1,688,013	1,639,721	1,685,771	100.0%	46,050	99.9%
Total	9,774,644	11,821,484	6,204,079	8,142,654	63.5%	1,938,575	68.9%
Total Funds 01, 03 & 05	7,553,398	9,096,151	4,260,422	5,699,456	56.4%	1,439,034	62.7%
REVENUE	Actual * 2021-22 Revenue	Budgeted 2022-23 Revenue	YTD Jan 2021-22 Revenue	YTD Jan 2022-23 Revenue	% of 2021-22 Budget	Jan FY '22 vs Jan FY '23 Difference	% of 2022-23 Budget
Fund							
General Fund (01)	6,875,074	8,491,346	4,307,436	4,771,411	62.7%	463,975	56.2%
Food Service (02)	391,501	258,299	182,147	145,196	46.5%	(36,951)	56.2%
Transportation (03)	419,430	394,130	6,330	6,582	1.5%	253	1.7%
Community Service (04)	213,907	234,142	127,894	107,684	59.8%	(20,210)	46.0%
Capital Outlay (05)	173,402	270,836	-	-	0.0%	-	0.0%
Construction (06)	1,150,000		-	-	0.0%	-	#DIV/0!
Debt Service (07) & (47)	1,647,109	1,639,120	709,002	638,119	43.0%	(70,883)	38.9%
Trust (08) & (25) & (10) & (18)	99	100	56	27	56.9%	(30)	26.6%
Total	10,870,522	11,287,973	5,332,865	5,669,018	49.1%	336,154	50.2%
Total Funds 01, 03 & 05	7,467,907	9,156,312	4,313,765	4,777,993	57.8%	464,228	52.2%

* 2022-2023 Revised Budget Approved in February Board Meeting

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104916	6282		ALEX PAULSEN		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$158.00	
PO#:		Voucher #:	70476	Invoice	Invoice No: 01312023	2/12/2023		Paid Amt:	\$158.00
				E 01	310 296 320 000 305	OFFICIAL		\$158.00	
PO#:		Voucher #:	70493	Invoice	Invoice No: 02062023	2/12/2023		Paid Amt:	\$158.00
								Check Amount:	\$316.00
0118	chec	104917	6490		AMANDA RUTANEN		Check		
				E 01	310 296 320 000 184	GBB-CLOCK		\$55.00	
PO#:		Voucher #:	70494	Invoice	Invoice No: 01192023	2/12/2023		Paid Amt:	\$55.00
								Check Amount:	\$55.00
0118	chec	104918	3296		AMAZON.COM		Check		
				E 01	010 203 202 000 430	RUBBER BANDS		\$18.94	
				E 01	010 203 202 000 430	CUPCAKE PAN		\$9.98	
				E 01	010 203 202 000 430	12 ROLLS TAPE REFILL		\$9.98	
				E 01	010 203 202 000 430	STRAWS		\$15.78	
				E 01	010 203 202 000 430	MARBLE RUN SET		\$94.98	
				E 01	010 203 202 000 430	TOOTHPICKS		\$22.52	
				E 01	010 203 202 000 430	CLOTHESPINs		\$19.97	
				E 01	010 203 202 000 430	PAPER PLATES		\$8.75	
				E 01	010 203 202 000 430	COLORED MASKING TAPE		\$6.99	
				E 01	010 203 202 000 430	ICE CUBE TRAY		\$6.99	
				E 01	010 203 202 000 430	BRASS FASTENERS		\$9.29	
				E 01	010 203 202 000 430	GLASS MARBLES		\$5.89	
				E 01	010 203 202 000 430	MATH CUBES		\$21.82	
				E 01	010 203 202 000 430	PLASTIC SPOONS		\$17.99	
				E 01	010 203 202 000 430	BALOONS		\$22.98	
				E 01	010 203 202 000 430	STEM INVENTIONS WOOD CUBES		\$29.92	
				E 01	010 203 202 000 430	PLASTIC PROJECT WHEELS		\$41.90	
				E 01	010 203 202 000 430	SYRINGE KIT		\$43.92	
				E 01	010 203 202 000 430	FREIGHT		\$8.70	
PO#:		Voucher #:	70495	Invoice	Invoice No: 1FQN-L1G4-L1HP	2/12/2023		Paid Amt:	\$417.29
				E 01	010 203 202 000 430	CLEAR TAPE DISPENSERS		\$24.74	
				E 01	010 203 202 000 430	PAPER PLATES		\$8.75	
				E 01	010 203 202 000 430	LED LIGHTS		\$15.18	
				E 01	010 203 202 000 430	CORRUGATED SCISSORS		\$77.80	
				E 01	010 203 202 000 430	PLAY-DOH MODELING COMPOUND		\$57.98	
				E 01	010 203 202 000 430	ALUMINUM FOIL		\$17.99	
				E 01	010 203 202 000 430	JUMBO CRAFT STICKS		\$26.79	
				E 01	010 203 202 000 430	TENNIS BALLS		\$23.98	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104918	3296		AMAZON.COM		Check		
				E 01	010 203 202 000 430	DIECAST CARS		\$23.49	
				E 01	010 203 202 000 430	LITHIUM COIN CELL BATTERY		\$37.18	
				E 01	010 203 202 000 430	POM POMS		\$12.99	
				E 01	010 203 202 000 430	PAPERCLIPS		\$7.03	
				E 01	010 203 202 000 430	FREIGHT		\$3.29	
PO#:	Voucher #:	70496	Invoice	Invoice No:	164L-X731-1HJQ	2/12/2023	Paid Amt:	\$337.19	
			E 01	020 630 000 000 401	AUDIO SPEAKER CABLE		\$12.91		
PO#:	Voucher #:	70497	Credit	Invoice No:	1MLD-RF7G-9RDP	2/12/2023	Paid Amt:	(\$12.91)	
			E 04	500 505 000 321 530	Fooseball table		\$449.00		
			E 04	500 505 000 321 530	spot on juice for foosball table		\$12.95		
			E 04	500 505 000 321 530	Foosball balls		\$28.47		
PO#: 18907	Voucher #:	70498	Invoice	Invoice No:	1R6J-KJ63-3TNM	2/12/2023	Paid Amt:	\$490.42	
			E 01	010 216 000 401 401	SMELHA Store - Protectors 600 Count Protect		\$49.98		
PO#: 18970	Voucher #:	70499	Invoice	Invoice No:	17D-3Q2G-DXMC	2/12/2023	Paid Amt:	\$49.98	
			E 01	020 630 000 000 401	LCDBros Screen Replacement for Lenovo Chr		\$84.99		
			E 01	020 630 000 000 401	PNY 16GB Attaché 3 USB 2.0 Flash Drive, 5-F		\$13.99		
			E 01	020 630 000 000 401	Cable Matters 3-Pack High Speed HDMI Cable		\$19.97		
			E 01	010 630 000 000 401	Apple USB C to USB C Cable Ipad Charger F:		\$10.99		
			E 01	010 630 000 000 401	POWEROWL AA Rechargeable Batteries, 28C		\$25.99		
			E 01	010 630 000 000 401	Freight		\$2.66		
			E 01	020 630 000 000 401	Freight		\$8.55		
PO#: 18917	Voucher #:	70478	Invoice	Invoice No:	1DG7-97VL-3N7X	2/12/2023	Paid Amt:	\$167.14	
			E 03	005 760 000 720 420	800 pcs zip ties for shop supply		\$17.55		
			E 03	005 760 000 720 420	hose clamp kit for shop supply		\$74.99		
PO#: 18914	Voucher #:	70451	Invoice	Invoice No:	1WVF-1VY7-P66G	2/12/2023	Paid Amt:	\$92.54	
								Check Amount:	\$1,541.65
0118	chec	104919	04084		AMERICAN DISPOSAL		Check		
				E 01	005 810 000 000 331	Garbage		\$1,390.99	
PO#:	Voucher #:	70477	Invoice	Invoice No:	540509872	2/12/2023	Paid Amt:	\$1,390.99	
								Check Amount:	\$1,390.99
0118	chec	104920	6094		ANDERSONS		Check		
				E 01	040 211 000 000 401	silver		\$48.63	
				E 01	040 211 000 000 401	Four Piece Tiara Set - Natalia Queen and Sab		\$77.49	
				E 01	040 211 000 000 401	Court Bling Medallion with Neck Strap and Ca:		\$47.37	
				E 01	040 211 000 000 401	shipping		\$46.98	
PO#: 18943	Voucher #:	70479	Invoice	Invoice No:	43239902	2/12/2023	Paid Amt:	\$220.47	
								Check Amount:	\$220.47

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104921	6173		ANDYMARK INC		Check		
				E 01	020 399 000 313 430	am-2675 Red Bumper Material 161in x 19.5 in		\$60.00	
				E 01	020 399 000 313 430	am-2676 Blue Bumper Material 161in x 19.5in		\$60.00	
				E 01	020 399 000 313 430	shipping cost		\$18.53	
	PO#: 18949	Voucher #:	70500	Invoice	Invoice No: EBB6D6J	2/12/2023	Paid Amt:	\$138.53	
							Check Amount:	\$138.53	
0118	chec	104922	4459		ARCHITECTURAL RESOURCES INC		Check		
				E 01	005 760 012 160 520	ESSER III -Bldg Construction		\$2,821.47	
	PO#:	Voucher #:	70501	Invoice	Invoice No: 21093.1-2	2/12/2023	Paid Amt:	\$2,821.47	
							Check Amount:	\$2,821.47	
0118	chec	104923	5693		BILL BRINK		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$184.20	
	PO#:	Voucher #:	70453	Invoice	Invoice No: 01272023	2/12/2023	Paid Amt:	\$184.20	
				E 01	310 294 220 000 305	OFFICIAL		\$158.00	
	PO#:	Voucher #:	70481	Invoice	Invoice No: 02022023	2/12/2023	Paid Amt:	\$158.00	
							Check Amount:	\$342.20	
0118	chec	104924	6468		BRANDON OTWAY		Check		
				E 01	010 640 034 316 366	meals/mileage reimbursement		\$431.73	
	PO#:	Voucher #:	70482	Invoice	Invoice No: 01312023	2/12/2023	Paid Amt:	\$431.73	
							Check Amount:	\$431.73	
0118	chec	104925	5694		BRENT TREVENA		Check		
				E 01	310 294 220 000 305	OFFICIAL		\$158.00	
	PO#:	Voucher #:	70452	Invoice	Invoice No: 01272023	2/12/2023	Paid Amt:	\$158.00	
				E 01	310 294 220 000 305	OFFICIAL		\$197.30	
	PO#:	Voucher #:	70480	Invoice	Invoice No: 02022023	2/12/2023	Paid Amt:	\$197.30	
							Check Amount:	\$355.30	
0118	chec	104926	05062	R	CAPITAL ONE		Check		
				E 01	310 298 114 301 402	Elementary Fruit Fundraiser Incentives/Supplie		\$501.24	
	PO#: 18859	Voucher #:	70502	Invoice	Invoice No: 743020003171616	2/12/2023	Paid Amt:	\$501.24	
							Check Amount:	\$501.24	
0118	chec	104927	01626		cmERDC		Check		
				E 01	005 020 000 000 401	Copy paper order		\$3,460.00	
				E 01	005 020 000 000 401	copy paper goldenrod		\$133.10	
	PO#: 18989	Voucher #:	70592	Invoice	Invoice No: 190745	2/12/2023	Paid Amt:	\$3,593.10	
							Check Amount:	\$3,593.10	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104928	6513		COLONIAL LIFE		Check		
				B 01	215 032	JANUARY INVOICE		\$617.79	
PO#:	Voucher #:	70593	Invoice	Invoice No:	01/2023	2/12/2023	Paid Amt:	\$617.79	
							Check Amount:	\$617.79	
0118	chec	104929	5419		DSC		Check		
				E 03	005 760 000 720 820	FCC LICENSE RENEWAL		\$395.00	
PO#: 18843	Voucher #:	70472	Invoice	Invoice No:	2230224	2/12/2023	Paid Amt:	\$395.00	
							Check Amount:	\$395.00	
0118	chec	104930	3580		EDUCATORS BENEFIT CONSULTANTS LLC		Check		
				E 01	005 110 000 000 299	1ST QUARTER 2023		\$125.00	
				E 01	005 110 000 000 299	PARTICIPANT FEE		\$24.00	
PO#:	Voucher #:	70454	Invoice	Invoice No:	26635	2/12/2023	Paid Amt:	\$149.00	
							Check Amount:	\$149.00	
0118	chec	104931	6509		ELIZABETH JOHNSON		Check		
				E 01	310 294 220 000 184	BBB-JH REFFEREE		\$90.00	
PO#:	Voucher #:	70503	Invoice	Invoice No:	02072023	2/12/2023	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0118	chec	104932	6506		ERIN BOLEMAN		Check		
				E 01	310 296 320 000 184	GBB-TICKET		\$55.00	
PO#:	Voucher #:	70504	Invoice	Invoice No:	02072023	2/12/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	104933	06679	R	FERRELLGAS		Check		
				E 01	005 810 000 000 442	BUS GARAGE MANIFOLD		\$1,498.40	
PO#:	Voucher #:	70505	Invoice	Invoice No:	1121830965	2/12/2023	Paid Amt:	\$1,498.40	
				E 01	005 810 000 000 442	ECFE BUILDING		\$933.96	
PO#:	Voucher #:	70506	Invoice	Invoice No:	1121713954	2/12/2023	Paid Amt:	\$933.96	
				E 01	005 810 000 000 442	ECFE BUILDING		\$1,028.29	
PO#:	Voucher #:	70507	Invoice	Invoice No:	1122003039	2/12/2023	Paid Amt:	\$1,028.29	
							Check Amount:	\$3,460.65	
0118	chec	104934	5295		FOND DU LAC TRIBAL COMM COLLEGE		Check		
				E 01	020 211 000 320 366	1 Conference Fee-Leah Monroe		\$30.00	
PO#: 18896	Voucher #:	70508	Invoice	Invoice No:	1127420	2/12/2023	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
0118	chec	104935	5684		FRANKLIN E BOWSTRING SR		Check		
				E 01	310 296 320 000 305	OFFICIAL		\$183.35	
PO#:	Voucher #:	70509	Invoice	Invoice No:	02062023	2/12/2023	Paid Amt:	\$183.35	
							Check Amount:	\$183.35	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104936	6253		FUNDRAISE 21, INC		Check
				E 01	310 296 320 301 402	Cookie Dough Fundraiser	\$3,276.30
	PO#: 18965	Voucher #: 70510		Invoice	Invoice No: 32640	2/12/2023	Paid Amt: \$3,276.30
							Check Amount: \$3,276.30
0118	chec	104937	6267		GORDON SKAAR		Check
				E 01	310 294 220 000 305	OFFICIAL	\$194.68
	PO#:	Voucher #: 70483		Invoice	Invoice No: 01312023	2/12/2023	Paid Amt: \$194.68
				E 01	310 294 220 000 305	OFFICIAL	\$158.00
	PO#:	Voucher #: 70484		Invoice	Invoice No: 02022023	2/12/2023	Paid Amt: \$158.00
							Check Amount: \$352.68
0118	chec	104938	05106		HAAKON VADELAND		Check
				E 01	310 296 320 000 305	OFFICIAL	\$261.49
	PO#:	Voucher #: 70457		Invoice	Invoice No: 01302023	2/12/2023	Paid Amt: \$261.49
							Check Amount: \$261.49
0118	chec	104939	2917		HAWK CONSTRUCTION INC		Check
				E 01	005 760 012 160 520	ESSER III -Bldg Construction	\$111,815.00
	PO#:	Voucher #: 70511		Invoice	Invoice No: 2021-093-7	2/12/2023	Paid Amt: \$111,815.00
				E 01	005 760 012 160 520	ESSER III -Bldg Construction	\$150,864.75
	PO#:	Voucher #: 70512		Invoice	Invoice No: 2021-093-6	2/12/2023	Paid Amt: \$150,864.75
							Check Amount: \$262,679.75
0118	chec	104940	5757		HERITAGE EMBROIDERY & DESIGN		Check
				E 01	310 296 310 000 401	VX5EC-220, Perfection Volleyball	\$138.00
				E 01	310 296 310 000 401	VX450C-223, Lexum Volleyball	\$135.00
				E 01	310 296 310 000 401	Shipping/Handling	\$0.00
				E 01	020 211 012 155 401	L/S Vision T-Shirt Jersey (M)	\$184.00
				E 01	310 294 220 301 402	L/S Vision T-Shirt Jersey (L)	\$138.00
				E 01	020 211 012 155 401	L/S Vision T-Shirt Jersey (L)	\$92.00
				E 01	020 211 012 155 401	L/S Vision T-Shirt Jersey (XL)	\$69.00
				E 01	020 211 012 155 401	Shipping/Handling	\$85.00
				E 01	310 292 110 000 530	JBBJ6W, Women's Sublimated Reversible Ba	\$117.00
				E 01	310 292 110 000 530	JBBJ6W, Women's Sublimated Reversible Ba	\$156.00
				E 01	310 292 110 000 530	JBBJ6W, Women's Sublimated Reversible Ba	\$156.00
				E 01	310 292 110 000 530	JBBJ6W, Women's Sublimated Reversible Ba	\$156.00
				E 01	310 292 110 000 530	Shipping/Handling	\$0.00
	PO#: 18890	Voucher #: 70513		Invoice	Invoice No: 51076	2/12/2023	Paid Amt: \$1,426.00
							Check Amount: \$1,426.00
0118	chec	104941	03349		HUGLUND BUS CO INC		Check
				E 03	005 760 000 720 350	226D/NED-SO1	\$782.86

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104941	03349		HOGLUND BUS CO INC		Check		
				E 03	005 760 000 720 350	226D/DLB-SO1		\$782.46	
				E 03	005 760 000 720 350	226D/HERO-SO1		\$93.28	
	PO#: 18924	Voucher #:	70515	Invoice	Invoice No: X226004200:01	2/12/2023	Paid Amt:	\$1,658.60	
								Check Amount:	\$1,658.60
0118	chec	104942	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$36.06	
	PO#:	Voucher #:	70455	Invoice	Invoice No: 2301-045140	2/12/2023	Paid Amt:	\$36.06	
				E 01	005 810 000 000 410	open PO structure like last one for misc maint		\$19.05	
	PO#: 18754	Voucher #:	70456	Invoice	Invoice No: 2301-045142	2/12/2023	Paid Amt:	\$19.05	
				E 01	020 255 000 000 430	open P.O. for supplies		\$21.84	
	PO#: 18881	Voucher #:	70485	Invoice	Invoice No: 2301-044842	2/12/2023	Paid Amt:	\$21.84	
				E 01	020 255 000 000 430	open P.O. for supplies		\$27.57	
	PO#: 18881	Voucher #:	70486	Invoice	Invoice No: 2301-044817	2/12/2023	Paid Amt:	\$27.57	
				E 01	020 255 000 000 430	open P.O. for supplies		\$89.63	
	PO#: 18881	Voucher #:	70516	Invoice	Invoice No: 2302-045628	2/12/2023	Paid Amt:	\$89.63	
								Check Amount:	\$194.15
0118	chec	104943	6398		INDUSTRIAL LUBRICANT COMPANY		Check		
				E 03	005 760 000 720 442	75w90 Gear oil 16 gallon drum		\$557.85	
	PO#: 18951	Voucher #:	70517	Invoice	Invoice No: M22646-IN	2/12/2023	Paid Amt:	\$557.85	
				E 03	005 760 000 720 442	5w40 oil bulk		\$1,704.00	
	PO#: 18967	Voucher #:	70518	Invoice	Invoice No: M22647-IN	2/12/2023	Paid Amt:	\$1,704.00	
								Check Amount:	\$2,261.85
0118	chec	104944	6355		INTERQUEST DETECTIN CANINES		Check		
				E 01	005 716 000 342 311	Other Contracted Security		\$340.00	
	PO#:	Voucher #:	70519	Invoice	Invoice No: 205NM-JAN.2023	2/12/2023	Paid Amt:	\$340.00	
								Check Amount:	\$340.00
0118	chec	104945	6501		JEAN TROJE		Check		
				E 04	500 505 000 321 305	Colorado Trip Refund		\$369.00	
	PO#:	Voucher #:	70458	Invoice	Invoice No: 01302023	2/12/2023	Paid Amt:	\$369.00	
								Check Amount:	\$369.00
0118	chec	104946	3727		JENNIFER MULLIGAN		Check		
				E 01	310 294 220 000 184	BBB-SCOREBOOK		\$55.00	
	PO#:	Voucher #:	70594	Invoice	Invoice No: 02072023	2/12/2023	Paid Amt:	\$55.00	
								Check Amount:	\$55.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104947	5210		JIM FULLERTON		Check
				E 01	310 296 320 000 305 OFFICIAL		\$158.00
PO#:	Voucher #:	70459	Invoice	Invoice No:	01302023	2/12/2023	Paid Amt: \$158.00
							Check Amount: \$158.00
0118	chec	104948	6448		JOHN SCHLAUTER		Check
				E 01	310 296 320 000 184 GBB-SUPERVISOR		\$75.00
PO#:	Voucher #:	70520	Invoice	Invoice No:	02072023	2/12/2023	Paid Amt: \$75.00
							Check Amount: \$75.00
0118	chec	104949	6157		JOSH OJA		Check
				E 01	310 294 220 000 305 OFFICIAL		\$158.00
PO#:	Voucher #:	70487	Invoice	Invoice No:	013120223	2/12/2023	Paid Amt: \$158.00
				E 01	310 296 320 000 305 OFFICIAL		\$180.93
PO#:	Voucher #:	70521	Invoice	Invoice No:	02062023	2/12/2023	Paid Amt: \$180.93
							Check Amount: \$338.93
0118	chec	104950	5870		KEGO LAKE LAWN SERVICE		Check
				E 01	005 810 000 000 363 January		\$440.00
PO#:	Voucher #:	70492	Invoice	Invoice No:	1473	2/12/2023	Paid Amt: \$440.00
							Check Amount: \$440.00
0118	chec	104951	5047		KENNETH JOHNSON		Check
				E 01	310 294 220 000 184 BBB - JH REFEREE		\$45.00
PO#:	Voucher #:	70522	Invoice	Invoice No:	02072023	2/12/2023	Paid Amt: \$45.00
							Check Amount: \$45.00
0118	chec	104952	5358		L&M SUPPLY INC		Check
				E 01	020 255 000 000 430 OPEN PO SHOP SUPPLIES		\$100.00
				E 01	020 255 000 000 430 OPEN PO SHOP SUPPLIES		\$65.30
PO#: 18612	Voucher #:	70523	Invoice	Invoice No:	11211147WSID	2/12/2023	Paid Amt: \$165.30
				E 01	020 255 000 000 430 OPEN PO SHOP SUPPLIES		\$37.40
PO#: 18612	Voucher #:	70219	Invoice	Invoice No:	11155652WSID	2/12/2023	Paid Amt: \$37.40
				E 01	020 255 000 000 430 Instructional Supp		\$81.70
PO#:	Voucher #:	70228	Credit	Invoice No:	111522 CREDIT	2/12/2023	Paid Amt: (\$81.70)
							Check Amount: \$121.00
0118	chec	104953	5965		LOGAN MONROE		Check
				E 01	020 605 000 320 305 Consulting Fees		\$1,500.00
PO#:	Voucher #:	70524	Invoice	Invoice No:	02092023	2/12/2023	Paid Amt: \$1,500.00
							Check Amount: \$1,500.00
0118	chec	104954	5650		MARUDAS PRINT SERVICES AND PROMOTIONAL		Check
				E 01	005 110 000 175 401 CHECKS-BLUE LASER ARCC VOUCHERS		\$74.93

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104954	5650		MARUDAS PRINT SERVICES AND PROMOTIONAL		Check
				E 01	005 110 000 175 401 SHIPPING		\$20.66
PO#:	Voucher #:	70460	Invoice	Invoice No:	68028	2/12/2023	Paid Amt: \$95.59
				E 01	005 110 000 175 401 CHECKS-BLUE LASER ARCC VOUCHERS		\$74.93
				E 01	005 110 000 175 401 SHIPPING		\$20.57
PO#:	Voucher #:	70461	Invoice	Invoice No:	68029	2/12/2023	Paid Amt: \$95.50
							Check Amount: \$191.09
0118	chec	104955	5416		MATHEW PELLINEN		Check
				E 01	310 294 220 000 305 OFFICIAL		\$158.00
PO#:	Voucher #:	70464	Invoice	Invoice No:	01272023	2/12/2023	Paid Amt: \$158.00
							Check Amount: \$158.00
0118	chec	104956	4225		MIDWEST BUS PARTS		Check
				E 03	005 760 000 720 420 Stainless Coolant Tube		\$430.00
PO#:	Voucher #:	70488	Invoice	Invoice No:	178929	2/12/2023	Paid Amt: \$430.00
				E 03	005 760 000 720 420 Cone Bearing, Scotseal,Rear Shock		\$279.78
PO#:	Voucher #:	70489	Invoice	Invoice No:	179124	2/12/2023	Paid Amt: \$279.78
				E 03	005 760 000 720 420 Scotseal		\$187.48
PO#:	Voucher #:	70490	Invoice	Invoice No:	WEB51762	2/12/2023	Paid Amt: \$187.48
				E 03	005 760 000 720 420 5-pt child restraint		\$809.28
PO#:	Voucher #:	70491	Invoice	Invoice No:	WEB52069	2/12/2023	Paid Amt: \$809.28
				E 03	005 760 000 720 420 Repair Supplies-BUSES		\$362.00
PO#:	Voucher #:	70462	Invoice	Invoice No:	178550	2/12/2023	Paid Amt: \$362.00
				E 03	005 760 000 720 420 Repair Supplies-BUSES		\$268.80
PO#:	Voucher #:	70463	Invoice	Invoice No:	178550-1	2/12/2023	Paid Amt: \$268.80
							Check Amount: \$2,337.34
0118	chec	104957	5222		MRI Software LLC		Check
				E 01	005 110 000 000 305 M.TRIMBLE		\$36.45
PO#:	Voucher #:	70525	Invoice	Invoice No:	MRIUS1323069	2/12/2023	Paid Amt: \$36.45
				E 01	005 110 000 000 305 TAMMY & SEAN WALSH		\$20.00
PO#:	Voucher #:	70526	Invoice	Invoice No:	MRIUS1281667	2/12/2023	Paid Amt: \$20.00
							Check Amount: \$56.45
0118	chec	104958	4065		NORTHERN STAR COOPERATIVE		Check
				E 03	005 760 000 720 441 GASOLINE		\$2,263.70
				E 03	005 760 000 720 444 DIESEL		\$10,708.56
PO#:	Voucher #:	70527	Invoice	Invoice No:	STMT 01312023	2/12/2023	Paid Amt: \$12,972.26
							Check Amount: \$12,972.26

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104959	5796		O'REILLY AUTO PARTS		Check		
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$269.10	
PO#:	Voucher #:	70528	Invoice		Invoice No: 1533-150168	2/12/2023	Paid Amt:	\$269.10	
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$775.36	
PO#:	Voucher #:	70529	Invoice		Invoice No: 1533-149601	2/12/2023	Paid Amt:	\$775.36	
				E 03	005 760 000 720 420	MAXI FUSE		\$4.99	
PO#:	Voucher #:	70465	Credit		Invoice No: 1533-148611	2/12/2023	Paid Amt:	(\$4.99)	
				E 03	005 760 000 720 420	Repair Supplies-BUSES		\$221.04	
PO#:	Voucher #:	70466	Invoice		Invoice No: 1533-148573	2/12/2023	Paid Amt:	\$221.04	
							Check Amount:	\$1,260.51	
0118	chec	104960	3306		REMIT PEPSI BEVERAGES CO		Check		
				E 01	310 292 125 000 490	concessions		\$797.08	
PO#:	Voucher #:	70474	Invoice		Invoice No: 56760108	2/12/2023	Paid Amt:	\$797.08	
				E 01	310 298 311 301 402	High School Student Activity		\$53.85	
				E 01	310 298 114 301 402	Elem Student Activity		\$53.85	
PO#:	Voucher #:	70530	Invoice		Invoice No: 47774159	2/12/2023	Paid Amt:	\$107.70	
							Check Amount:	\$904.78	
0118	chec	104961	5646		RAPID ROOTER		Check		
				E 01	005 810 000 000 330	Visitors Locker Room Main Sewer line backup		\$620.00	
PO#: 18848	Voucher #:	70471	Invoice		Invoice No: 11765	2/12/2023	Paid Amt:	\$620.00	
							Check Amount:	\$620.00	
0118	chec	104962	03258		RAPIDS WELDING SUPPLY		Check		
				E 03	005 760 000 720 420	ACETONE		\$12.00	
				E 03	005 760 000 720 420	OXYGEN		\$11.00	
				E 03	005 760 000 720 420	PROPYLENE		\$5.50	
				E 03	005 760 000 720 420	OXYGEN		\$5.50	
				E 03	005 760 000 720 420	ARGON/CO2		\$5.50	
PO#:	Voucher #:	70531	Invoice		Invoice No: 0030032907	2/12/2023	Paid Amt:	\$39.50	
							Check Amount:	\$39.50	
0118	chec	104963	05862		RUYAK ENTERPRISES INC		Check		
				E 03	005 760 000 720 363	PLOW SNOW 1/17/23		\$339.50	
PO#:	Voucher #:	70467	Invoice		Invoice No: 6794	2/12/2023	Paid Amt:	\$339.50	
							Check Amount:	\$339.50	
0118	chec	104964	05304		SANDSTROM'S		Check		
				E 02	005 770 000 705 490	BREAKFAST		\$170.00	
				E 02	005 770 000 701 490	LUNCH		\$263.32	
PO#:	Voucher #:	70532	Invoice		Invoice No: 444316	2/12/2023	Paid Amt:	\$433.32	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104964	05304		SANDSTROM'S		Check
				E 01	310 292 125 000 490	CONCESSION FOOD	\$362.27
PO#:	Voucher #:	70533	Invoice	Invoice No:	444331	2/12/2023	Paid Amt: \$362.27
				E 02	005 770 000 705 490	BREAKFAST	\$11.32
				E 02	005 770 000 701 490	LUNCH	\$37.80
PO#:	Voucher #:	70534	Invoice	Invoice No:	444032	2/12/2023	Paid Amt: \$49.12
				E 01	310 298 114 301 402	ELEMENTARY STUDENT LEADERSHIP	\$160.61
PO#:	Voucher #:	70535	Invoice	Invoice No:	443858	2/12/2023	Paid Amt: \$160.61
				E 01	310 292 125 000 401	CONCESSIONS NON FOOD SUPPLIES	\$190.76
PO#:	Voucher #:	70536	Invoice	Invoice No:	443304	2/12/2023	Paid Amt: \$190.76
				E 02	005 770 000 705 490	BREAKFAST	\$215.32
				E 02	005 770 000 701 490	LUNCH	\$360.00
PO#:	Voucher #:	70537	Invoice	Invoice No:	443365	2/12/2023	Paid Amt: \$575.32
				E 01	310 292 125 000 401	CONCESSIONS NON FOOD SUPPLIES	\$283.09
PO#:	Voucher #:	70538	Invoice	Invoice No:	442943	2/12/2023	Paid Amt: \$283.09
				E 02	005 770 000 705 490	BREAKFAST	\$85.00
				E 02	005 770 000 701 490	LUNCH	\$166.64
PO#:	Voucher #:	70539	Invoice	Invoice No:	442963	2/12/2023	Paid Amt: \$251.64
				E 02	005 770 000 705 490	BREAKFAST	\$51.00
				E 02	005 770 000 701 490	LUNCH	\$72.00
PO#:	Voucher #:	70540	Invoice	Invoice No:	442358	2/12/2023	Paid Amt: \$123.00
				E 02	005 770 000 705 490	BREAKFAST	\$164.02
				E 02	005 770 000 701 490	LUNCH	\$252.00
PO#:	Voucher #:	70541	Invoice	Invoice No:	445198	2/12/2023	Paid Amt: \$416.02
				E 02	005 770 000 705 490	BREAKFAST	\$45.02
				E 02	005 770 000 701 490	LUNCH	\$126.00
PO#:	Voucher #:	70542	Invoice	Invoice No:	444884	2/12/2023	Paid Amt: \$171.02
Check Amount:							\$3,016.17
0118	chec	104965	4474		SANTANDER LEASING LLC		Check
				E 03	005 760 000 000 580	BUS PURCHASE LEASE	\$19,279.00
PO#:	Voucher #:	70543	Invoice	Invoice No:	3172778	2/12/2023	Paid Amt: \$19,279.00
Check Amount:							\$19,279.00
0118	chec	104966	6494		SARA SCHROEDER		Check
				E 04	500 505 000 321 305	VALENTINE'S ART CRAFT	\$400.00
PO#:	Voucher #:	70544	Invoice	Invoice No:	02062023	2/12/2023	Paid Amt: \$400.00
Check Amount:							\$400.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104967	6314		SFM		Check
				E 01	005 110 000 000 270	Workers Compens	\$1,417.00
PO#:	Voucher #:	70468	Invoice		Invoice No: 2930865	2/12/2023	Paid Amt: \$1,417.00
							Check Amount: \$1,417.00
0118	chec	104968	6508		SHALEY PEARSON		Check
				E 01	310 296 320 000 184	GBB-SCOREBOOK	\$165.00
PO#:	Voucher #:	70546	Invoice		Invoice No: 02072023	2/12/2023	Paid Amt: \$165.00
							Check Amount: \$165.00
0118	chec	104969	6291	P1	SOLIANT HEALTH LLC		Check
				E 01	020 402 000 740 394	Pay for Spec Ed Services Other Agency	\$157.62
				E 01	020 411 000 740 394	Pay for Spec Ed Purposes Other Agency	\$420.32
				E 01	020 410 000 740 394	Pay for Spec Ed Purposes Other Agency	\$367.78
				E 01	020 407 000 740 394	Pay for Spec Ed Services Other Agency	\$262.70
				E 01	020 408 000 740 394	Pay for Spec Ed Services Other Agency	\$893.18
				E 01	020 414 000 740 394	Pay for Spec Ed Purposes Other Agency	\$525.40
PO#:	Voucher #:	70469	Invoice		Invoice No: 20582125	2/12/2023	Paid Amt: \$2,627.00
				E 01	020 402 000 740 394	Pay for Spec Ed Services Other Agency	\$159.75
				E 01	020 411 000 740 394	Pay for Spec Ed Purposes Other Agency	\$426.00
				E 01	020 410 000 740 394	Pay for Spec Ed Purposes Other Agency	\$372.75
				E 01	020 407 000 740 394	Pay for Spec Ed Services Other Agency	\$266.25
				E 01	020 408 000 740 394	Pay for Spec Ed Services Other Agency	\$905.25
				E 01	020 414 000 740 394	Pay for Spec Ed Purposes Other Agency	\$532.50
PO#:	Voucher #:	70547	Invoice		Invoice No: 20596123	2/12/2023	Paid Amt: \$2,662.50
				E 01	020 402 000 740 394	Pay for Spec Ed Services Other Agency	\$138.45
				E 01	020 411 000 740 394	Pay for Spec Ed Purposes Other Agency	\$369.20
				E 01	020 410 000 740 394	Pay for Spec Ed Purposes Other Agency	\$323.05
				E 01	020 407 000 740 394	Pay for Spec Ed Services Other Agency	\$230.75
				E 01	020 408 000 740 394	Pay for Spec Ed Services Other Agency	\$784.55
				E 01	020 414 000 740 394	Pay for Spec Ed Purposes Other Agency	\$461.50
PO#:	Voucher #:	70548	Invoice		Invoice No: 20588730	2/12/2023	Paid Amt: \$2,307.50
							Check Amount: \$7,597.00
0118	chec	104970	6511		STONY BROOK UNIVERSITY		Check
				R 01	005 000 314 340 096	SAMANTHA SHEPARD	\$1,500.00
PO#:	Voucher #:	70545	Invoice		Invoice No: 020232023	2/12/2023	Paid Amt: \$1,500.00
							Check Amount: \$1,500.00
0118	chec	104971	01378		SUPREME SCH SUPPLY		Check
				E 01	010 050 000 000 401	EARLY DISMISSAL SLIPS	\$6.60
				E 01	010 050 000 000 401	TARDY SLIPS PINK	\$6.60

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104971	01378		SUPREME SCH SUPPLY		Check		
				E 01	010 050 000 000 401	Freight		\$13.12	
		PO#: 18928	Voucher #:	70473	Invoice	Invoice No: 154926	2/12/2023	Paid Amt:	\$26.32
								Check Amount:	\$26.32
0118	chec	104972	6505		TATUM PETERSON		Check		
				E 01	310 294 220 000 184	BBB - JH REFEREE		\$45.00	
		PO#:	Voucher #:	70549	Invoice	Invoice No: 02072023	2/12/2023	Paid Amt:	\$45.00
								Check Amount:	\$45.00
0118	chec	104973	6146		TC's FOODS INC		Check		
				E 01	020 260 000 000 430	Instructional Supp		\$30.42	
		PO#:	Voucher #:	70550	Invoice	Invoice No: 162170	2/12/2023	Paid Amt:	\$30.42
				E 02	005 770 000 701 490	LUNCH		\$26.22	
		PO#:	Voucher #:	70551	Invoice	Invoice No: 161141	2/12/2023	Paid Amt:	\$26.22
				E 02	005 770 000 701 490	LUNCH		\$11.07	
		PO#:	Voucher #:	70552	Invoice	Invoice No: 161199	2/12/2023	Paid Amt:	\$11.07
				E 02	005 770 000 701 490	Food		\$6.20	
		PO#:	Voucher #:	70553	Invoice	Invoice No: 16089	2/12/2023	Paid Amt:	\$6.20
				E 02	005 770 000 701 490	Food		\$7.78	
		PO#:	Voucher #:	70554	Invoice	Invoice No: 161974	2/12/2023	Paid Amt:	\$7.78
				E 02	005 770 000 701 490	Food		\$5.79	
		PO#:	Voucher #:	70555	Invoice	Invoice No: 161985	2/12/2023	Paid Amt:	\$5.79
				E 02	005 770 000 701 490	Food		\$2.70	
		PO#:	Voucher #:	70556	Invoice	Invoice No: 162177	2/12/2023	Paid Amt:	\$2.70
				E 02	005 770 000 701 490	Food		\$43.82	
		PO#:	Voucher #:	70557	Invoice	Invoice No: 162662	2/12/2023	Paid Amt:	\$43.82
				E 01	310 292 125 000 401	CONCESSIONS NON FOOD SUPPLIES		\$65.36	
		PO#:	Voucher #:	70558	Invoice	Invoice No: 162663	2/12/2023	Paid Amt:	\$65.36
				E 04	500 505 000 321 401	Food supplies for cooking class		\$76.65	
		PO#: 18861	Voucher #:	70559	Invoice	Invoice No: 161096	2/12/2023	Paid Amt:	\$76.65
				E 02	005 770 000 701 490	Food		\$13.96	
		PO#:	Voucher #:	70560	Invoice	Invoice No: 160304	2/12/2023	Paid Amt:	\$13.96
				E 02	005 770 000 701 490	Food		\$10.38	
		PO#:	Voucher #:	70561	Invoice	Invoice No: 160404	2/12/2023	Paid Amt:	\$10.38
				E 02	005 770 000 701 490	Food		\$6.70	
		PO#:	Voucher #:	70562	Invoice	Invoice No: 160531	2/12/2023	Paid Amt:	\$6.70
				E 02	005 770 000 701 401	General Supplies		\$7.85	
				E 02	005 770 000 701 490	Food		\$2.25	
		PO#:	Voucher #:	70563	Invoice	Invoice No: 160671	2/12/2023	Paid Amt:	\$10.10
				E 02	005 770 000 705 490	BREAKFAST		\$3.65	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104973	6146		TC's FOODS INC		Check		
				E 02	005 770 000 701 490 LUNCH			\$8.95	
PO#:		Voucher #:	70564	Invoice	Invoice No: 162938	2/12/2023	Paid Amt:	\$12.60	
				E 02	005 770 000 701 490 Food			\$2.79	
PO#:		Voucher #:	70565	Invoice	Invoice No: 163483	2/12/2023	Paid Amt:	\$2.79	
				E 02	005 770 000 701 490 Food			\$12.42	
PO#:		Voucher #:	70566	Invoice	Invoice No: 163521	2/12/2023	Paid Amt:	\$12.42	
				E 01	310 292 125 000 401 CONCESSIONS NON FOOD SUPPLIES			\$21.27	
PO#:		Voucher #:	70567	Invoice	Invoice No: 163496	2/12/2023	Paid Amt:	\$21.27	
				E 02	005 770 000 701 401 General Supplies			\$3.49	
PO#:		Voucher #:	70568	Invoice	Invoice No: 159870	2/12/2023	Paid Amt:	\$3.49	
				E 02	005 770 000 701 401 General Supplies			\$3.49	
PO#:		Voucher #:	70569	Invoice	Invoice No: 160319	2/12/2023	Paid Amt:	\$3.49	
				E 01	310 292 125 000 490 CONCESSION FOOD			\$7.98	
PO#:		Voucher #:	70570	Invoice	Invoice No: 160405	2/12/2023	Paid Amt:	\$7.98	
				E 01	020 605 000 510 490 Food			\$12.57	
PO#:		Voucher #:	70571	Invoice	Invoice No: 162968	2/12/2023	Paid Amt:	\$12.57	
								Check Amount:	\$393.76
0118	chec	104974	6502		TERRANCE JEFFERSON		Check		
				E 01	310 296 320 000 305 OFFICIAL			\$158.00	
PO#:		Voucher #:	70470	Invoice	Invoice No: 01302023	2/12/2023	Paid Amt:	\$158.00	
								Check Amount:	\$158.00
0118	chec	104975	6512		THELEN HEATING & ROOFING, INC		Check		
				E 01	005 020 012 155 520 Bldg Construction			\$11,305.00	
PO#:		Voucher #:	70591	Invoice	Invoice No: REMSCH#1	2/12/2023	Paid Amt:	\$11,305.00	
								Check Amount:	\$11,305.00
0118	chec	104976	1166		THUNDER ALLEY XL		Check		
				E 01	310 298 069 000 401 Group Rate For PBIS High School Bowling Inc			\$450.00	
PO#: 18952		Voucher #:	70572	Invoice	Invoice No: 01-1-32-3	2/12/2023	Paid Amt:	\$450.00	
								Check Amount:	\$450.00
0118	chec	104977	6503		TIFFANY DILLEY		Check		
				E 01	310 296 320 000 184 GBB-JH REFEREE			\$45.00	
PO#:		Voucher #:	70573	Invoice	Invoice No: 02072023	2/12/2023	Paid Amt:	\$45.00	
				E 01	310 294 220 000 184 BBB-JH REFEREE			\$45.00	
PO#:		Voucher #:	70574	Invoice	Invoice No: 01242023	2/12/2023	Paid Amt:	\$45.00	
								Check Amount:	\$90.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104978	5619		TK ELEVATOR CORPORATION		Check		
				E 01	005 810 000 000 350	Door not operational potential damage cost e:		\$832.74	
	PO#: 18909	Voucher #:	70575	Invoice	Invoice No: 5002038223	2/12/2023		Paid Amt:	\$832.74
								Check Amount:	\$832.74
0118	chec	104979	01099		UPPER LAKES FOODS, INC		Check		
				E 02	005 770 000 706 490	FRUIT & VEGGIE		\$388.12	
	PO#:	Voucher #:	70586	Invoice	Invoice No: 233816-00	2/12/2023		Paid Amt:	\$388.12
				E 02	005 770 000 705 490	Food		\$680.38	
				E 02	005 770 000 701 490	Food		\$633.15	
	PO#:	Voucher #:	70587	Invoice	Invoice No: 230553-00	2/12/2023		Paid Amt:	\$1,313.53
				E 02	005 770 000 706 490	FRUIT & VEGGIE		\$392.67	
	PO#:	Voucher #:	70588	Invoice	Invoice No: 223463-00	2/12/2023		Paid Amt:	\$392.67
				E 02	005 770 000 705 490	BREAKFAST		\$45.25	
				E 02	005 770 000 701 490	LUNCH		\$370.47	
	PO#:	Voucher #:	70589	Invoice	Invoice No: 226814-00	2/12/2023		Paid Amt:	\$415.72
				E 02	005 770 000 705 490	BREAKFAST		\$423.18	
				E 02	005 770 000 701 490	LUNCH		\$858.91	
				E 02	005 770 000 701 401	SUPPLIES		\$158.46	
	PO#:	Voucher #:	70590	Invoice	Invoice No: 233815-00	2/12/2023		Paid Amt:	\$1,440.55
								Check Amount:	\$3,950.59
0118	chec	104980	5581		US FOODS INC		Check		
				E 01	310 292 125 000 401	CONCESSIONS NON FOOD SUPPLIES		\$72.59	
	PO#:	Voucher #:	70576	Invoice	Invoice No: 4527327	2/12/2023		Paid Amt:	\$72.59
				E 02	005 770 000 705 490	BREAKFAST		\$380.56	
				E 02	005 770 000 701 490	LUNCH		\$1,308.02	
	PO#:	Voucher #:	70577	Invoice	Invoice No: 4527326	2/12/2023		Paid Amt:	\$1,688.58
				E 01	310 292 125 000 401	CONCESSIONS NON FOOD SUPPLIES		\$203.51	
	PO#:	Voucher #:	70578	Invoice	Invoice No: 4455076	2/12/2023		Paid Amt:	\$203.51
				E 02	005 770 000 701 490	LUNCH		\$262.50	
	PO#:	Voucher #:	70579	Invoice	Invoice No: 4455072	2/12/2023		Paid Amt:	\$262.50
				E 02	005 770 000 701 490	LUNCH		\$669.89	
				E 02	005 770 000 705 490	BREAKFAST		\$87.30	
	PO#:	Voucher #:	70580	Invoice	Invoice No: 4455075	2/12/2023		Paid Amt:	\$757.19
				E 02	005 770 000 706 490	FRUIT & VEGGIE		\$321.07	
	PO#:	Voucher #:	70581	Invoice	Invoice No: 4455074	2/12/2023		Paid Amt:	\$321.07
				E 02	005 770 000 705 490	Food		\$248.48	
				E 02	005 770 000 701 490	LUNCH		\$613.44	
				E 02	005 770 000 701 401	SUPPLIES		\$82.44	
	PO#:	Voucher #:	70582	Invoice	Invoice No: 4291792	2/12/2023		Paid Amt:	\$944.36

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104980	5581		US FOODS INC		Check		
				E 02	005 770 000 706 490	FRUIT & VEGGIE		\$98.29	
PO#:	Voucher #:	70583	Invoice		Invoice No: 4291793	2/12/2023	Paid Amt:	\$98.29	
				E 01	310 292 125 000 490	CONCESSION FOOD		\$26.67	
PO#:	Voucher #:	70584	Invoice		Invoice No: 4291791	2/12/2023	Paid Amt:	\$26.67	
				E 02	005 770 000 701 490	Food		\$1,201.65	
PO#:	Voucher #:	70585	Invoice		Invoice No: 4195935	2/12/2023	Paid Amt:	\$1,201.65	
							Check Amount:	\$5,576.41	
0118	chec	104981	6516		ALEXANDER WAKE		Check		
				E 01	310 296 320 000 184	GAME WORKER		\$45.00	
PO#:	Voucher #:	70595	Invoice		Invoice No: 02212023	2/28/2023	Paid Amt:	\$45.00	
							Check Amount:	\$45.00	
0118	chec	104982	3296		AMAZON.COM		Check		
				E 01	310 298 069 301 402	1525300288 The Boy Who Invented the Popsi		\$182.00	
				E 01	310 298 069 301 402	1938447220 Pop!: Otto, the Kernel Who Didn'		\$184.47	
PO#: 18978	Voucher #:	70597	Invoice		Invoice No: 1LFK-6QQJ-JTD6	2/28/2023	Paid Amt:	\$366.47	
				E 01	020 630 000 000 401	LCD Bros Screen REplacement for Leveon Cf		\$84.99	
PO#: 19005	Voucher #:	70598	Invoice		Invoice No: 1frf-1d47-9v6p	2/28/2023	Paid Amt:	\$84.99	
				E 01	310 298 093 301 402	Herrenbek Matte Adult Grad Cap w/2023 Blacl		\$224.75	
				E 01	310 298 093 301 402	Freight		\$2.66	
PO#: 19004	Voucher #:	70599	Invoice		Invoice No: 1FKM-XDCK-3W7M	2/28/2023	Paid Amt:	\$227.41	
				E 01	310 298 069 301 402	HELIUM TANK		\$78.99	
				E 01	310 298 069 301 402	BALLOON BLOWER PUMP		\$19.88	
				E 01	310 298 069 301 402	DISCO BALL BALLOONS		\$15.99	
				E 01	310 298 069 301 402	CANDY VARIETY PACK		\$29.89	
				E 01	310 298 069 301 402	CARSON DELLOSA 45 PC VINYL RECORD I		\$12.34	
				E 01	310 298 069 301 402	32IN LETTER BALLOONS		\$4.99	
				E 01	310 298 069 301 402	DISCO BALL LIGHTS		\$11.98	
				E 01	310 298 069 301 402	12 PC DISCO BALL BALLOONS		\$14.99	
				E 01	310 298 069 301 402	LARGE GOLD BALLOONS		\$23.94	
				E 01	310 298 069 301 402	FISHING LINE NYLON STRING		\$5.99	
				E 01	310 298 069 301 402	35 PC 7IN 1950'S ROCK & ROLL MUSIC PAF		\$10.98	
				E 01	310 298 069 301 402	SHIPPING		\$9.57	
PO#:	Voucher #:	70600	Invoice		Invoice No: 1JJQ-3GXW-YVPL	2/28/2023	Paid Amt:	\$239.53	
				E 01	310 298 069 301 402	HEFTY PARTY ON DISPOSABLE PLASTIC C		\$9.12	
				E 01	310 298 069 301 402	TINSEL FOIL FIRNGE CURTAIN		\$8.99	
				E 01	310 298 069 301 402	SKITTLES & STARBURST		\$7.79	
				E 01	310 298 069 301 402	PING PONG BALLS		\$11.99	
				E 01	310 298 069 301 402	90 PC NEON BALLOONS		\$15.89	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104982	3296		AMAZON.COM		Check		
				E 01	310 298 069 301 402			SHIPPING	\$2.41
PO#:	Voucher #:	70601	Invoice	Invoice No:	1WT3-QPYM-C1TP	2/28/2023	Paid Amt:	\$56.19	
							Check Amount:	\$974.59	
0118	chec	104983	6258		BERGANKDV		Check		
				E 01	005 110 013 000 305			2022 AUDIT	\$2,900.00
PO#:	Voucher #:	70602	Invoice	Invoice No:	1184571	2/28/2023	Paid Amt:	\$2,900.00	
							Check Amount:	\$2,900.00	
0118	chec	104984	5971	REMIT	BEST OIL LLC		Check		
				E 01	005 810 000 000 440			#2 DYED DIESEL	\$5,441.70
PO#:	Voucher #:	70609	Invoice	Invoice No:	43976	2/28/2023	Paid Amt:	\$5,441.70	
							Check Amount:	\$5,441.70	
0118	chec	104985	3892	R	BLICK ART MATERIALS		Check		
				E 01	010 212 000 000 430			Blickrylic Student Acrylics - Venetian Red, Hall	\$18.86
				E 01	010 212 000 000 430			Blickrylic Student Acrylics - Primary Yellow, Ha	\$18.86
				E 01	010 212 000 000 430			Blickrylic Student Acrylics - Primary Blue, Hall	\$18.86
				E 01	010 212 000 000 430			Blickrylic Student Acrylics - Titanium White, H	\$18.86
				E 01	010 212 000 000 430			Blickrylic Student Acrylics - Mars Black, Half C	\$18.86
				E 01	020 212 000 000 430			Blick Stoneware Clay	\$119.24
				E 01	020 212 000 000 430			Freight	\$55.84
				E 01	010 212 000 000 430			Freight	\$44.16
PO#: 18906	Voucher #:	70603	Invoice	Invoice No:	315704	2/28/2023	Paid Amt:	\$313.54	
							Check Amount:	\$313.54	
0118	chec	104986	5694		BRENT TREVENA		Check		
				E 01	310 296 320 000 305			OFFICIAL	\$158.00
PO#:	Voucher #:	70608	Invoice	Invoice No:	02142023	2/28/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	
0118	chec	104987	6394		Brian Baughman		Check		
				E 01	310 294 220 000 305			OFFICIAL	\$158.00
PO#:	Voucher #:	70604	Invoice	Invoice No:	02112023	2/28/2023	Paid Amt:	\$158.00	
				E 01	310 296 320 000 305			OFFICIAL	\$158.00
PO#:	Voucher #:	70605	Invoice	Invoice No:	02232023	2/28/2023	Paid Amt:	\$158.00	
							Check Amount:	\$316.00	
0118	chec	104988	4774		BRIAN SCHULTZ		Check		
				E 01	310 296 320 000 305			OFFICIAL	\$269.35
PO#:	Voucher #:	70606	Invoice	Invoice No:	02232023	2/28/2023	Paid Amt:	\$269.35	
							Check Amount:	\$269.35	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104989	5313		BRYAN FIDELDY		Check
				E 01	310 296 320 000 305 OFFICIAL		\$158.00
PO#:	Voucher #:	70607	Invoice		Invoice No: 02142023	2/28/2023	Paid Amt: \$158.00
							Check Amount: \$158.00
0118	chec	104990	01151		CITY OF REMER		Check
				E 01	005 810 000 000 330 NEW METERS		\$2,235.65
PO#:	Voucher #:	70610	Invoice		Invoice No: 22172023	2/28/2023	Paid Amt: \$2,235.65
							Check Amount: \$2,235.65
0118	chec	104991	6513		COLONIAL LIFE		Check
				B 01	215 032 FEBRUARY		\$501.41
PO#:	Voucher #:	70611	Invoice		Invoice No: 58543770213260	2/28/2023	Paid Amt: \$501.41
							Check Amount: \$501.41
0118	chec	104992	01097		CROW WING COOP POWER & LIGHT		Check
				E 01	005 810 000 000 332 Electricity		\$81.55
PO#:	Voucher #:	70612	Invoice		Invoice No: 02142023	2/28/2023	Paid Amt: \$81.55
							Check Amount: \$81.55
0118	chec	104993	6481		DALE MARLEAU		Check
				E 01	310 296 320 000 305 OFFICIAL		\$203.85
PO#:	Voucher #:	70613	Invoice		Invoice No: 02142023	2/28/2023	Paid Amt: \$203.85
							Check Amount: \$203.85
0118	chec	104994	4397		DELTA DENTAL OF MN		Check
				E 01	005 020 000 000 291 DISTRICT		\$47.54
				E 01	020 211 000 000 291 SECONDARY		\$92.72
				E 01	010 203 000 000 291 ELEMENTARY		\$190.16
				E 01	010 050 000 000 291 ADMIN		\$140.26
				B 01	215 046 Dental Insurance		\$1,864.58
PO#:	Voucher #:	70615	Invoice		Invoice No: RIS0004750305	2/28/2023	Paid Amt: \$2,335.26
							Check Amount: \$2,335.26
0118	chec	104995	3027		DENNIS N HOLSMAN JR		Check
				E 01	310 294 210 000 184 FB JH OFFICIAL 10/11/22		\$45.00
PO#:	Voucher #:	70614	Invoice		Invoice No: 02172023	2/28/2023	Paid Amt: \$45.00
							Check Amount: \$45.00
0118	chec	104996	03788	R	HILLYARD/HUTCHINSON		Check
				E 01	005 810 000 000 410 GEO48580 5 CS 53.26 266.30 TISSUE FACIA		\$266.30
				E 01	005 810 000 000 410 GEO27700 5 CS 48.18 240.90 TOWEL ROLL		\$240.90
PO#: 18913	Voucher #:	70616	Invoice		Invoice No: 605008519	2/28/2023	Paid Amt: \$507.20
				E 01	005 810 000 000 410 PAD 13 IN BUFF RED		\$70.09
PO#: 18925	Voucher #:	70617	Invoice		Invoice No: 605015926	2/28/2023	Paid Amt: \$70.09

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	104996	03788	R	HILLYARD/HUTCHINSON		Check		
				E 01	005 810 000 000 410	WIN98406410 5 EA 22.48 112.40 BAG FILTEF		\$108.40	
				E 01	005 810 000 000 410	PAD 13IN BUFF RED		\$61.35	
				E 01	005 810 000 000 410	Freight		\$8.53	
				E 01	005 810 000 000 410	Freight		\$15.08	
	PO#: 18925	Voucher #: 70618		Invoice	Invoice No: 605010037	2/28/2023	Paid Amt:	\$193.36	
				E 01	005 810 000 000 410	Glove Nitrile PF 3.7 MIL XL BL 100 BX		\$163.20	
	PO#:	Voucher #: 70359		Credit	Invoice No: 800612247	2/28/2023	Paid Amt:	(\$163.20)	
				E 01	005 810 000 000 410	HIL42213 50 EA 4.09 204.50 PAD 13 IN BUFF		\$93.45	
	PO#: 18925	Voucher #: 70514		Invoice	Invoice No: 605014508	2/28/2023	Paid Amt:	\$93.45	
								Check Amount:	\$700.90
0118	chec	104997	01052		HOLKERS DO IT BEST LUMBER		Check		
				E 01	020 255 000 000 430	open P.O. for supplies		\$49.18	
	PO#: 18881	Voucher #: 70623		Invoice	Invoice No: 2302-045823	2/28/2023	Paid Amt:	\$49.18	
				E 01	020 255 000 000 430	open P.O. for supplies		\$15.57	
	PO#: 18881	Voucher #: 70624		Invoice	Invoice No: 2302-045703	2/28/2023	Paid Amt:	\$15.57	
				E 01	020 255 000 000 430	open P.O. for supplies		\$20.49	
	PO#: 18881	Voucher #: 70625		Invoice	Invoice No: 2302-046145	2/28/2023	Paid Amt:	\$20.49	
				E 01	020 255 000 000 430	open P.O. for supplies		\$1.44	
	PO#: 18881	Voucher #: 70626		Invoice	Invoice No: 2302-046015	2/28/2023	Paid Amt:	\$1.44	
								Check Amount:	\$86.68
0118	chec	104998	4163		IASC		Check		
				E 01	005 110 028 311 391	FY23 FISCAL HOST FEE		\$2,000.00	
	PO#:	Voucher #: 70628		Invoice	Invoice No: 3438	2/28/2023	Paid Amt:	\$2,000.00	
				E 01	005 110 028 311 391	FY23 MEMBERSHIP DUES		\$7,500.00	
	PO#:	Voucher #: 70629		Invoice	Invoice No: 3430	2/28/2023	Paid Amt:	\$7,500.00	
				E 01	005 630 000 000 391	FY23 1ST HALF TECH.FEES		\$24,140.56	
	PO#:	Voucher #: 70630		Invoice	Invoice No: 3417	2/28/2023	Paid Amt:	\$24,140.56	
				E 01	005 403 000 740 396	BRINK		\$61.08	
				E 01	005 402 000 740 396	BRINK		\$40.72	
				E 01	005 411 000 740 396	BRINK		\$448.47	
				E 01	010 412 000 740 396	BRINK		\$2,201.08	
				E 01	005 402 000 740 396	BENSDORF		\$19.68	
				E 01	005 403 000 740 396	BENSDORF		\$29.44	
				E 01	005 408 000 740 396	BENSDORF		\$78.57	
				E 01	020 410 000 740 396	BERNSDORF		\$98.25	
				E 01	020 411 000 740 396	BERNSDORF		\$216.03	
				E 01	010 412 000 740 396	BERNSDORF		\$1,060.31	
				E 01	005 402 000 740 396	WORLIE		\$29.62	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	104998	4163		IASC		Check
				E 01	010 407 000 740 396	WORLIE	\$206.53
				E 01	010 408 000 740 396	WORLIE	\$117.94
				E 01	020 410 000 740 396	WORLIE	\$294.85
				E 01	020 411 000 740 396	WORLIE	\$324.47
				E 01	010 412 000 740 396	WORLIE	\$1,769.37
				E 01	005 404 000 740 396	REICHERT	\$2,130.25
				E 01	005 405 000 740 396	KING	\$1,909.31
				E 01	005 405 000 740 396	BRUXVORT	\$966.52
				E 01	005 406 000 740 396	FISCHER	\$3,051.26
				E 01	005 420 000 740 396	STONE	\$3,366.00
				E 01	005 400 000 372 305	DALL	\$4,879.54
				E 01	005 400 000 372 305	GRZYBOWSKI	\$2,331.29
				E 01	005 403 000 740 397	COOP BENEFITS	\$31.93
				E 01	005 405 000 740 397	COOP BENEFITS	\$302.50
				E 01	010 406 000 740 397	COOP BENEFITS	\$515.63
				E 01	010 407 000 740 397	COOP BENEFITS	\$87.12
				E 01	005 408 000 740 397	COOP BENEFITS	\$64.76
				E 01	020 410 000 740 397	COOP BENEFITS	\$143.14
				E 01	020 411 000 740 397	COOP BENEFITS	\$371.21
				E 01	005 412 000 740 397	COOP BENEFITS	\$1,896.53
				E 01	005 420 000 740 397	COOP BENEFITS	\$1,502.02
				E 01	010 401 000 740 397	COOP BENEFITS	\$33.78
				E 01	005 420 000 740 366	COOP TRAVEL	\$403.37
				E 01	005 411 000 740 401	COOP SUPPLIES	\$13.80
PO#:		Voucher #:	70700	Invoice	Invoice No: 3426	2/28/2023	Paid Amt: \$30,996.37
							Check Amount: \$64,636.93
0118	chec	104999	4422		INFINITY ONLINE		Check
				E 01	020 211 000 000 820	SPRING TUITION 2022-23	\$16,790.00
PO#:		Voucher #:	70631	Invoice	Invoice No: 311601	2/28/2023	Paid Amt: \$16,790.00
							Check Amount: \$16,790.00
0118	chec	105000	6478		ITASCA ORCHESTRA AND STRINGS PROGRAM		Check
				E 01	005 204 000 424 303	CONSULTING FEES	\$4,930.00
PO#:		Voucher #:	70627	Invoice	Invoice No: 10341	2/28/2023	Paid Amt: \$4,930.00
							Check Amount: \$4,930.00
0118	chec	105001	3727		JENNIFER MULLIGAN		Check
				E 01	310 294 220 000 184	BBB-SCOREBOOK	\$55.00
PO#:		Voucher #:	70633	Invoice	Invoice No: 02212023	2/28/2023	Paid Amt: \$55.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105001	3727		JENNIFER MULLIGAN		Check		
				E 01	310 296 320 000 184	GBB - SCOREBOARD		\$55.00	
	PO#:	Voucher #:	70634	Invoice	Invoice No: 02062023	2/28/2023	Paid Amt:	\$55.00	
							Check Amount:	\$110.00	
0118	chec	105002	6475		JIM ERZAR		Check		
				E 04	500 505 000 321 305	2/26/23 REF. CLASS		\$100.00	
	PO#:	Voucher #:	70632	Invoice	Invoice No: 02232022	2/28/2023	Paid Amt:	\$100.00	
							Check Amount:	\$100.00	
0118	chec	105003	6448		JOHN SCHLAUTER		Check		
				E 01	310 296 320 000 184	GBB- SUPERVISOR		\$75.00	
	PO#:	Voucher #:	70635	Invoice	Invoice No: 02212023	2/28/2023	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0118	chec	105004	1279	R	JOHNSON CONTROLS		Check		
				E 01	005 810 000 000 420	TEMP SENSOR PER QUOTE		\$59.48	
	PO#: 18994	Voucher #:	70636	Invoice	Invoice No: 1-127569374255	2/28/2023	Paid Amt:	\$59.48	
							Check Amount:	\$59.48	
0118	chec	105005	01098		JOHNSON TELEPHONE CO		Check		
				E 01	005 010 000 000 320	R0520		\$608.27	
	PO#:	Voucher #:	70637	Invoice	Invoice No: R0520-2/1/23	2/28/2023	Paid Amt:	\$608.27	
				E 01	040 810 000 000 320	R4513		\$31.51	
	PO#:	Voucher #:	70638	Invoice	Invoice No: R4513-02/01/23	2/28/2023	Paid Amt:	\$31.51	
							Check Amount:	\$639.78	
0118	chec	105006	5358		L&M SUPPLY INC		Check		
				E 01	020 255 000 000 430	OPEN PO SHOP SUPPLIES		\$28.95	
	PO#: 18612	Voucher #:	70639	Invoice	Invoice No: 11235848WSID	2/28/2023	Paid Amt:	\$28.95	
							Check Amount:	\$28.95	
0118	chec	105007	01095		LAKE COUNTRY POWER		Check		
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$42.00	
	PO#:	Voucher #:	70640	Invoice	Invoice No: 10000175-1/1-2/1	2/28/2023	Paid Amt:	\$42.00	
				E 01	005 810 000 000 332	BOILER HOUSE		\$18,088.00	
	PO#:	Voucher #:	70641	Invoice	Invoice No: 90000204/205-2/1/22	2/28/2023	Paid Amt:	\$18,088.00	
				E 01	005 810 000 000 332	ECFE BUILDING		\$811.00	
	PO#:	Voucher #:	70642	Invoice	Invoice No: 90000206-1/1-2/1/23	2/28/2023	Paid Amt:	\$811.00	
				E 01	005 810 000 000 332	MAIN SCHOOL		\$8,314.00	
	PO#:	Voucher #:	70643	Invoice	Invoice No: 90000203-1/1-2/1/23	2/28/2023	Paid Amt:	\$8,314.00	
				E 01	005 810 000 000 332	FOOTBALL LIGHTS		\$42.00	
	PO#:	Voucher #:	70644	Invoice	Invoice No: 10000176-1/1-2/1/23	2/28/2023	Paid Amt:	\$42.00	
							Check Amount:	\$27,297.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	105008	6515		LIAM WAKE		Check
				E 01	310 296 320 000 184	GAME WORKER	\$45.00
PO#:	Voucher #:	70596	Invoice	Invoice No:	02212023	2/28/2023	Paid Amt: \$45.00
							Check Amount: \$45.00
0118	chec	105009	5223		MADISON NATIONAL LIFE		Check
				B 01	215 036	MARCH-DISTRICT	\$1,065.65
PO#:	Voucher #:	70645	Invoice	Invoice No:	02252023	2/28/2023	Paid Amt: \$1,065.65
							Check Amount: \$1,065.65
0118	chec	105010	1095		MARCO TECHNOLOGIES LLC		Check
				E 01	005 110 371 000 580	DISTRICT	\$773.37
				E 01	010 203 202 000 580	ELEMENTARY	\$773.37
				E 01	020 211 000 000 580	SECONDARY	\$773.38
PO#:	Voucher #:	70646	Invoice	Invoice No:	493817753	2/28/2023	Paid Amt: \$2,320.12
							Check Amount: \$2,320.12
0118	chec	105011	6264		MELAINE MARIE MCNEILL		Check
				E 01	310 296 320 301 402	2x3 vinyl banner	\$84.00
				E 01	310 296 320 301 402	6x4 vinyl banner + shipping & design	\$223.00
PO#: 18931	Voucher #:	70648	Invoice	Invoice No:	2150	2/28/2023	Paid Amt: \$307.00
							Check Amount: \$307.00
0118	chec	105012	6102		MENDY OUKROP		Check
				E 01	310 296 320 000 184	GBB-TICKET	\$55.00
PO#:	Voucher #:	70647	Invoice	Invoice No:	02212023	2/28/2023	Paid Amt: \$55.00
							Check Amount: \$55.00
0118	chec	105013	4225		MIDWEST BUS PARTS		Check
				E 03	005 760 000 720 420	YELLOW PAINT	\$35.26
				E 03	005 760 000 720 420	FLAT BLACK PAINT	\$15.91
				E 03	005 760 000 720 420	GLOSS BLACK	\$12.69
				E 03	005 760 000 720 420	SHIPPING	\$19.17
PO#:	Voucher #:	70649	Invoice	Invoice No:	WEB52888	2/28/2023	Paid Amt: \$83.03
				E 03	005 760 000 720 420	WINDSHIELD WASHER TUBING	\$20.60
				E 03	005 760 000 720 420	LH AMTRAN NOZZLE	\$54.20
				E 03	005 760 000 720 420	RH AMTRAN NOZZLE	\$54.20
				E 03	005 760 000 720 420	TRICO NOZZLE	\$44.10
				E 03	005 760 000 720 420	DYNA WET ARM KIT W/NOZZLES	\$26.70
PO#:	Voucher #:	70650	Invoice	Invoice No:	178254	2/28/2023	Paid Amt: \$199.80
				E 03	005 760 000 720 420	ALLISON TRANNY FILTER	\$120.00
				E 03	005 760 000 720 420	SHIPPING	\$19.76
PO#:	Voucher #:	70651	Invoice	Invoice No:	WEB53858	2/28/2023	Paid Amt: \$139.76

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105013	4225		MIDWEST BUS PARTS		Check		
				E 03	005 760 000 720 420	OPEN VIEW MIRROR		\$102.56	
				E 03	005 760 000 720 420	SHIPPING		\$18.99	
PO#:	Voucher #:	70652	Invoice		Invoice No: WEB5163	2/28/2023	Paid Amt:	\$121.55	
				E 03	005 760 000 720 420	OPEN VIEW MIRROR		\$102.56	
				E 03	005 760 000 720 420	SHIPPING		\$18.99	
PO#:	Voucher #:	70653	Invoice		Invoice No: WEB52952	2/28/2023	Paid Amt:	\$121.55	
				E 03	005 760 000 720 420	STAINLESS COOLANT TUBE FOR IC		\$429.96	
				E 03	005 760 000 720 420	SHIPPING		\$18.16	
PO#:	Voucher #:	70654	Invoice		Invoice No: WEB52625	2/28/2023	Paid Amt:	\$448.12	
				E 03	005 760 000 720 420	MAGNETIC SIGN		\$57.62	
				E 03	005 760 000 720 420	REFLECTIVE 'ACTIVITY BUS" DECAL		\$66.99	
				E 03	005 760 000 720 420	SHIPPING		\$19.54	
PO#:	Voucher #:	70655	Invoice		Invoice No: WEB52800	2/28/2023	Paid Amt:	\$144.15	
							Check Amount:	\$1,257.96	
0118	chec	105014	01415		MSBA		Check		
				E 01	005 020 000 000 366	PHASE 3 WALK-IN		\$230.00	
PO#: 18534	Voucher #:	70657	Invoice		Invoice No: INV-03904-J3M7P5	2/28/2023	Paid Amt:	\$230.00	
				E 01	005 010 000 000 366	REGISTRATION FOR MSBA CONFERENCE		\$125.00	
PO#: 18844	Voucher #:	70658	Invoice		Invoice No: INV-02860-B4X8J1	2/28/2023	Paid Amt:	\$125.00	
							Check Amount:	\$355.00	
0118	chec	105015	03349		REMIT NORTH CENTRAL INTERNATIONAL, LLC		Check		
				E 03	005 760 000 720 420	EMERGENCY HANDLE		\$421.98	
PO#:	Voucher #:	70619	Invoice		Invoice No: X226004428:02	2/28/2023	Paid Amt:	\$421.98	
				E 03	005 760 000 720 420	EMERGENCY HANDLE		\$562.64	
				E 03	005 760 000 720 420	INT FRAM KIT, LH		\$106.15	
PO#:	Voucher #:	70620	Invoice		Invoice No: X226004410:01	2/28/2023	Paid Amt:	\$668.79	
				E 03	005 760 000 720 420	INT FRAME KIT, LH, MILL		\$106.15	
PO#:	Voucher #:	70621	Credit		Invoice No: X226004459:01	2/28/2023	Paid Amt:	(\$106.15)	
				E 03	005 760 000 720 420	EMERGENCY HANDLE		\$140.66	
				E 03	005 760 000 720 420	HANDLE KIT, EMERGENCY HANDLE		\$72.04	
				E 03	005 760 000 720 420	HANDLE, EMERGENCY HANDLE KIT LE		\$45.79	
PO#:	Voucher #:	70622	Invoice		Invoice No: X226004428:01	2/28/2023	Paid Amt:	\$258.49	
							Check Amount:	\$1,243.11	
0118	chec	105016	6277		NOTABLE, INC		Check		
				E 01	010 203 012 155 406	Teacher Plan for renewal of current license Inc		\$1,089.00	
PO#: 18919	Voucher #:	70656	Invoice		Invoice No: INVOICE-223617	2/28/2023	Paid Amt:	\$1,089.00	
							Check Amount:	\$1,089.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105017	5796		O'REILLY AUTO PARTS		Check		
				E 03 005 760 000 720 420	Repair Supplies-BUSES		\$376.12		
PO#:	Voucher #:	70678	Invoice	Invoice No: 1533-150374		2/28/2023	Paid Amt:	\$376.12	
				E 03 005 760 000 720 420	Repair Supplies-BUSES		\$48.97		
PO#:	Voucher #:	70679	Invoice	Invoice No: 1533-150322		2/28/2023	Paid Amt:	\$48.97	
				E 03 005 760 000 720 420	Repair Supplies-BUSES		\$556.47		
PO#:	Voucher #:	70680	Invoice	Invoice No: 1533-150396		2/28/2023	Paid Amt:	\$556.47	
				E 03 005 760 000 720 420	HEATER HOSE		\$49.50		
PO#:	Voucher #:	70659	Invoice	Invoice No: 1533-150997		2/28/2023	Paid Amt:	\$49.50	
				E 03 005 760 000 720 420	WIPER FLUID		\$129.99		
				E 03 005 760 000 720 420	PULLY INSTAL		\$39.99		
PO#:	Voucher #:	70660	Invoice	Invoice No: 1533-151006		2/28/2023	Paid Amt:	\$169.98	
				E 03 005 760 000 720 420	Repair Supplies-BUSES		\$144.95		
PO#:	Voucher #:	70661	Invoice	Invoice No: 1533-151998		2/28/2023	Paid Amt:	\$144.95	
				E 03 005 760 000 720 420	BLUE DEF DRUM		\$377.99		
PO#:	Voucher #:	70662	Invoice	Invoice No: 1533-151092		2/28/2023	Paid Amt:	\$377.99	
				E 03 005 760 000 720 420	WIPER FLUID		\$129.99		
PO#:	Voucher #:	70663	Credit	Invoice No: 1533-151091		2/28/2023	Paid Amt:	(\$129.99)	
				E 03 005 760 000 720 420	11OZ DE-ICER		\$59.88		
PO#:	Voucher #:	70664	Invoice	Invoice No: 1533-151181		2/28/2023	Paid Amt:	\$59.88	
				E 03 005 760 000 720 420	Repair Supplies-BUSES		\$150.21		
PO#:	Voucher #:	70665	Invoice	Invoice No: 1533-151818		2/28/2023	Paid Amt:	\$150.21	
Check Amount:								\$1,804.08	
0118	chec	105018	4632		PEMBERTON SORLIE RUFER &		Check		
				E 01 005 110 000 000 305	Consulting Fees		\$964.50		
PO#:	Voucher #:	70666	Invoice	Invoice No: 154		2/28/2023	Paid Amt:	\$964.50	
Check Amount:								\$964.50	
0118	chec	105019	3306		REMIT PEPSI BEVERAGES CO		Check		
				E 01 310 298 311 301 402	High School Student Activity		\$32.31		
				E 01 310 298 114 301 402	Elem Student Activity		\$32.31		
PO#:	Voucher #:	70667	Invoice	Invoice No: 53352206		2/28/2023	Paid Amt:	\$64.62	
				E 01 310 292 125 000 490	CONCESSION FOOD		\$466.95		
PO#:	Voucher #:	70668	Invoice	Invoice No: 51176809		2/28/2023	Paid Amt:	\$466.95	
Check Amount:								\$531.57	
0118	chec	105020	5276		PERRIN MOBILE MEDICAL		Check		
				E 03 005 760 000 720 430	UDS		\$180.00		
PO#:	Voucher #:	70669	Invoice	Invoice No: 7810		2/28/2023	Paid Amt:	\$180.00	
Check Amount:								\$180.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105021	2035		REMIT PITNEY BOWES INC		Check		
				E 01	005 110 000 000 329	Postage		\$450.00	
	PO#:	Voucher #:	70670	Invoice	Invoice No: 3105965382	2/28/2023	Paid Amt:	\$450.00	
								Check Amount:	\$450.00
0118	chec	105022	04532		POPPLERS MUSIC INC		Check		
				E 01	020 258 105 000 430	012214200 Allied Honor - Concert Band		\$65.00	
				E 01	020 258 105 000 430	00-BDM00030 Great Locomotive Chase, The		\$63.00	
	PO#: 18988	Voucher #:	70671	Invoice	Invoice No: 2694283	2/28/2023	Paid Amt:	\$128.00	
				E 01	020 258 105 000 430	011346700 Spania - Concert Band		\$59.00	
	PO#: 18988	Voucher #:	70672	Invoice	Invoice No: 2694635	2/28/2023	Paid Amt:	\$59.00	
				E 01	020 258 105 000 430	602 - Concert Band Filing Box 1 Inch - Box		\$22.50	
	PO#: 18988	Voucher #:	70673	Invoice	Invoice No: 2695034	2/28/2023	Paid Amt:	\$22.50	
				E 01	020 258 105 000 430	00-BDM00030C Great Locomotive Chase, The		\$30.00	
	PO#: 18988	Voucher #:	70674	Invoice	Invoice No: 2696565	2/28/2023	Paid Amt:	\$30.00	
				E 01	020 258 105 000 430	012214301 Allied Honor (Full Score) - CB Sco		\$12.00	
	PO#: 18988	Voucher #:	70675	Invoice	Invoice No: 2697015	2/28/2023	Paid Amt:	\$12.00	
				E 01	310 298 410 301 402	Srl # 019020 Vito 111R Flute - Repair		\$157.50	
	PO#: 18988	Voucher #:	70676	Invoice	Invoice No: 2693474	2/28/2023	Paid Amt:	\$157.50	
				E 01	310 298 410 301 402	Srl # 89097 Selmer CL-300 Clarinet - Repair		\$327.00	
	PO#: 18988	Voucher #:	70677	Invoice	Invoice No: 2693482	2/28/2023	Paid Amt:	\$327.00	
								Check Amount:	\$736.00
0118	chec	105023	6469		PRINZ TECHNOLOGIES INC		Check		
				E 01	310 298 160 301 402	Case of 12 Gauge ammunition, 7/8 oz.		\$1,027.00	
				E 01	310 298 160 301 402	Case 20 gauge ammunition, 7/8 oz		\$174.00	
				E 01	310 298 160 301 402	Shipping per case		\$375.00	
	PO#: 18983	Voucher #:	70681	Invoice	Invoice No: INV/2023/00017	2/28/2023	Paid Amt:	\$1,576.00	
								Check Amount:	\$1,576.00
0118	chec	105024	5646		RAPID ROOTER		Check		
				E 01	005 810 000 000 350	3rd locker room shower raw sewage backup 1.		\$600.00	
	PO#: 18918	Voucher #:	70683	Invoice	Invoice No: 11766	2/28/2023	Paid Amt:	\$600.00	
								Check Amount:	\$600.00
0118	chec	105025	03258		RAPIDS WELDING SUPPLY		Check		
				E 01	020 255 000 000 430	Delivery		\$3.00	
				E 01	020 255 000 000 430	Oxygen Cylinders		\$88.05	
				E 01	020 255 000 000 430	Acetylene Cylinders		\$145.60	
				E 01	020 255 000 000 430	ARGON CYLINDAR		\$81.50	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105025	03258		RAPIDS WELDING SUPPLY		Check		
				E 01	020 255 000 000 430 DELIVERY			\$18.50	
	PO#: 18961	Voucher #:	70682	Invoice	Invoice No: 0010099980	2/28/2023	Paid Amt:	\$336.65	
							Check Amount:	\$336.65	
0118	chec	105026	6508		SHALEY PEARSON		Check		
				E 01	310 296 320 000 184 GBB-SCOREBOOK			\$55.00	
	PO#:	Voucher #:	70684	Invoice	Invoice No: 02212023	2/28/2023	Paid Amt:	\$55.00	
							Check Amount:	\$55.00	
0118	chec	105027	6291	P1	SOLIANT HEALTH LLC		Check		
				E 01	020 402 000 740 394 Pay for Spec Ed Services Other Agency			\$159.75	
				E 01	020 411 000 740 394 Pay for Spec Ed Purposes Other Agency			\$426.00	
				E 01	020 410 000 740 394 Pay for Spec Ed Purposes Other Agency			\$372.75	
				E 01	020 407 000 740 394 Pay for Spec Ed Services Other Agency			\$266.25	
				E 01	020 408 000 740 394 Pay for Spec Ed Services Other Agency			\$905.25	
				E 01	020 414 000 740 394 Pay for Spec Ed Purposes Other Agency			\$532.50	
	PO#:	Voucher #:	70685	Invoice	Invoice No: 20608618	2/28/2023	Paid Amt:	\$2,662.50	
				E 01	020 402 000 740 394 Pay for Spec Ed Services Other Agency			\$166.14	
				E 01	020 411 000 740 394 Pay for Spec Ed Purposes Other Agency			\$443.04	
				E 01	020 410 000 740 394 Pay for Spec Ed Purposes Other Agency			\$387.66	
				E 01	020 407 000 740 394 Pay for Spec Ed Services Other Agency			\$276.90	
				E 01	020 408 000 740 394 Pay for Spec Ed Services Other Agency			\$941.46	
				E 01	020 414 000 740 394 Pay for Spec Ed Purposes Other Agency			\$553.80	
	PO#:	Voucher #:	70686	Invoice	Invoice No: 20601718	2/28/2023	Paid Amt:	\$2,769.00	
							Check Amount:	\$5,431.50	
0118	chec	105028	5624		SPEECH PARTNERS		Check		
				E 01	010 401 000 740 394 Purchase Speech Services			\$2,892.75	
	PO#:	Voucher #:	70687	Invoice	Invoice No: 114303-114337	2/28/2023	Paid Amt:	\$2,892.75	
							Check Amount:	\$2,892.75	
0118	chec	105029	5739		THE PUB		Check		
				E 01	310 298 069 301 402 10 meals			\$120.50	
	PO#: 18986	Voucher #:	70693	Invoice	Invoice No: 02032023	2/28/2023	Paid Amt:	\$120.50	
							Check Amount:	\$120.50	
0118	chec	105030	2948		THEO RINGLE		Check		
				E 01	310 294 220 000 305 OFFICIAL			\$158.00	
	PO#:	Voucher #:	70688	Invoice	Invoice No: 02112023	2/28/2023	Paid Amt:	\$158.00	
							Check Amount:	\$158.00	

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0118	chec	105031	6503		TIFFANY DILLEY		Check
				E 01	310 296 320 000 184	GBB-JH REFEREE	\$45.00
PO#:	Voucher #:	70689	Invoice	Invoice No:	02212023	2/28/2023	Paid Amt: \$45.00
							Check Amount: \$45.00
0118	chec	105032	04623		TONY VEITH		Check
				E 01	310 294 220 000 305	OFFICIAL	\$248.39
PO#:	Voucher #:	70690	Invoice	Invoice No:	02112023	2/28/2023	Paid Amt: \$248.39
							Check Amount: \$248.39
0118	chec	105033	5995	Remit	TWIN CITY HARDWARE COMPANY		Check
				E 05	005 850 000 302 520	Lock for Nurse office per quote SQ1040868 Je	\$845.00
				E 05	005 850 000 302 520	MISC Est for Shipping	\$0.00
PO#: 18661	Voucher #:	70692	Invoice	Invoice No:	PS12172149	2/28/2023	Paid Amt: \$845.00
							Check Amount: \$845.00
0118	chec	105034	6484		TYLER PEARSON		Check
				E 01	310 296 320 000 184	GBB-CLOCK	\$55.00
PO#:	Voucher #:	70691	Invoice	Invoice No:	02212023	2/28/2023	Paid Amt: \$55.00
							Check Amount: \$55.00
0118	chec	105035	6476		UHS PREMIUM BILLING		Check
				E 01	005 020 000 000 291	DISTRICT RETIREE	\$671.93
				E 01	010 203 000 000 291	ELEM RETIREE	\$855.67
				E 01	020 211 000 000 291	SEC RETIREE	\$671.93
				E 01	010 050 000 000 291	ADMIN RETIREE	\$855.67
				B 01	215 031	DISTRICT	\$38,046.16
PO#:	Voucher #:	70698	Invoice	Invoice No:	686374091029	2/28/2023	Paid Amt: \$41,101.36
							Check Amount: \$41,101.36
0118	chec	105036	01099		UPPER LAKES FOODS, INC		Check
				E 02	005 770 000 701 401	SUPPLIES	\$19.52
PO#:	Voucher #:	70694	Invoice	Invoice No:	225963-00	2/28/2023	Paid Amt: \$19.52
				E 02	005 770 000 701 490	LUNCH	\$597.55
				E 02	005 770 000 705 490	BREAKFAST	\$345.50
				E 02	005 770 000 701 401	SUPPLIES	\$36.74
PO#:	Voucher #:	70695	Invoice	Invoice No:	223462-00	2/28/2023	Paid Amt: \$979.79
				E 02	005 770 000 706 490	FRUIT & VEGGIE	\$386.65
PO#:	Voucher #:	70696	Invoice	Invoice No:	219842-00	2/28/2023	Paid Amt: \$386.65
				E 02	005 770 000 701 401	SUPPLIES	\$53.42
PO#:	Voucher #:	70697	Invoice	Invoice No:	228119-00	2/28/2023	Paid Amt: \$53.42
							Check Amount: \$1,439.38

ISD#118 Remer-Longville Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0118	chec	105037	6489		VSP INSURANCE CO. (CT)		Check		
				B 01	215 032	ER Cafe Plan Payroll Deductions		\$205.83	
	PO#:	Voucher #:	70709	Invoice	Invoice No: 817279746	2/28/2023	Paid Amt:	\$205.83	
								Check Amount:	\$205.83
0118	chec	105038	6471		ZAHL PETROLEUM MAINTENANCE COMPANY		Check		
				E 01	005 810 000 000 350	Strip fuel oil boiler tank of sediment and water		\$1,945.00	
	PO#: 18960	Voucher #:	70699	Invoice	Invoice No: 0277756-IN	2/28/2023	Paid Amt:	\$1,945.00	
								Check Amount:	\$1,945.00
0118	chec	105039	5691		GIOVANNI'S PIZZA		Check		
				E 01	310 298 192 301 402	Big Cheese		\$325.00	
				E 01	310 298 192 301 402	Big Pepperoni		\$775.00	
				E 01	310 298 192 301 402	Double Sausage		\$449.50	
				E 01	310 298 192 301 402	Sausage, Pepperoni, x Chees		\$449.50	
				E 01	310 298 192 301 402	Super Deluxe		\$821.50	
				E 01	310 298 192 301 402	4 Meat		\$767.25	
				E 01	310 298 192 301 402	Chicken Alfredo		\$726.00	
				E 01	310 298 192 301 402	Buffalo CHicken		\$750.75	
	PO#: 19002	Voucher #:	70710	Invoice	Invoice No: RP021523	2/28/2023	Paid Amt:	\$5,064.50	
								Check Amount:	\$5,064.50
0118	chec	105040	4273	1	STATE OF MN DEPT PUBLIC SAFETY		Check		
				E 01	005 810 000 000 820	Hazardous Chemical Inventory Fee		\$25.00	
	PO#: 18997	Voucher #:	70711	Invoice	Invoice No: 1122400022022 M-1281	2/28/2023	Paid Amt:	\$25.00	
								Check Amount:	\$25.00
								Report Total:	\$573,305.11

Northland Community Schools

Finance Report 2/28/2023

First National Bank

General Checking	\$1,948,316.40
Money Market Account	\$101,941.41
CD Operating Matures 8/8/23	\$264,734.00
CD Operating Matures 8/8/24	\$268,661.40
CD/Scholarship Carpenter Matures 6/17/24	\$8,114.82
CD/Scholarship Carpenter Matures 6/17/24	\$14,654.53
CD/Scholarship Felton Matures 12/10/22	\$7,124.88
CD/Scholarship Sepin Matures 8/25/26	\$3,422.11
Total Investments	\$668,653.15
 Total of all deposits at First National Bank	 \$2,616,969.55

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	\$622,343.40	\$520,074.80
02	Food Service Fund	\$33,062.60	\$12,862.56
03	Transportation Fund	\$0.00	\$45,157.31
04	Community Ed Fund	\$4,684.99	\$1,436.07
05	Capital Fund	\$0.00	\$845.00
06	Construction Fund	\$0.00	\$0.00
07	Debt Redemption Fund	\$0.00	\$0.00
08	Scholarship Fund	\$0.00	\$0.00
Total		\$660,090.99	\$580,375.74

January 2023 Payroll

	Monthly Total
Gross Payroll	\$392,999.50
Employer Benefits	\$79,191.65
Employer Taxes	\$27,999.99
Total Cost of Payroll	\$500,191.14

Includes Payrolls:

S202315 2/15/2023
S202316 2/28/2023
S202315S1 2/15/2023

Northland Community Schools

Independent School District #118



School Board Report

Date: 3/15/23

Report Submitted by: Janessa Green (Activities Director)

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- Girls' Basketball finished their season with a record of morning 8-18.
- Boys' Basketball has a record of 25-2 and will play in their semi-final section game on 3/15 versus Cherry at UMD.
- We will be taking a fan bus with students, staff, and community members.
- Hill City and Northland students competed in the FIRST Robotics Competition at the Lake Superior Regional in Duluth, MN. Our students successfully built a robot with a mechanical arm that could reach out and grab game pieces. Through the engineering process, our students essentially designed a small excavator boom. Students manufactured and assembled the entirety of the robot using their welding, metal working, and electrical wiring skills. Students utilized visual studio and java to write code and operate the robot. The key celebration our team had for this year was the successful build of a robot that was dependable and consistent. Our students had fun competing with the robot they built.

Updates:

- Softball and track practice started this week on 3/13 and baseball will start next week on 3/20.

Proposals:

- Co-op Speech, One Act Play, and Trap Shooting with Hill City starting in 2023-2024. Storm co-op meeting recommended the following.
 - Speech and One Act Play - Hill City offers and Northland does not
 - Trap Shooting - Northland has a MSHSL team, Hill City only has a club team

Northland Community Schools

Independent School District #118

School Board Report

Date: 3/15/23



Report Submitted by: Janessa Green (Elementary Principal)

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- Elementary - Highlighted Grade - 4th Grade
 - Building relationships in their classroom during morning meeting.
 - Exploring equivalent fractions
 - Participated in Forest Day, Kindness Run, Harvest treats, and Gingerbread House building.
 - Snowman building!





Updates:

- Continuous Improvement
 - Working with the Regional Center of Excellence to thoroughly look at our Comprehensive Needs Assessment. This work will help guide our work to create our 22-25 School Improvement Plan
 - HRS Leadership Team is working to gather artifacts on our Level 1: Safe, Supportive, and Collaborative certification. We are also working on Level 2: Effective Teachers in Every Classroom planning for this summer's work.
- February - Professional Learning Day
 - Curriculum Map Work
- [Key Messages](#) - The purpose of this document is to identify our committees, as well as inform our school staff on what is being accomplished, as well as next steps for that committee. Our hope is that this document will help improve a feedback loop, so everyone is informed of the important work our school is doing.

PBIS (as of 3/13/23):

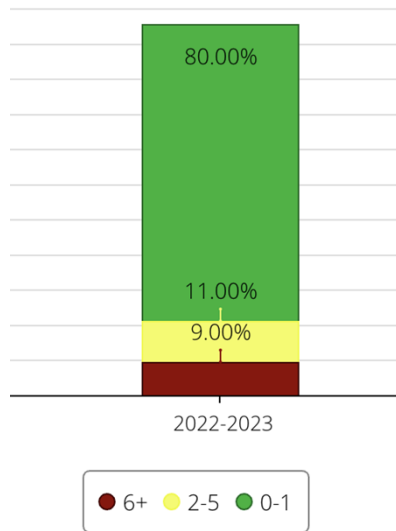
Total Number of Students: 211

Total Number of Referrals: 284

Tier 1: Students with 0 or 1 referral: 80%

Tier 2: Students with 2 to 5 referrals: 11%

Tier 3: Students with 6+ referrals: 9%



Top 5 Behaviors

- Minor Aggressive Act - 57
- Defiance/Disrespect/Non-compliance - 39
- Endangerment - 37
- Skipping Class/Tardies - 29
- Disruption - 28

Proposals:

Board Report

Transportation Department

March 15, 2023

- **Planning bus projects for the summer**
- **Exploring more cost effective ways to solve the most common problems for winter driving**
- **Developing and organizing a system to keep track of maintenance/repairs**
- **Researching professional development opportunities**
- **All of our buses/type 3's are currently in good condition**

Northland Community Schools

Independent School District #118

School Board Report

Date: MAR23



- The new Bus garage electric switchgear has arrived, wire will be pulled this week thru underground pipe, a new finish date to be released by Hawk later this month possibly April 15
- Fuel oil boiler tank was stripped successfully, a check valve is on order to remedy a supply pump leak issue
- New staff custodian Jake Trimble stated 3-13
- Meetings with Lori B and Mary about facilities needs and LTFM this month, Lori is working on the budget to determine availability of funds for this. Needs attention and were discussed
- Elem gym project GC will be out soon to validate dimensions before ordering materials and duct work etc.

Status	PRIORITY	code	Open Item	Detail	Cost Est	Potential Vendor	Report Date	Updates / comments
In process	1	in process	Boiler Fuel Tank needs cleaning		\$ 3,750.00	Zahl-Petroleum thru the cover method	11/21/2022	quoted 2 options thru the tank method and thru the bung method. Bung method is cheaper way but not recommended \\ PO issued to Zahl to strip tank
new	1	in process	Elec boiler replace blown elements - 4	parts warranty not labor	\$ 6,000.00	Rapids Plumbing	1/25/2022	Do in summer PO issued (noe line item for 2 more that blew out in feb of 2023)
new	1	Maint	Exhaust Fans out in HS and ELEM	Fan 1 Locker Hall Fan 3 Kitchen E. Toilets, Fan 5 Kitchen dishwasher (tied to MAU1 motor?), Fan 8 Science storage C210, Fan 14 Elem main hall toilets, Fan 15 Art, Fan 21 Tunnel exhaust Fitness A133, Note Fan 14 is listed separate EST cost	\$ 10,000.00	JCI	4/13/2022	Need JCI to have a graphic for all the fans added for status / modify schedules or update them. The dishwasher #5 may be related to captive air fan motor MAU1 that is out also. Fan 14 and 15 seem to be intermittent
new	1	Maint	AHU#5 Supply Bearing going out		\$ 6,250.00	JCI	9/20/2022	quoted 1-2023
new	1	Maint	MAU 1 Kitchen makup air supply fan motor out	lockout not operable	\$ 2,008.00	Climate Makers	2/7/2022	May be related to other exhaust fans out for dishwasher noted above
new	1	Maint	Oil Boiler fuel oil supply pumps in vacuum issue - poor design fix	being quoted EST	\$ 4,000.00	Climate Makers	4/13/2022	
new	1	Maint	Elec boiler flow valve repiping per spec for laminar flow for sensor longevity flow sensor repeated failure with poor location in piping		\$ 3,800.00	Climate Makers	2/13/2023	
new	1	Maint	Room D120 sink waste line clogged slow flow at wall and down to tunnel needs jetting		\$ 600.00	Rapid Rootter	2/14/2023	
new	1	Safety	South Bus gate arm snapped in wind storm need replacment	est	\$ 2,500.00	Amano McGann	2/14/2023	quote waiting for Simon at Amano2-14-23
ON HOLD 4-2020 B&G Input	1	Maint	ECFE RTU issues with whine, balancing / design issue from remodel	new heat wheel, cleaned wheel in 2020 did not solve the issue Replace unit is best option	\$ 70,000.00	Climate Makers or JCI	7/1/2018	entire new unit run 70K is recommendation EST \\ possible grant Mary and Lori?
ON HOLD 4-2020 B&G Input	1	Maint	track needs agrillime	In LTFM in future	\$ 36,000.00		8/1/2017	
ON HOLD 4-2020 B&G Input	1	Maint	South Ball field and Playground Agrillime in bad condition	In LTFM in future	\$ 16,045.00		9/1/2017	
ON HOLD 4-2020 B&G Input	1	Maint	ECFE South Wall Pack out on building	Quotes tbd with contractor	\$ 1,200.00	Holden Elec	1/23/2020	
ON HOLD 4-2020 B&G Input	1	Maint	ECFE sidewalk ecfe east ent redo section of concrete, and stairs repair south end	EST	\$ 5,000.00	Hawkinson Construction	6/22/2018	Continue to Monitor,getting worse needs to be done 2-10-22
new	2	Maint	hole in wall music room south wall	vandals	\$ 400.00		3/23/2022	
new	2	Maint	Garage doors longville need maint and to be gone thru some issues noted by users in winter cold snaps		\$ 3,000.00	rapid door	5/25/2022	
new	2	Maint	Replace Vandalized stat in ELEM gym East ahu10 - needs programming		\$ 900.00	JCI	3/10/2022	
new	2	Maint	intermittent roof leak in Flex Room and T shephards A114 A112	attempt warranty they determine validity and contractor	\$ 3,000.00	Horizon or Nelson	3/10/2022	requested with GENFLEX WARRANTY again 2-17-23
new	2	Maint	intermittent roof leaking hallway above locker C255 adj to room C201 running down barjoist angle	attempt warranty they determine validity and contractor	\$ 3,000.00	Horizon or Nelson	3/10/2022 and 2-17-22	requested with GENFLEX WARRANTY again 2-17-23
new	2	Maint	intermittent roof leakig in grils locker room entrance hall A133, found corrugated deck screw location, hole cut in sheet rock and marked	attempt warranty they determine validity and contractor	\$ 3,000.00	Horizon or Nelson	3/10/2022 and 2-17-22	requested with GENFLEX WARRANTY again 2-17-23
new	2	Maint	grils locker room entrance hall A133 fix ceiling with access panel from roof leak after leak is warrantied	est	\$ 4,500.00	Hawk Const	2/16/2023	may want to budget for access panels in boys and 3rd locker rooms also thru sheet rock ceiling
new	2	Maint	Toilet mounting anchors falling in Fitness center bathroom		\$ 1,500.00	Climate Makers	3/10/2022	
new	2	Maint	ELEM main Hall Bath Fan exhaust motor F14		\$ 2,751.00	Climate Makers	2/7/2022	
new	2	Maint	Fin Tub Radiation large leak in HS gym South Wall	est	\$ 4,500.00	Climate Makers	2/8/2022	

new		2	Maint	Oil Boiler Inudcer Motor bearings going out	Have parts Labor to install and retune est	\$ 4,000.00	Climate Makers	1/5/2022	
new		2	Maint	Misc Elec issues reported / Bad outlet D111 by sink \\\ light out in bus entry \ outdoor light parking lot West out		\$ 2,500.00	Holden Elec	1/15/2023	est
new		2	Maint	Old bus mech garage fuel oil heater needs replacment		\$ 15,000.00	Climate Makers	12/28/2022	est still working but put a lot of work into it this winter, upgrade for efficienecy // possible grant money with Mark and Lori?
ON HOLD 4-2020 B&G Input		2	Maint	bus mechanic garage entry door bound operation by rising frost heaving - safety	cut door down 3-2019 temp fix, need a footing stoop and regrading to fix correctly. Info into admin 47500.00	\$ 47,500.00	Hawkinson Construction	1/1/2019	and repave, /// more issues 1-15-2020 heaving worse this year need to address this with a footing, door even with cut down binding again worse this winter 2020, winter 2-2022 only opens to 45 deg
ON HOLD 4-2020 B&G Input		2	Maint	bus mechanic garage entry door Replace bound operation by rising frost heaving safety	on hold tied to stoop above and also renting office per board see above after bus office room conversion to parts room	\$ 3,000.00	sell hardware	2/1/2018	do with bus garage major projects
ON HOLD 4-2020 B&G Input		2	Maint	Roof Leakage at Bus Garage and Main Garage Pole Barns - roof coating / venting fixes - leaks worse this spring 2019	may want to do this with a facelift of exteriors and bus garage office build solutions	\$ 40,000.00	3-5/sq ft possible 8-10k sq ft to cover	4/1/2019	do with bus garage major projects
		2	Maint	Bus Mechanic Garage - Poor Drainage in Floors to Drains	Quotes tbd with contractor //// tbd saw cut in channels temp, or redo floors with larger renovation of shop facilities bus garage EST	\$ 4,000.00	Hawkinson Constr	1/7/2021	do with bus garage major projects or do a temp fix as noted this line item
		2	Maint	Bus Mechanic Garage - Replace Bath Fan	EST	\$ 1,600.00	Climate Makers	1/8/2021	do with bus garage major projects or do a temp fix as noted this line item
new		3	Maint	Mary Y motorized desk switch failing		\$ 300.00	Interium	5/24/2022	
new		3	Maint	Repair blinds in room D124 Center West	qty 3	\$ 300.00	Karens Kustom Blinds	3/10/2022	
new		3	Maint	Floor Tile adhesive failing in ECFE south hall and room F102	Quote requested Dustin 8-2021 - Replace all flooring in South area	\$ 7,000.00	Dorholt or Contract Tile and Carpet - Dustin	4/1/2021	est
new		3	Maint	Hole in Wall C120 hallway and E132		\$ 400.00		3/10/2022	est
new		3	Maint	Holes in Wall C207 and D121		\$ 800.00		1/10/2023	est
new		3	Maint	intermittent leak in elem work room, possible window flashing issue	root cause unknown	\$ 3,000.00	Anderson Glass or TopLite in Stillwater MN	4/20/2022	est
ON HOLD 4-2020 B&G Input		3	Maint	Burnish and Seal Polished Concrete Commons	Steps Extra	\$ 13,000.00	Sterling Stone and Tile	3/1/2018	Shane Mclean
ON HOLD 4-2020 B&G Input		3	Maint	boiler door East and West-	rust from condensation has taken it out needs replacement soon	\$ 6,000.00	sell hardware	3/20/2018	do with bus garage major projects
ON HOLD 4-2020 B&G Input		3	Maint	Asphalt Maint - 170000sf	In Future LTFM? Need to put funds away for this. Seeing lots of heaving and cracks beginning to show up 1-2020 /// Got a quote from contractor Commercial Asphalt Repair - sent to Super 7-2022 for sealing and line paint whole site less the new bus garage	\$ 30,000.00	Construction / Commercial Asphalt Repair	1/17/2020	
new		3	maint	Scott Bachman room hot - poor control // also in Sam Sparen office 1-16-23 update	ICS open item issue, fans on site, fans installed, not performing well an issue	\$ -		12/22/2017	Temp monitoring per ICS engineers 2-3-20, temp monitoring complete 2-10-20 data send to ICS showing it can only move temp 1/2 deg, feedback given to Nate //// update this is not warranty will moved to maint issue 1-16-23
new		4	Maint	Sink Basin Panels damaged / missing boys locker room	Millwork Sub	\$ 400.00		3/10/2022	est
ON HOLD 4-2020 B&G Input		4	Maint	Epoxy Flools in Shops	Move labor Extra - 4K	\$ 24,000.00	Pro Maint Inc	3/1/2022	Mark Erickson 320-583-8531
		5	Maint	Replace School Forest Pavilion	Taken down 9-20-18 due to structural failure / safety issue ///recommend replacing with steel structure with full frost foundation for maint free longevity and investment	\$ 30,000.00	tbd	9/20/2018	Do joint with track pavilion replacement
new		1	new	Elec boiler replace blown elements - 2	parts warranty not labor	\$ 2,000.00	Rapids Plumbing	1/1/2023	More contactors failed this jan, 2 more blown elements, parts covered not labor, is est do with above but need to issue another PO for approx est cost
ON HOLD 4-2020 B&G Input		1	Request	Door Scan Badge Access at SE ELEM door - Safety		\$ 1,850.00	American Eagle	11/12/2019	
new		3	Request	Add new disposer in kitchen sink, replace 3 sprayers	quote done Climate Makers 14000 - elec portion quote in with Randy Holden so cost est	\$ 20,000.00	Climate Makers and Holden	3/12/2022	
		4	Request	No ATV allowed or motor vehicles signs for Forest + Block forest roads with barriers / Trails	tbd AWAIR 7- 2020	\$ 2,500.00	Multiple	7/1/2020	
ON HOLD 4-2020 B&G Input		5	Request	acoustic panels in music room request	quote into admin for approval	\$ 6,128.00	Dow Acoustics INC	9/1/2019	6k quoted 2019,, updated quote 2-2020 #3311

ON HOLD 4-2020 B&G Input		5	Request	Limited North side parking issues for staff , cooks, Maint per AWAIR meeting 11-18-19 ///	Direction to quote parking and eliminate the berm south of the bleachers fence, just west of the ticket booth / / bid request out 11-20-19 to Matt Lein	\$ 80,000.00	Hawkinson Construction	1/1/2019	quote request due 4-2020
ON HOLD 4-2020 B&G Input		5	Request	Principals Request for Info to Add Lockers	x budget 300per unit short, quoted by H&B Specialized Products Inc	\$ -	H&B Specialized Products Inc	3/1/2019	
new		1	Safety	Doors being broken into by vandals and kids N side of building and doors that don't have steel center mullion	note into a dmin Mary for direction, need a major upgrade to jail style doors, upgrades down in 9-2018 and they are breaking past that, waiting for direction 5-26-22	\$ 100,000.00	Top Lite Jon Demaris	5/10/2022	To Mary: I checked that North fitness center door and they are breaking in flexing the whole jamb out of alignment like in the past, even with the improvements done in 2018, these doors have been updated with reinforcements but they are still stressing it past its limit breaking in. At this point its continued breaking and entering. For security, do you want me to quote a new exterior door system on all our doors that is vandal proof for this? I found the old emails so it's been an issue in the past with breaking in.
new		1	Safety	double doors by art - vandalism to core and catch needs replacement	budget approx 5000	\$ 5,000.00	sell hardware - Don Sell	4/20/2022	repeated vandalized 10-2022
new		1	Safety	Add illuminated exit signs to Boiler room exit doors	IEA Mock OSHA recommended 4-7-22 EST	\$ 2,500.00	Holden Elec	4/7/2022	
new		1	Safety	Non compliant step across at parapett	IEA Fall Prevention not compliant step across at parapett - implement with 60 degt stair case replacement	\$ 3,000.00	Flicek Welding	3/5/2022	
new		1	Safety	provide a ramp area or access to top of dumpsters for heavy trash	Back injuries and complaints by staff	\$ 20,000.00	ARI	11/5/2021	Requested with ARI takoff Fall 2021
new		1	Safety	Elec boiler check all terminal connections for warranty retention	Jan22 completed only so far, issues were found also in Feb22	\$ 900.00	Holden	12/30/2021	monthly cost ongoing for warranty and safety
new		1	Safety	Overloaded Circuits in Main Office - blown breakers	Fire hazard	\$ 2,200.00	Holden	1/31/2022	
new		1	Safety	playground inspection repairs	inspection 5-19-22	\$ 50,000.00	x Safety First IEA	5/19/2022	quote request into safety first 5-19-22, on hold per PR for summer fy23 discussions
ON HOLD 4-2020 B&G Input		1	Safety	playground structural issues quote - safety	quote into admin for approval 26K IEA documented structural issues, need PE review // Update on hold for master playground plan 7-9-19 (Inspire me layout and ECFE future plans) optional engineering structural 12000	\$ 37,995.00	x Safety First IEA	10/1/2018	on hold from bg meeting 4-2020
ON HOLD 4-2020 B&G Input		1	Safety	issues with LP vaporizer firing / burner ring failure and Rot out - safety	ELEC UNIT Algas TX100 electric (208 volt, 3-phase): \$11,158.00 (includes labor, parts/fittings; electrical not included). ELEC CONTRACTORS - est = 8000 \\option not recommended=LP UNIT Algas 40/40 standard: \$6,143.00 (includes labor, parts/fittings) 6500.00	\$ 20,000.00	Ferrell Gas and ELEC Contractor	1/2/2020	
		1	Safety	Engineering Controls per OSHA for Indoor Air quality improvements to curb / mitigate COVID --- Bi-Polar Ionization on air handlers and MU air units	costs would run approx 120K plus 10K electrical and about 10K a year main costs	\$ 130,000.00	JCI	10/27/2020	Sent to COVID coordinator as an option for CARES spending 10-27-20
		1	Safety	60degree Staircase for High School Gym Roof Access at Northland	safety issues with wall ladder, tripping hazard, slipping hazard on rungs, and parapet transition	\$ 24,000.00	Flicek Welding	9/11/2020	
ON HOLD 4-2020 B&G Input		2	Safety	elem gym ceiling tiles falling - safety	quote request into JWOOD for solution, no lead or asbestos testing completed, quoted and into admin about 40K	\$ 40,830.00	Dow Acoustics INC	11/1/2018	labor to remove falling 12x12 existing tiles, DOW panel goes over the existing with a anchored stick pin, recommend painting the gym also before this add in 20,000
ON HOLD 4-2020 B&G Input		2	Safety	Music Room North Door on East side to outside is binding on stoop. Frost Heave	Quote request in to Beau G at Hawk Cost. For estimate / Zach in Concrete quoting a grind out, and a stoop repair with a void form below for clearance. 2-21-20	\$ 18,000.00	Hawk Const	2/20/2020	Chipped out concrete to have door open at 45 DEG angle, monitor 2-20-20
		2	Safety	Replace Track Pavilion	Temp stabilization Repairs made 7-5-2017/// potential- structural failure is leaning or starting too, not built with full foundation / safety issue ///recommend replacing with steel structure with full frost foundation for maint free longevity and investment	\$ 50,000.00	tbd	9/20/2018	
ON HOLD 4-2020 B&G Input		3	Safety	Art Room - Kiln Room Improper Kiln Venting not adequate - safety	reported that fumes fill the room, checked both fan units on kilns and in ceiling and are working. Venting not adequate quotes requested by contractors to fix 12-2019	\$ 56,250.00	Shannons INC	11/1/2019	Updates 2-4-20 Design and budgetary cost estimates coming from David Hebig, quoted 2-10-20 Design is 6250, budget45-50k for makup air system with proper venting installed
ON HOLD 4-2020 B&G Input		3	Safety	snow melt off concerns on roof 1965 portion, snow Major safety issues with snow loading exceeded 30psf, verified bar joists were sagging - safety	Will have to watch this closely, we have 3 open roof leaks. Roofers were here the week of 5-15 doing fixes //// Safety with snow loading - Info into admin for consideration 3-2019--- Suggest money is set aside funding for snow removal for this section in main elem hall and over art / music in heavy drifting and snow years, risk of roof collapse. Budget 10K, OSHA certified removal was quoted at 85.00/hr. per laborer // Update on roof leaks thru summer rains 7-17-19 the repairs have help with 2 o f the areas, 1 spot by kitchen hallway is still being addressed. /// This was not addressed for winter 2020, same risk 1-2-2020 in spring is likely budget 10K	\$ 10,000.00		3/1/2019	
ON HOLD 4-2020 B&G Input		4	Safety	misc vandalism or doors wrecked HS 2nd floor, punched holes in walls, bent radiant heat grills etc	budget approx 4000.00, door quotes into admin 12-2019 /// doors vandalized again rebuilt 10-20-22 need replacement \\some more in art hall added 11-2022	\$ 6,000.00	SELL HARDWARE - Scott Goudermount	11/19/2020	
ON HOLD 4-2020 B&G Input			warranty	no top soil / issues ICS - major potential cost to ISD118 if not resolved thru contractor	meetings with PR and Board about responsibility in Fall 2019 /// ICS / Aspen to come back , agreements of process TBD 7-17-19 per PR /// B&G 4-2020 ON HOLD	\$ -	Aspen?	9/1/2017	

Building Envelope	FREQ	Date	Date	Date	Date	Date	Date
Inspect grading at foundation to ensure water will drain away from building and not pool	Annually	5/16/2018	7/17/2019	6/29/2020	5/11/2021	Some Pooling at Scuppers at North sidewalks and West Bus Ent	7/1/2022 Some Pooling at Scuppers at North sidewalks and West Bus Ent
Examine roof slope to make sure water is not pooling	Annually	5/16/2018	7/17/2019	6/29/2020	5/11/2021		7/1/2022 pooling at elem hallway seems deeper than in the past
Inspect flashing for a tight and proper water shed, where horizontal surfaces meet a vertical surface	Annually	5/16/2018	7/17/2019	6/29/2020	5/11/2021		7/1/2022 wind damage to be fixed on elem gym roof cap SE
Interior							
Inspect Carpet	Annually	8/2/2018	7/18/2019	8/12/2020	7/20/2021	Trim in Commons Missing	See 2020 7/5/2022
Inspect Glass	Annually	8/2/2018	7/19/2019	8/12/2020	7/20/2021		7/5/2022
Inspect Tiled surfaces	Annually	8/2/2018	7/20/2019	8/12/2020	7/20/2021	ECFE South Area needs new flooring - peeling from a moisture or bonding issue	7/5/2022 see 2021
Inspect Polished Concrete	Annually	3/1/2018	Will need Burnish and Polish 7/21/2019	Will need Burnish and Polish 8/12/2020	Will need Burnish and Polish 7/20/2021	Diamond Polish	7/5/2022 see 2021
Inspect Painted surfaces	Annually	8/2/2018	7/22/2019	8/12/2020	7/20/2021	ELEM Halls and South HS needs Painting, Some touchup needed in HS Gym	7/5/2022 see 2021 plus some rooms have holes from vandals, torn sheet rock and touchup needed.
Roofing							
Inspect roof membrane for cuts or tears, oil or Freon leaks, chemical spills, and water infiltration into the roofing system	Annually	5/2/2018	some warranty areas 5/6/2019	some warranty areas 5/6/2019	8/14/2020	Shephards Office + Bus Garage Roof needs replacement or sealing	See 2020+HS 2nd Floor across from Shem D possible warranty spring only leak 7/1/2022 note
Inspect caulking	Annually	5/2/2018	5/6/2019	5/6/2019	8/14/2020	7/29/2021	7/1/2022
Flashing and Trim	Annually	5/2/2018	5/6/2019	5/6/2019	8/14/2020	7/29/2021	7/1/2022
Parking Lots / Concrete							
General Condition	Annually	5/2/2018	8/22/2019	7/13/2020	5/19/2021	Some cracks site wide	Cracking getting worse, time for sealer and lines repainted 7/1/2022 fix
Lighting	Annually	5/2/2018	8/22/2019	7/13/2020	5/19/2021		7/1/2022
Fields and Grounds							
General Condition	Annually	5/2/2018	Fields ok Grounds poor black dirt from ASPEN Contractor /// Track needs Maint LTFM future projects 5/23/2019	----- Goal Post need Paint Pavilion Needs replacement 7/3/2020	See 2019+ Track in tough shape as well as front ball line 8/17/2021	See 2020 same	7/1/2022 See 2021 same may want to update elem gym and ecfe to LED auto like main school for cost savings
Lighting	Annually	5/2/2018	5/23/2019	7/3/2020	8/17/2021		7/1/2022

NORTHLAND REMER MAINTENANCE SCHEDULE

		Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April
Elevator 14 2400										
EL1.	Telescopic Cylinder		Endura 35A							
	Verify that seals are not damaged and in good condition Signature of Completed					Monthly	X	X	X	X
	Inspect the oil level Signature of Completed					Monthly	X	X	X	X
	Inspect the oil quality Signature of Completed					Monthly	X	X	X	X
	Check for leaks on the line Signature of Completed					Monthly	X	X	X	X
	Inspect the line strainers Signature of Completed					Annually				
	Inspect the surface of the piston Signature of Completed					Annually				
EL2.	Electric Motor									
	Clean dirt and debris from motor Signature of Completed					Semi-Annual/ As Needed			X	
	chamber should be 2/3 full of grease Signature of Completed					3-6 Months/ As Needed			X	
	Sleeve bearing oil change/relubrication Signature of Completed					4-8 Months/ As needed			X	
	Inspect brushes for proper seating, sparking, chattering, grooving, wear and pressure Signature of Completed					Semi-Annual/As needed			X	
	debris, oil, grease or moisture buildup. Signature of Completed					Semi-Annual/As needed			X	
EL3.	Submersible Hydr. Pump									
	Inspect/Clean/Replace filters and strainers Signature of Completed					Quarterly/As Needed			X	
	Inspect foundation hold-down bolts for tightness Signature of Completed					Semi-Annual			X	
	Inspect alignment of pump and its driver Signature of Completed					Semi-Annual			X	
	Check/Lubricate Bearings Signature of Completed					Quarterly/ As Needed			X	
	Check seals for leakage replace if more than 10 drops per hours Signature of Completed					Monthly	X	X	X	X
	Inspect/Clean/Replace filters and strainers Signature of Completed					Semi-Annual/As needed			X	

NORTHLAND REMER MAINTENANCE SCHEDULE

		Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April
Sprinkler System										
S1.	General									
	corrosion, cracked bulbs, leaks in ceiling					Monthly	X	X	X	X
	Signature of Completed									
	leaks					Monthly	X	X	X	X
	Signature of Completed									
	Inspect Concealed heads for air gap between cover plate and ceiling					Monthly	X	X	X	X
	Signature of Completed									
	Inspection of system by certified professional					Annually		X		
	Signature of Completed									
	Inspect Gauges					Monthly	X	X	X	X
	Signature of Completed									
	Inspect control valves					Monthly	X	X	X	X
	Signature of Completed									
	Inspect/Test alarm devices					Quarterly		X		
	Signature of Completed									
	Inspect hydraulic nameplate					Quarterly		X		
	Signature of Completed									
	Inspect building areas with possibility of freezing before winter conditions					Annually		X		
	Signature of Completed									
	Inspect hangers and bracing					Annually		X		
	Signature of Completed									
	Inspect pipe and fittings					Annually		X		
	Signature of Completed									
	Inspect sprinklers					Annually		X		
	Signature of Completed									
	Inspect spare sprinklers					Annually		X		
	Signature of Completed									
	connections					Annually		X		
	Signature of Completed									
	Inspect valves					Annually		X		
	Signature of Completed									
	Test main drain					Annually		X		
	Signature of Completed									

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April
Test gauges					5 years				
Signature of Completed									
Test sprinklers					50 yrs and every 10 thereafter				
Signature of Completed									
Maintain Valves					Annually/ As Needed		X		
Signature of Completed									
Investigate obstructions and coverage					5 Years/ As needed				
Signature of Completed									

S2.	Standpipes								
	Inspect control valves				Monthly	X	X	X	X
	Signature of Completed								
	Inspect piping				Quarterly		X		
	Signature of Completed								
	Inspect hose connections				Quarterly		X		
	Signature of Completed								
	connections				Quarterly		X		
	Signature of Completed								
	Inspect cabinet				Annually		X		
	Signature of Completed								
	Inspect hoses				Annually		X		
	Signature of Completed								
	Inspect hose storage devices				Annually		X		
	Signature of Completed								
	Test hose nozzle				Annually		X		
	Signature of Completed								
	Test hose storage device				Annually		X		
	Signature of Completed								
	Test Hose				3-5 Years				
	Signature of Completed								
	Hydrostatic Test				5 Years				
	Signature of Completed								
	Flow Test				5 Years				
	Signature of Completed								
	Main drain test				Annually		X		
	Signature of Completed								
Alarm System									
S5.	Fire Alarm System Control Unit								

NORTHLAND REMER MAINTENANCE SCHEDULE

		Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April
	Perform load voltage test on batteries					Semi-Annually	X			
	Signature of Completed									
	Perform charger test and discharge test on battery.					Annually	X			
	Signature of Completed									
	Perform full test on alarm system					Annually	X			
	Signature of Completed									

See JCI Contractor Service Reports Books

Description	Tag	Manufacturer	Model #	Location	Serves
Recirc Pump - 1	CP-1	Bell & Gossett	NFB-8S/LW	Fire Pump RM F114	ECFE Water Heater Recirc
Recirc Pump - 2	CP-2	Bell & Gossett	PL-55	Existing Boiler House	Existing Water Heater Recirc
Sump Pumps	SP-1	Bell & Gosset	1EC0511P1	Elevator Pit C147	Elevator
Sump Pumps	SP-2	Bell & Gosset	1EC0511P1	Drain Tile C114	Drain Tile
Sump Pumps	SP-3	Bell & Gosset	1EC0511P1	Boiler	Boiler Room
Sump Pumps	SP-4	Bell & Gosset	1EC0511P1	Boiler	Boiler Room
Sump Pumps	SP-5	Bell & Gosset	1EC0511P1	ECFE	ECFE Boiler Room
Water Softener -1	WS-1	Culligan		Boiler Room	Main School
Water Filter-1	WF-1	PALL	CBFP12C	Boiler Room	Main School
Water Softener -2	WS-2	Culligan		ECFE Boiler Room	ECFE Building
Water Filter-2	WF-2	PALL	CBFP12C	ECFE Boiler Room	ECFE Building
Water Heater -1	WH-1	A.O. Smith	BTH 400	Receiving	East New Construction
Water Heater -2	WH-2	A.O. Smith	ENS-40	ECFE Boiler	ECFE Building
Water Heater-3	WH-3	Bradford White		Boiler Room	West Existing Construction
Expansion Tank - 1	ET - 1	Amtrol	ST-12	Receiving	WH-1
Expansion Tank - 2	ET - 2	Amtrol	ST-5	Fire Pump F114	WH-2
Expansion Tank - 3	ET - 3	Bell & Gosset	B&G B-1400	Boiler Room	Heating Hydronic System
Expansion Tank - 4	ET - 4	Bell & Gosset	B&G D-40V	Fire Pump F114	Heating Hydronic System
Expansion Tank - 5	ET - 5	Bell & Gosset	B&G B-200	Mech Mezz.	Chilled Water Hydronic System
Chilled Water Pump - 1	P-1	Bell & Gosset	E-1510 3GB	Mechanical Mezz.	Chilled Water System
Heating Water Pump - 2	P-2	Bell & Gosset	SERIES 60 1-1/4x1-1/4x5-1/4	Fire Pump F114	Heating Water System Area F
Heating Water Pump - 3	P-3	Bell & Gosset	E-1510 2GB	Boiler Room	Heating Water System
Heating Water Pump - 4	P-4	Bell & Gosset	E-1510 2GB	Boiler Room	Heating Water System
Unit Heater -1	UH - 1	Rittling	RH047H01AA	B115	Receiving/Storage
Unit Heater -2	UH - 2	Rittling	RH047H01AA	E106	Wood Shop
Unit Heater -3	UH - 3	Rittling	RH047H01AA	E103	Metal Shop
Unit Heater -4	UH - 4	Rittling	RH047H01AA	A200	Mechanical Mezzanine
Unit Heater -5	UH - 5	Rittling	RH047H01AA	A200	Mechanical Mezzanine
Unit Heater -6	UH - 6	Rittling	RH047H01AA	E200	Mechanical Mezzanine
Unit Heater -7	UH - 7	Rittling	RH047H01AA	E200	Mechanical Mezzanine
Unit Heater -8	UH - 8	Rittling	RH047H01AA	A200B	Rooftop Access
Unit Heater -9	UH - 9	Rittling	RH047H01AA	C114	Mechanical/Electrical
Unit Heater -10	UH - 10	Rittling	RH047H01AA	B116	Fire Pump
Unit Heater -11	UH - 11	Rittling	RH047H01AA	Boiler	Boiler
Cabinet Unit Heater -1	CUH - 1	Rittling	RFRW-340-06	C1-ST2	Stair
Cabinet Unit Heater -2	CUH - 2	Rittling	RFRW-340-06	C100	Vestibule
Cabinet Unit Heater -3	CUH - 3	Rittling	RFRW-340-06	B100	Vestibule
Cabinet Unit Heater -4	CUH - 4	Rittling	RFRW-340-06	E125	Circulation
Cabinet Unit Heater -5	CUH - 5	Rittling	RFRW-340-06	E102	Circulation

Cabinet Unit Heater -6	CUH - 6	Rittling	RFRW-340-06	E100	Circulation
Cabinet Unit Heater -7	CUH - 7	Rittling	RFRW-340-06	D100	Circulation
Cabinet Unit Heater -8	CUH - 8	Rittling	RFRW-340-06	D101	Circulation
Cabinet Unit Heater -9	CUH - 9	Rittling	RFRC-420-06	A100	Vestibule
Cabinet Unit Heater -10	CUH - 10	Rittling	RFRC-420-06	D103	Corridor
Cabinet Unit Heater -11	CUH - 11			F101	ECFE North Circulation
Cabinet Unit Heater -12	CUH - 12	Rittling		F100	ECFE Vestibule
Cabinet Unit Heater -13	CUH - 13			F101	ECFE SOUTH Circulation
Convector - 1	CONV-1	Rittling	PL-18-36-06	Circulation D102	By D100
Convector - 2	CONV-2	Rittling	PL-18-36-06	Circulation D103	By Staff Toilet D109
Convector - 3	CONV-3	Rittling	PL-18-36-06	????	
Boiler - ECFE	B-ECFE	Viessmann	VITODENS 200-W B2HA 60	ECFE Boiler	ECFE
Boiler - 1	B-1	Bryan Boilers	RV-500-W-FDGO	Boiler	Main School
Boiler - 2	B-2	Lattner	1240LW	Boiler	Main School
Air Separator - 1	AS-1	Bell and Gosset	R-8	Boiler Room	Heating System
Air Separator - 2	AS-2	Bell and Gosset	R-2	ECFE Boiler	Heating System
Air Separator - 3	AS-3	Bell and Gosset	R-8	Mezz	Chilled System
Bypass Filter - 1	BP-1	J.L. Wingert Co.		Boiler Room	Heating System
Expansion Tank - 1	ET-1	Amtrol	ST-12	Receiving	Serves WH-1
Expansion Tank - 2	ET-2	Amtrol	ST-5	Fire Pump F114	Serves WH-2
Expansion Tank - 3	ET-3	B&G	B-1400	Boiler Room	Heating System
Expansion Tank - 4	ET-4	B&G	D-40V	Fire Pump ECFE	ECFE Heating
Expansion Tank - 5	ET-5	B&G	B-200	Mech Mezz	Chilled System
Glycol Feeder - 1	GF-1	Axiom	SF100	Boiler Room	Heating System
Air Compressor - 1	AC-1	Ingersol-Rand	GX-5-EP-AFF	Storage E108A	Shops
Dust Collector - 1	DC-1	Aget	60SN70-D2 Cyclone	Outside Wood Shop	Wood Shop
Paint Booth - 1	PB-1	???			WH-1
Vaporizer	VAP	???			WH-Vaporizer
Drinking Fountains	DF	Elkay	LZTL		WH-Fountains
Exhaust Fan -1	F-1	Twin City	BCRD240D	Area A Circulation A138	Locker And Toilet Room Exhaust
Exhaust Fan -2	F-2	Twin City	DSI150AN	Area A Circulation E120	Toilet Rooms A120 &A121
Exhaust Fan -3	F-3	Twin City	DS1090A2	Area B Storage Room B113	Toilet Rooms B102 & B103
Exhaust Fan-4	F-4	CaptiveAire	NCA24FA	Area B Roof	Kitchen Grease Hood
Exhaust Fan - 5	F-5	CaptiveAire	DR33HFA	Area B Roof	Commerical Dishwasher
Exhaust Fan-6	F-6	Twin City	DSI135A	Area C Circulation C200	Admin Office Exhaust
Exhaust Fan -7	F-7	Twin City	DSI150AN	Area C Janitor Rm	Toilets C123, C123, C205, C206
Exhaust Fan - 8	F-8	Twin City	DCRU082B	Area C Roof Science Stroage C210	Science Stroage 210
Exhaust Fan - 9	F-9	Twin City	DCRU110BE	Area C Roof Science Lab C209	Science Lab C209
Exhaust Fan - 10	F-10	Twin City	TFE105C5	Area C Roof Science Lab C209	Science Lab Fume Hood
Exhaust Fan - 11	F-11	Twin City	TFE105C6	Area C Roof Science Lab C209	Science Lab Fume Hood
Exhaust Fan - 12	F-12	Twin City	DSI100A	Area D Circulation D102	Toilet Rooms D105 &D106

Exhaust Fan - 13	F-13	Twin City	DSI090A	Area D Circulation D104	Kinder Toilet D113, Workroom D115 & Toilet D103A
Exhaust Fan - 14	F-14	Twin City	DCRD130BE	Area E Circulation E101	Toilet Rooms D117 & D118
Exhaust Fan - 15	F-15	Twin City	DSI150A	Art Room	Art Room
Exhaust Fan - 16	F-16	Twin City	DCRD100BE	Roof Over Class D110	Tunnel Exhaust
Exhaust Fan - 17	F-17	Twin City	DCRD100BE	Roof Over Class D128	Tunnel Exhaust
Exhaust Fan - 18	F-18	Twin City	DCRD100BE	Roof Over EBD D124	Tunnel Exhaust
Exhaust Fan - 19	F-19	Twin City	DCRD100BE	Roof Over Circulation E101	Tunnel Exhaust
Exhaust Fan - 20	F-20	Twin City	DCRD100BE	Roof Over Storage A120	Tunnel Exhaust
Exhaust Fan - 21	F-21	Twin City	DCRD100BE	Roof Over Fitness A133	Tunnel Exhaust
Exhaust Fan - 22	F-22	Twin City	DCRD100BE	Roof Over Wood Shop E106	Tunnel Exhaust
Exhaust Fan - 23-30	F-23 Thru F-30	Airius	A-45-EL-STD-120-W	Area A Gym	Gymnasium Strat Fans
Exhaust Fan - 31	F-31	Twin City	DCRD100BE	ECFE Roof	Toilet Exhaust Area F
Exhaust Fan - 32	F-32	Twin City	DCRD100BE	ECFE Roof	Office 107
Exhaust Fan - 33	F-33	Twin City	BCRD180D	Roof Metal Shop E103	Welding Hoods
Exhaust Fan - 34	F-34	Twin City	BCRD180D	Roof Metal Shop E103	CNC Hood
VAVs	VAV1-01	Enviro-tec		Various	WH-VAVs
Air Handling Unit-1	AHU-1	York	XTI-048X081-NNKH046A	Mech. Mezzanine A200	Northeast Classrooms & Kitchen B103
Air Handling Unit-2	AHU-2	York	XTI-108X081-NNLJ046A	Mech. Mezzanine A200	Commons A101 & Rooms A110-A117
Air Handling Unit-3	AHU-3	York	XTI-051X078-NNLJ046A	Mechanical/Electrical C130	1st Floor Southeast Classroom Addition
Air Handling Unit-4	AHU-4	York	XTI-057X102-NNMK046A	Mechanical/Electrical C212	2nd Floor Southeast Classroom Addition
Air Handling Unit-5	AHU-5	York	XTI-063X117-NNNL046A	Mechanical Room D125	Area D Southwest Classrooms
Air Handling Unit-6	AHU-6	York	XTI-039X066-NAHA046A	Ex. Mechanical Mezzanine	Band E109, Choir E117
Air Handling Unit-7	AHU-7	York	XTI-033X042-NNFD046A	Mechanical Mezzanine A200	Administration C106-C119
Air Handling Unit-8	AHU-8	York	XTI-084X120-NAPA046A	Mechanical Mezzanine A200	Gymnasium A105, Fitness A133, Toilets and LRs
Air Handling Unit-9	AHU-9	Westinghouse	16222A	Existing Mechanical Mezzanine	Existing Gym
Air Handling Unit-10	AHU-10	Westinghouse	16222A	Existing Mechanical Mezzanine	Existing Gym
Air Handling Unit-ECFE	AHU-ECFE	AAON		Roof	ECFE Facility
Make-Up Air -1	MAU-1	Captive Aire	A2-D	Roof	Kitchen
Make-Up Air -2	MAU-2	York	XTO-033X036-NADA046A	Roof	Wood Shop
Make-Up Air -3	MAU-3	York	XTO-036X054-NAGA046A	Roof	Metal Shop
Air Conditioning Unit -1	ACU-1	Mitsubishi	PKA-A12HA6	Wall Hung	Elec Rm E122
Air Conditioning Unit -2	ACU-2	Mitsubishi	PKA-A12HA6	Wall Hung	Elec Rm A201
Air Conditioning Unit -3	ACU-3	Mitsubishi	PKA-A24KA6	Wall Hung	Elec Rm C117
Condensing Unit -1	CU-1	Mitsubishi	PUY-A12NHA6	Mech. Mezz E200	Serves ACU-1
Condensing Unit -2	CU-2	Mitsubishi	PUY-A12NHA6	Mech. Mezz E200	Serves ACU-2
Condensing Unit -3	CU-3	Mitsubishi	PUY-A24NHA6	Mech Mezz A200	Serves ACU-3
Condensing Unit -4	CU-4	Addison	RCC064A0003G	Roof	Serves AHU-7
Chiller - 1	CH-1	Daikin	AGZ190E	Receiving	

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Plumbing Equipment 22 30 00											
Recirc Pump - 1	CP-1	Bell & Gossett	NFB-8S/LW	Fire Pump RM F114	ECFE Water Heater Recirc						
Inspect pump for leaks or damage							Monthly	X	X	X	X
Signature of Completed											
Recirc Pump - 2	CP-2	Bell & Gossett	PL-55	Existing Boiler House	Existing Water Heater Recirc						
Inspect pump for leaks or damage							Monthly	X	X	X	X
Signature of Completed											
Sump Pumps											
Sump Pumps	SP-1	Bell & Gosset	1EC0511P1	Elevator Pit C147	Elevator						
Clean sump screen and basket							Annually			X	
Signature of Completed											
Check power source							Annually			X	
Signature of Completed											
Fill basket and ensure operation and drainage							Annually			X	
Signature of Completed											
Sump Pumps	SP-2	Bell & Gosset	1EC0511P1	Drain Tile C114	Drain Tile						
Clean sump screen and basket							Annually			X	
Signature of Completed											
Check power source							Annually			X	
Signature of Completed											
Fill basket and ensure operation and drainage							Annually			X	
Signature of Completed											
Sump Pumps	SP-3	Bell & Gosset	1EC0511P1	Boiler	Boiler Room						
Clean sump screen and basket							Annually			X	
Signature of Completed											
Check power source							Annually			X	
Signature of Completed											
Fill basket and ensure operation and drainage							Annually			X	
Signature of Completed											
Sump Pumps	SP-4	Bell & Gosset	1EC0511P1	Boiler	Boiler Room						
Clean sump screen and basket							Annually			X	
Signature of Completed											
Check power source							Annually			X	
Signature of Completed											
Fill basket and ensure operation and drainage							Annually			X	
Signature of Completed											
Sump Pumps	SP-5	Bell & Gosset	1EC0511P1	ECFE	ECFE Boiler Room						
Clean sump screen and basket							Annually			X	
Signature of Completed											
Check power source							Annually			X	
Signature of Completed											

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Signature of Completed											
Fill basket and ensure operation and drainage							Annually			X	
Signature of Completed											
Water Softener -1	WS-1	Culligan		Boiler Room	Main School						
Inspect entire system bacteria growth							Monthly	X	X	X	X
Signature of Completed											
Inspect Backwash flow controller for unusual wear							Annually				
Signature of Completed											
Inspect Hi-Flo 3e valve for unusual wear							Semi-Annual		X		
Signature of Completed											
Check/Test/Replace resin to ensure it is performing properly							Every 2-3 Years				
Signature of Completed											
Water Filter-1	WF-1	PALL	CBFP12C	ECFE Boiler Room	Main School						
Check and change filter - Need to determine frequency			Total of two (2) units				Monthly	X	X	X	X
Signature of Completed											
Water Softener -2	WS-2	Culligan		ECFE Boiler Room	ECFE Building						
Inspect entire system bacteria growth							Monthly	X	X	X	X
Signature of Completed											
Inspect Backwash flow controller for unusual wear							Annually				
Signature of Completed											
Inspect Hi-Flo 3e valve for unusual wear							Semi-Annual		X		
Signature of Completed											
Check/Test/Replace resin to ensure it is performing properly							Every 2-3 Years				
Signature of Completed											
Water Filter-2	WF-2	PALL	CBFP12C	ECFE Boiler Room	ECFE Building						
Check and change filter - Need to determine frequency							Monthly	X	X	X	X
Signature of Completed											
Water Heater -1	WH-1	A.O. Smith	BTH 400	Receiving	East New Construction						
Flush and De-Lime Tank							Semi-Annual				
Signature of Completed											
Test Relief Valve							Semi-Annual				
Signature of Completed											
Inspect anode rods							Annually				
Signature of Completed											

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Water Heater -2	WH-2	A.O. Smith	ENS-40	ECFE Boiler	ECFE Building						
Flush and De-Lime Tank Signature of Completed							Semi-Annual				
Test Relief Valve Signature of Completed							Semi-Annual				
Inspect anode rods Signature of Completed							Annually				
Water Heater-3	WH-3	Bradford White		Boiler Room	Best Existing Construction						
Flush tank to remove sediment Signature of Completed							Monthly	X	X	X	X
Clean Vent Terminal Signature of Completed							Monthly	X	X	X	X
Inspect Combustion System Signature of Completed							Monthly	X	X	X	X
Inspect/Clean Condensate Line Signature of Completed							Monthly	X	X	X	X
Clean inlet screen and blower wheel Signature of Completed							As Required, Inspect Monthly	X	X	X	X
Inspect vent system Signature of Completed							Quarterly			X	
Inspect anode rods Signature of Completed							Semi-Annual				
De-Lime tank Signature of Completed							Semi-Annual				
Inspect relief valve Signature of Completed							Semi-Annual				
Inspect Ignition System Signature of Completed							Annually				
Expansion Tank - 1	ET - 1	Amtrol	ST-12	Receiving	WH-1						
Inspection by professional plumber Signature of Completed							Annually				
Expansion Tank - 2	ET - 2	Amtrol	ST-5	Fire Pump F114	WH-2						
Inspection by professional plumber Signature of Completed							Annually				
Expansion Tank - 3	ET - 3	Bell & Gosset	B&G B-1400	Boiler Room	Heating Hydronic System						
Inspection by professional plumber Signature of Completed							Annually				
Expansion Tank - 4	ET - 4	Bell & Gosset	B&G D-40V	Fire Pump F114	Heating Hydronic System						
Inspection by professional plumber Signature of Completed							Annually				
Expansion Tank - 5	ET - 5	Bell & Gosset	B&G B-200	Mech Mezz.	Heating Water Hydronic System						
Inspection by professional plumber Signature of Completed							Annually				
Hydronic Pumps 23 2123											
Chilled Water Pump - 1	P-1	Bell & Gosset	E-1510 3GB	Mechanical Mezz.	Chilled Water System						
Grease-Lubricated Bearings Signature of Completed							Semi-Annual				
Heating Water Pump - 2	P-2	Bell & Gosset	SERIES 60 1-1/4x1-1/4x5-1/4	Fire Pump F114	Heating Water System Area F						
Clean Strainer/Inspect Coupler							As Needed				

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
	Signature of Completed										
	Heating Water Pump - 3	P-3	Bell & Gosset	E-1510 2GB	Boiler Room	Heating Water System					
	Grease-Lubricated Bearings						Semi-Annual				
	Signature of Completed										
	Heating Water Pump - 4	P-4	Bell & Gosset	E-1510 2GB	Boiler Room	Heating Water System					
	Grease-Lubricated Bearings						Semi-Annual				
	Signature of Completed										
Fan Coil and Blower Coil Units 23 8219											
Y	Unit Heater -1	UH - 1	Rittling	RH047H01AA	B115	Receiving/Storage					
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Unit Heater -2	UH - 2	Rittling	RH047H01AA	E106	Wood Shop					
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Unit Heater -3	UH - 3	Rittling	RH047H01AA	E103	Metal Shop					
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Unit Heater -4	UH - 4	Rittling	RH047H01AA	A200	Mechanical Mezzanine					
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Unit Heater -5	UH - 5	Rittling	RH047H01AA	A200	Mechanical Mezzanine					
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Unit Heater -6	UH - 6	Rittling	RH047H01AA	E200	Mechanical Mezzanine					
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										

NORTHLAND REMER MAINTENANCE SCHEDULE

		Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Unit Heater -7	UH - 7	Rittling	RH047H01AA	E200	Mechanical Mezzanine						
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Unit Heater -8	UH - 8	Rittling	RH047H01AA	A200B	Rooftop Access						
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Unit Heater -9	UH - 9	Rittling	RH047H01AA	C114	Mechanical/Electrical						
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Unit Heater -10	UH - 10	Rittling	RH047H01AA	B116	Fire Pump						
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Unit Heater -11	UH - 11	Rittling	RH047H01AA	Boiler	Boiler						
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Cabinet Unit Heater -1	CUH - 1	Rittling	RFRW-340-06	C1-ST2	Stair						
	Inspect/Replace Filter Signature of Completed			FILTER (QTY 1) 46"x9.75"x1"				Annually				
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				
	Inspect/Tighten Fasteners Signature of Completed							Annually				
Y	Cabinet Unit Heater -2	CUH - 2	Rittling	RFRW-340-06	C100	Vestibule						
	Inspect/Replace Filter Signature of Completed			FILTER (QTY 1) 46"x9.75"x1"				Annually				
	Inspect/Clean motor/fan Signature of Completed							Annually				
	Clean/Re-Paint Casing Signature of Completed							Annually				

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	
Y	Inspect/Tighten Fasteners						Annually					
	Signature of Completed											
	Cabinet Unit Heater -3	CUH - 3	Rittling	RFRW-340-06	B100	Vestibule						
	Inspect/Replace Filter			FILTER (QTY 1)			Annually					
	Signature of Completed			46"x9.75"x1"								
	Inspect/Clean motor/fan						Annually					
Y	Signature of Completed											
	Clean/Re-Paint Casing						Annually					
	Signature of Completed											
	Inspect/Tighten Fasteners						Annually					
	Signature of Completed											
	Cabinet Unit Heater -4	CUH - 4	Rittling	RFRW-340-06	E125	Circulation						
Y	Inspect/Replace Filter			FILTER (QTY 1)			Annually					
	Signature of Completed			46"x9.75"x1"								
	Inspect/Clean motor/fan						Annually					
	Signature of Completed											
	Clean/Re-Paint Casing						Annually					
	Signature of Completed											
Y	Inspect/Tighten Fasteners						Annually					
	Signature of Completed											
	Cabinet Unit Heater -5	CUH - 5	Rittling	RFRW-340-06	E102	Circulation						
	Y	Inspect/Replace Filter			FILTER (QTY 1)			Annually				
		Signature of Completed			46"x9.75"x1"							
		Inspect/Clean motor/fan						Annually				
Signature of Completed												
Clean/Re-Paint Casing							Annually					
Signature of Completed												
Y	Inspect/Tighten Fasteners						Annually					
	Signature of Completed											
	Cabinet Unit Heater -6	CUH - 6	Rittling	RFRW-340-06	E100	Circulation						
	Y	Inspect/Replace Filter			FILTER (QTY 1)			Annually				
		Signature of Completed			46"x9.75"x1"							
		Inspect/Clean motor/fan						Annually				
Signature of Completed												
Clean/Re-Paint Casing							Annually					
Signature of Completed												
Y	Inspect/Tighten Fasteners						Annually					
	Signature of Completed											
	Cabinet Unit Heater -7	CUH - 7	Rittling	RFRW-340-06	D100	Circulation						
	Y	Inspect/Replace Filter			FILTER (QTY 1)			Annually				
		Signature of Completed			46"x9.75"x1"							
		Inspect/Clean motor/fan						Annually				
Signature of Completed												
Clean/Re-Paint Casing							Annually					
Signature of Completed												
Y	Inspect/Tighten Fasteners						Annually					
	Signature of Completed											
	Cabinet Unit Heater -8	CUH - 8	Rittling	RFRW-340-06	D101	Circulation						
	Y	Inspect/Replace Filter			FILTER (QTY 1)			Annually				
		Signature of Completed			46"x9.75"x1"							
		Inspect/Clean motor/fan						Annually				
Signature of Completed												
Clean/Re-Paint Casing							Annually					
Signature of Completed												

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Y	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Cabinet Unit Heater -9	CUH - 9	Rittling	RFRC-420-06	A100	Vestibule					
	Inspect/Replace Filter			FILTER (QTY 1)			Annually				
	Signature of Completed			46"x9.75"x1"							
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
Y	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
	Cabinet Unit Heater -10	CUH - 10	Rittling	RFRC-420-06	D103	Corridor					
	Inspect/Replace Filter			FILTER (QTY 1)			Annually				
	Signature of Completed			46"x9.75"x1"							
Y	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Cabinet Unit Heater -11	CUH - 11			F101	ECFE North Circulation					
	Inspect/Replace Filter						Annually				
	Signature of Completed										
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
Y	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
	Cabinet Unit Heater -12	CUH - 12	Rittling		F100	ECFE Vestibule					
	Inspect/Replace Filter						Annually				
	Signature of Completed										
Y	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
Y	Cabinet Unit Heater -13	CUH - 13			F101	ECFE Vestibule					
	Inspect/Replace Filter						Annually				
	Signature of Completed										
	Inspect/Clean motor/fan						Annually				
	Signature of Completed										
	Clean/Re-Paint Casing						Annually				
Y	Signature of Completed										
	Inspect/Tighten Fasteners						Annually				
	Signature of Completed										
	Convactor - 1	CONV-1	Rittling	PL-18-36-06	Circulation D102						
	Clean heating element						Annually				
	Signature of Completed										
Y	Convactor - 2	CONV-2	Rittling	PL-18-36-06	???						
	Clean heating element						Annually				
Y	Signature of Completed										
	Convactor - 3	CONV-3	Rittling	PL-18-36-06	????						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Clean heating element Signature of Completed							Annually				
Boiler - ECFE	B-ECFE	Viessmann	VITODENS 200-W B2HA 60	ECFE Boiler	ECFE						
Authorized service maintenance Signature of Completed							Annually				
Axiom Neutralization Kit - Monitor the level of the neutralization media in the capsule periodically. Check the pH level at the outlet of the neaturalizing kit annually and use a suitable pH test method. Replace media when the pH level drops below the minimum level of the local water authority Signature of Completed							Annually				
Boiler - 1	B-1	Bryan Boilers	RV-500-W-FDGO	Boiler	School						
Make visual inspection of gauges, monitors, and indicators and record readings in boiler log. Make visual check of instrument and equipment settings against factory recommended specifications. Check low water cutoffs. Signature of Completed							Daily				
functioning. Visual inspect pilot flame. Check pilot and main fuel valves for correct operation. Open limit switch - make audible and visual check. Check valve position indicators and check fuel meters. Signature of Completed							Weekly				
and roper operation of flue, vent, stack or outlet dampers. Check low water cutoff. Check low draft, fan, air pressure and damper position interlocks. Check high and low gas pressure interlocks. Check high and Signature of Completed							Monthly	X	X	X	X
Perform leakage tests on pilot and main gas/oil valves. Check operating control, high limit, low fire start control, and low water cutoff. Check air atomizing interlock, fuel valve interlock switch, purge switch, burner position interlock, fuel changeover control and combustion safety control. Inspect the boiler tubes and clean if necessary. Signature of Completed							Annually				
P13. Boiler - 2	B-2	Lattner	1240LW	Boiler	School						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Make visual check of all controls, Check for buzzing contactors in control panel. Clean or replace if necessary. Observe pressure gauge for normal operation. Inspect for water leaks at piping connections and at tube bundle end. Signature of Completed							Weekly				
Inspect all wiring in control panels and check for tightness. Check all piping connections and fittings for tightness. Signature of Completed							Monthly	X	X	X	X
Check low water cut-off for proper operating and for possible clogging. Check all other valves and controls for preparation. Replace defective parts immediately. Signature of Completed							Quarterly			X	
Shut down entire boiler and conduct complete inspection. Replace any defective heating elements which may have been plugged. Inspect heating elements for scale. If scale has formed, clean with a commercially available descaling compound suitable for use with incology elements (Ni, Cr, Fe) such as Oakite Drycid. Signature of Completed							Annually				
Air Separator - 1	AS-1	Bell and Gosset	R-8	Boiler Room	Heating System						
Air Separator - 2	AS-2	Bell and Gosset	R-2	ECFE Boiler	Heating System						
Air Separator - 3	AS-3	Bell and Gosset	R-8	Mezz	Chilled System						
Bypass Filter - 1	BP-1	J.L. Wingert Co.		Boiler Room	Heating System						
Check filter for cleanliness - need to develop schedule overtime Signature of Completed							Weekly				
Expansion Tank - 1	ET-1	Amtrol	ST-12	Receiving	Serves WH-1						
Expansion Tank - 2	ET-2	Amtrol	ST-5	Fire Pump F114	Serves WH-2						
Expansion Tank - 3	ET-3	B&G	B-1400	Boiler Room	Heating System						
Expansion Tank - 4	ET-4	B&G	D-40V	Fire Pump ECFE	ECFE Heating						
Expansion Tank - 5	ET-5	B&G	B-200	Mech Mezz	Chilled System						
Glycol Feeder - 1	GF-1	Axiom	SF100	Boiler Room	Heating System						
Check fluid level. Check/clean strainer on the bottom of the suction hose inside tank. Signature of Completed							Monthly	X	X	X	X
Air Compressor - 1	AC-1	Ingersol-Rand	GX-5-EP-AFF	Storage E108A	Shops						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April
Control Panel							Monthly	X	X	X	X
Signature of Completed											
Dust Collector - 1	DC-1	Aget	60SN70-D2 Cyclone	Outside Wood Shop	Wood Shop						
							Monthly	X	X	X	X
Signature of Completed											
Paint Booth - 1	PB-1	???									
							Monthly	X	X	X	X
Signature of Completed											
Vaporizer	VAP	???									
							Monthly	X	X	X	X
Signature of Completed											
Drinking Fountains	DF	Elkay	LZTL								
Change Filter and clean strainer							Annually				
Signature of Completed											

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
X	X	X	X	X	X	X	X
			X				
			X				
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
			X				
			X				
X	X	X	X	X	X	X	X
	X						X
	X						X
	X						

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
	X						X
	X						X
	X						
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
	X			X			X
	X						X
	X						X
	X						X
	X						
X							
X							
X							
X							
X							
	X						X

NLGI Grade 2 Lithium Base Petroleum Grease

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
	X						X
	X						X
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				

NLGI Grade 2 Lithium Base Petroleum Grease

NLGI Grade 2 Lithium Base Petroleum Grease

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				
			X				

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
			X				
			X				
			X				
X	X	X	X	X	X	X	X
			X				

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
X	X	X	X	X	X	X	X
	X			X			X
			X				
X	X	X	X	X	X	X	X

PLUMBING/MECHANICAL EQUIP.

May	June	July	August	September	October	November	December
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X
							X

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[0Series-PL-Booster-Pump.pdf](#)







NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
VARIBALE FREQUENCY MOTOR CONTROLLERS 26 2923														
E1.	Walk in Freezer	WIF	Thermal Rite	Kitchen										
	No Maintenance Practices noted				NA									
E2.	Walk in Freezer – Unit Cooler	WIFC	Bohn	BHT031 L6D										
	Visually inspect unit for signs of corrosion on fins, cabinet, copper tubing and solder joints. Look for excessive or unusual vibration for fab blades or sheet metal panels when in operation. Look for oil stains on headers, return bends, and coil fins. Check any suspect areas with an electronic leak detector. Check drain pan to insure that drain is clear of debris obstructions or ice buildup and is free draining. Signature of Completed				Semi-Annually			X						X
	Clean Evaporator coil and blades: Periodic cleaning can be accomplished by using a brush, pressurized water or a commercially available evaporator coil cleaner or mild detergent. Never use an acid based cleaner. Flush and rinse coil until no residue remains. Pay close attention to drain pan, drain line and trap. Signature of Completed				Semi-Annually			X						X
	Check the operation of all fans and ensure airflow is unobstructed. Check that each fan rotates freely and quietly. Replace any fan motor that does not rotate smoothly or makes an unusual noise. Check all fan set screws and tighten if needed. Check all fan blades for signs of stress or wear. Replace any blades that are worn, cracked, or bent. Verify that all fan motors are securely fastened to the motor rail. Lubricate motors if applicable. Signature of Completed				Semi-Annually			X						X
	Inspect electrical wiring and components. Visually inspect all wiring for wear, kinks, bare areas, and discoloration. Verify that all electrical and ground connections are secure, tighten if necessary. Check operating/calibration of all fan cycle and defrost controls when used. Look for abnormal accumulation of ice patterns and adjust defrost cycles accordingly. Compare actual defrost heater amp draw against unit data plate. Visually inspect heaters to ensure even surface contact with the coil. If heaters have crept, decrease defrost termination temperature and be sure you have even coil frost patterns. Re-align heaters as needed. Check Drain line heat tape for proper operation. Signature of Completed				Every 3 Years									
	Refrigeration cycle: Check unit cooler superheat and compare reading for your specific application. Visually inspect coil for even distribution. Signature of Completed				Semi-Annually			X						X
E3.	Walk in Freezer Condenser	WIFC	Bohn	LET140BEK										

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
<p>Visually inspect unit. Look for signs of oil stains or interconnection piping and condenser coil. Pay close attention to areas around solder joints, building penetrations and pipe clamps. Check and suspect areas with an electronic leak detector. Check condition of moisture indicator/sight glass. Replace liquid line drier if there is indication of slight presence of moisture. Replace refrigerant, oil and drier if moisture concentration is indicated to be high. Check moisture indicator/sightglass for flash gas. If found check entire system for refrigerant leaks and add refrigerant as needed after repairing any leaks. Check compressor sight glass for proper oil level. Check condition of condenser. Look for accumulation of dirt and debris(clean as required). Check for unusual noise or vibration. Take corrective action as require. Inspect wiring for signs of war or discoloration and repair if needed. Check and tighten all flare connections.</p> <p>Signature of Completed</p>					Quarterly		X			X			X	
<p>Clean condenser coil and blades using a brush, pressurized water and a commercially available foam coil cleaner (do not use acid based cleaner) and rinse until no residue remains. Check operation of condenser fans. Check that each fan rotates freely and quietly. Replace any fan motor that does not rotate smoothly or makes excessive noise. Check all fan blade set screws and tighten as required. Check all fan blades for signs of cracks, wear or stress. Pay close attention to the hub and spider. Replace blades as required. Verify that all motors are mounted securely. Inspect electrical wiring and components. Verify that all electrical and ground connection are secure, tighten as required. Check condition of compressor and heater contractors. Look for discoloration and pitting. Replace as required. Check operation and calibration of all timers, relays, pressure controls and safety controls. Clean electrical cabinet. Look for signs of moisture, dirt, debris, insects and wildlife. Verify operation of crankcase heater by measuring amp draw. Check Refrigeration cycle. Check suction, discharge and net oil pressure readings. Check operation of demand cooling, liquid injection or unloaders if so equipped. Check pressure drop across all filters and driers. Verify that superheat at the compressor conforms to specification. Check pressure and safety control settings and verify proper operation.</p> <p>Signature of Completed</p>					Semi-Annually			X						X
<p>Submit an oil sample for analysis</p> <p>Signature of Completed</p>					Annually									X
E4.	Walk in Cooler	WIC	Thermal Rite	Kitchen										
	No Maintenance Practices noted				NA									

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
E5.	Walk in Cooler Unit Cooler	WICC	Bohn	BHT015X6B										
	Visually inspect unit for signs of corrosion on fins, cabinet, copper tubing and solder joints. Look for excessive or unusual vibration for fab blades or sheet metal panels when in operation. Look for oil stains on headers, return bends, and coil fins. Check any suspect areas with an electronic leak detector. Check drain pan to insure that drain is clear of debris obstructions or ice buildup and is free draining.				Semi-Annually			X						X
	Signature of Completed													
	Clean Evaporator coil and blades: Periodic cleaning can be accomplished by using a brush, pressurized water or a commercially available evaporator coil cleaner or mild detergent. Never use an acid based cleaner. Flush and rinse coil until no residue remains. Pay close attention to drain pan, drain line and trap.				Semi-Annually			X						X
	Signature of Completed													
	Check the operation of all fans and ensure airflow is unobstructed. Check that each fan rotates freely and quietly. Replace any fan motor that does not rotate smoothly or makes an unusual noise. Check all fan set screws and tighten if needed. Check all fan blades for signs of stress or wear. Replace any blades that are worn, cracked, or bent. Verify that all fan motors are securely fastened to the motor rail. Lubricate motors if applicable.				Semi-Annually			X						X
	Signature of Completed													
	Inspect electrical wiring and components. Visually inspect all wiring for wear, kinks, bare areas, and discoloration. Verify that all electrical and ground connections are secure, tighten if necessary. Check operating/calibration of all fan cycle and defrost controls when used. Look for abnormal accumulation of ice patterns and adjust defrost cycles accordingly. Compare actual defrost heater amp draw against unit data plate. Visually inspect heaters to ensure even surface contact with the coil. If heaters have crept, decrease defrost termination temperature and be sure you have even coil frost patterns. Re-align heaters as needed. Check Drain line heat tape for proper operation.				Every 3 Years									
	Signature of Completed													
	Refrigeration cycle: Check unit cooler superheat and compare reading for your specific application. Visually inspect coil for even distribution.				Semi-Annually			X						X
	Signature of Completed													
E6.	Walk in Cooler Condenser	WICE	Bohn	ADT104AEK										

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
<p>Visually inspect unit. Look for signs of oil stains or interconnection piping and condenser coil. Pay close attention to areas around solder joints, building penetrations and pipe clamps. Check and suspect areas with an electronic leak detector. Check condition of moisture indicator/sight glass. Replace liquid line drier if there is indication of slight presence of moisture. Replace refrigerant, oil and drier if moisture concentration is indicated to be high. Check moisture indicator/sightglass for flash gas. If found check entire system for refrigerant leaks and add refrigerant as needed after repairing any leaks. Check compressor sight glass for proper oil level. Check condition of condenser. Look for accumulation of dirt and debris(clean as required). Check for unusual noise or vibration. Take corrective action as require. Inspect wiring for signs of war or discoloration and repair if needed. Check and tighten all flare connections.</p> <p>Signature of Completed</p>					Quarterly		X			X			X	
<p>Clean condenser coil and blades using a brush, pressurized water and a commercially available foam coil cleaner (do not use acid based cleaner) and rinse until no residue remains. Check operation of condenser fans. Check that each fan rotates freely and quietly. Replace any fan motor that does not rotate smoothly or makes excessive noise. Check all fan blade set screws and tighten as required. Check all fan blades for signs of cracks, wear or stress. Pay close attention to the hub and spider. Replace blades as required. Verify that all motors are mounted securely. Inspect electrical wiring and components. Verify that all electrical and ground connection are secure, tighten as required. Check condition of compressor and heater contractors. Look for discoloration and pitting. Replace as required. Check operation and calibration of all timers, relays, pressure controls and safety controls. Clean electrical cabinet. Look for signs of moisture, dirt, debris, insects and wildlife. Verify operation of crankcase heater by measuring amp draw. Check Refrigeration cycle. Check suction, discharge and net oil pressure readings. Check operation of demand cooling, liquid injection or unloaders if so equipped. Check pressure drop across all filters and driers. Verify that superheat at the compressor conforms to specification. Check pressure and safety control settings and verify proper operation.</p> <p>Signature of Completed</p> <p>Submit an oil sample for analysis</p> <p>Signature of Completed</p>					Semi-Annually			X						X
					Annually									X
E7.	Disposer-1	Salvajor	100-SA-6-ARSS-LD		NA									
	NA				NA									
	Signature of Completed													
E7.	Disposer-2	Salvajor	100-SA-6-ARSS-LD		NA									
	NA				NA									
	Signature of Completed													
E8.	Exhaust Hood - Oven	CaptiveAire	6030ND-2-PSP-F											

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
Remove Grease baffle filters and clean in dishwasher or soak in sink daily. Empty and clean grease drain and grease collection cups. Carefully wipe away gritty substances clinging to SS to avoid scratching. Wipe the hood surfaces with detergent cloth followed by clean cloth, followed by dry cloth. Reapply stainless steel polish.					Daily									
Signature of Completed														
Inspect the unit and duct for grease or air leaks and repair leaks where required. Clean ductwork attached to hood to prevent a mass accumulation of grease					Quarterly/ As Needed		X			X			X	
Signature of Completed														
E8. Exhaust Hood - Dishwasher		CaptiveAire	4230VHB-G											
Remove Grease baffle filters and clean in dishwasher or soak in sink daily. Empty and clean grease drain and grease collection cups. Carefully wipe away gritty substances clinging to SS to avoid scratching. Wipe the hood surfaces with detergent cloth followed by clean cloth, followed by dry cloth. Reapply stainless steel polish.					Daily									
Signature of Completed														
Inspect the unit and duct for grease or air leaks and repair leaks where required. Clean ductwork attached to hood to prevent a mass accumulation of grease					Quarterly/ As Needed		X			X			X	
Signature of Completed														

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
E9.	Fire Protection System													
		CaptiveAire	R-102											
	Check system for loos pipes and missing or grease covered nozzle caps. Make certain nozzle caps are in place over the ends of each nozzle. Temporarily remove cap, check to make certain it is not brittle and snap back on nozzle. Check each metal blow-off cap and make certain the cap can be turned freely on the nozzle. Check your visual indicator on the releasing unit to make certain the system is cocked. Check that the manual pull station is not obstructed, has not been tampered with, and is ready for operation				Daily									
	Signature of Completed													
	Make certain the releasing unit has not been tampered with, and that visual inspection seals are not broken or missing.				Monthly	X	X	X	X	X	X	X	X	X
	Signature of Completed													
	Replace metal fusible links. System inspected by an authorized ANSUL distributor.				Semi-Annually			X						X
	Signature of Completed													
E10.	Combi Oven (2 total)													
		Convotherm	C4 ET 6.20GS											
	Cleaning the dehumidifier valve				TBD									
	Signature of Completed													
	Testing the water injection function				TBD									
	Signature of Completed													
	Adjusting the injection pressure				TBD									
	Signature of Completed													
	Cleaning the injection nozzle				TBD									
	Signature of Completed													
	Descaling the boiler				TBD									
	Signature of Completed													
	Descaling the cooking chamber				TBD									
	Signature of Completed													
E11.	Range													
		Vulcan	365-6B											
	NA				TBD									
	Signature of Completed													
E12.	Pass-Thru Refrigerator													
		Continental Refrig	DL1R-GD-HD-PT/MOD											
	Inspect/Clean condenser				Monthly	X	X	X	X	X	X	X	X	X
	Signature of Completed													
E18.	Reach-in Refrig													
		Continental	DL1RE-SS-GD-HD											
	Inspect/Clean condenser				Monthly	X	X	X	X	X	X	X	X	X
	Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
E13.	Pass-Thru Mobile Heated Cabinet		Hatco	FSHC-17W2D										
	Remove lime and mineral deposits				TBD									
	Signature of Completed													
E14.	Refrigerated Self-Service Case – 1		Structural Concepts	HMO2653R										
	Clean condensing coil. Clean/descale refrigeration package. Clean Tub Area and Honey Comb.				Quarterly/ As Needed		X			X			X	
	Signature of Completed													
E14.	Refrigerated Self-Service Case – 2		Structural Concepts	HMO2653R										
	Clean condensing coil. Clean/descale refrigeration package. Clean Tub Area and Honey Comb.				Quarterly/ As Needed		X			X			X	
	Signature of Completed													
E15.	Milk-Cooler		Continental Refrig	MC5-S										
	Inspect/Clean condenser				Monthly	X	X	X	X	X	X	X	X	X
	Signature of Completed													
E16.	Serving Counter Cold Food		Atlas Metal	BLU-4-MOD										
	NA				TBD									
	Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

		Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September
E17.	Serving Counter Hot Food		Atlas Metal	BLH-4-OT-MOD											
	NA					TBD									
	Signature of Completed														
E18.	Dishwasher Conveyor		Jackson WWS	Crew-44CE											
	NA					TBD									
	Signature of Completed														

Kitchen Equipment

October	November	December

Kitchen Equipment

October	November	December			
[Shaded]	[Blank]	[Shaded]			
	X				
[Shaded]	[Shaded]	[Shaded]			
			[Shaded]	[Shaded]	[Shaded]
			[Shaded]	[Shaded]	[Shaded]
[Blank]	[Blank]	[Blank]			
[Shaded]	[Shaded]	[Shaded]			
			[Shaded]	[Shaded]	[Shaded]

Kitchen Equipment

October	November	December

Kitchen Equipment

October	November	December
	X	

Kitchen Equipment

October	November	December
	X	
	X	

Kitchen Equipment

October	November	December
x	x	x
x	x	x
x	x	x

Kitchen Equipment

October	November	December
	X	
	X	
X	X	X

Kitchen Equipment

October	November	December

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
HVAC Power Ventilators 23 3423													
H19.	Exhaust Fan -1	F-1	Twin City	BCRD240D	Area A Circulation A138	Locker And Toilet Room Exhaust							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect Belts Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
H20.	Exhaust Fan -2	F-2	Twin City	DSI150AN	Area A Circulation E120	Toilet Rooms A120 &A121							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H20.	Exhaust Fan -3	F-3	Twin City	DS1090A2	Area B Storage Room B113	Toilet Rooms B102 & B103							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H21.	Exhaust Fan-4	F-4	CaptiveAire	NCA24FA	Area B Roof	Kitchen Grease Hood							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect Belts Signature of Completed	QTY (2) Browning	BX29				Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness and wear Signature of Completed						Quarterly	X			X		
	Grease Bearings Signature of Completed	Thickener Lithium Complex	Oil Petroleum	Thickness NLGI 2	Operating Temp -20F to 200F Inter. To 250F		Quarterly	X			X		
H22.	Exhaust Fan - 5	F-5	CaptiveAire	DR33HFA	Area B Roof	Commerical Dishwasher							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness and wear Signature of Completed						Quarterly	X			X		
	Grease Bearings Signature of Completed	Thickener Lithium Complex	Oil Petroleum	Thickness NLGI 2	Operating Temp -20F to 200F Inter. To 250F		Quarterly	X			X		
H23.	Exhaust Fan-6	F-6	Twin City	DSI135A	Area C Circulation C200	Admin Office Exhaust							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
H24.	Exhaust Fan - 7	F-7	Twin City	DSI150AN	Area C Janitor Rm	Toilets C123, C123, C205, C206							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H25.	Exhaust Fan - 8	F-8	Twin City	DCRU082B	Area C Roof Science Stroage C210	Science Stroage 210							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H25.	Exhaust Fan - 9	F-9	Twin City	DCRU110BE	Area C Roof Science Lab	Science Lab C209							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H25.	Exhaust Fan - 10	F-10	Twin City	TFE105C5	Area C Roof Science Lab	Science Lab Fume Hood							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect Belts Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H25.	Exhaust Fan - 11	F-11	Twin City	TFE105C6	Area C Roof Science Lab	Science Lab Fume Hood							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H25.	Exhaust Fan - 12	F-12	Twin City	DSI100A	Area D Circulation D102	Toilet Rooms D105 & D106							
	Clean wheel and housing Signature of Completed						Quarterly	X			X		
	Inspect setscrews, bolts, etc. for tightness Signature of Completed						Quarterly	X			X		
	Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP				Quarterly	X			X		
H25.	Exhaust Fan - 13	F-13	Twin City	DSI090A	Area D Circulation D104	Kinder Toilet D113, Workroom D115 & Toilet D103A							
	Clean wheel and housing						Quarterly	X			X		

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 14	F-14	Twin City	DCRD130BE	Area E Circulation E101	Toilet Rooms D117 & D118							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 15	F-15	Twin City	DSI150A	Art Room	Art Room							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 16	F-16	Twin City	DCRD100BE	Roof Over Class D110	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 17	F-17	Twin City	DCRD100BE	Roof Over Class D128	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 18	F-18	Twin City	DCRD100BE	Roof Over EBD D124	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 19	F-19	Twin City	DCRD100BE	Roof Over Circulation E101	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 20	F-20	Twin City	DCRD100BE	Roof Over Storage A120	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 21	F-21	Twin City	DCRD100BE	Roof Over Fitness A133	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 22	F-22	Twin City	DCRD100BE	Roof Over Wood Shop E106	Tunnel Exhaust							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 23-30	F-23 Thru F-30	Airius	A-45-EL-STD-120-W	Area A Gym	Gymnasium Strat Fans							
	Clean unit						Annually						
	Signature of Completed												
H25.	Exhaust Fan - 31	F-31	Twin City	DCRD100BE	ECFE Roof	Toilet Exhaust Area F							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 32	F-32	Twin City	DCRD100BE	ECFE Roof	Office 107							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												
	Inspect setscrews, bolts, etc. for tightness						Quarterly	X			X		
	Signature of Completed												
	Grease Fan Bearing	Shell	Gadus S2 V100 2 or equivalent				Quarterly	X			X		
	Signature of Completed	Exxon/Mobil	Ronex MP										
H25.	Exhaust Fan - 33	F-33	Twin City	BCRD180D	Roof Metal Shop E103	Welding Hoods							
	Clean wheel and housing						Quarterly	X			X		
	Signature of Completed												

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Inspect setscrews, bolts, etc. for tightness Signature of Completed							Quarterly	X			X		
Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP					Quarterly	X			X		
H25. Exhaust Fan - 34	F-34	Twin City	BCRD180D	Roof Metal Shop E103	CNC Hood								
Clean wheel and housing Signature of Completed							Quarterly	X			X		
Inspect setscrews, bolts, etc. for tightness Signature of Completed							Quarterly	X			X		
Grease Fan Bearing Signature of Completed	Shell Exxon/Mobil	Gadus S2 V100 2 or equivalent Ronex MP					Quarterly	X			X		
H26. VAVs	VAV1-01	Enviro-tec		Various									
Check actuators for proper movement Signature of Completed							Semi-Annual	X					
Inspect/clean the coil Signature of Completed							Semi-Annual	X					
Modular Central-Station Air Handling Units													
H116. Air Handling Unit-1	AHU-1	York	XTI-048X081-NNKH046A	Mech. Mezzanine A200	Northeast Classrooms & Kitchen B103								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
Check Condition of Extended Lubrication Lines Signature of Completed							Quarterly			X			X
Clean Dampers Signature of Completed							Quarterly			X			X
Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed							Semi-Annual			X			
Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed							Semi-Annual			X			

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check, Clean and Calibrate Controls Signature of Completed							Semi-Annual			X			
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces Signature of Completed							Semi-Annual			X			
Lubricate Fan Bearings Signature of Completed		Lithium/Petroleum NLGI Grade II					Semi-Annual			X			
Inspect Doors, Handles, Latches and Hinges for Proper Operation Signature of Completed							Annually						
Inspect Door Gaskets for Damage and Proper Seal Signature of Completed							Annually						
Inspect Panels for Damage Signature of Completed							Annually						
Assembly (Supply, Return and Exhaust) Signature of Completed							Annually						
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						
Check Flex Connector for Damage and Wear Signature of Completed							Annually						
Lubricate Fan Bearings Signature of Completed							See Tables						
Clean Variable Inlet Vanes Signature of Completed							Annually						
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Clean Media, Adjust Seals, Replace Belt							Annually						
Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
H117.	Air Handling Unit-2	AHU-2	York	XTI-108X081-NNLJ046A	Mech. Mezzanine A200	Commons A101 & Rooms A110-A117							
	Clean Exterior of Air Handler Signature of Completed						As Needed						
	Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed						Monthly	X	X	X	X	X	X
	Verify Filter Gauge and/or Switch Function Properly Signature of Completed						Monthly	X	X	X	X	X	X
	Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed						Quarterly			X			X
	Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed						Quarterly			X			X
	Check Belt Tension Signature of Completed						Quarterly			X			X
	Check Condition of Extended Lubrication Lines Signature of Completed						Quarterly			X			X
	Clean Dampers Signature of Completed						Quarterly			X			X
	Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed						Semi-Annual			X			
	Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed						Semi-Annual			X			
	Check, Clean and Calibrate Controls Signature of Completed						Semi-Annual			X			
	Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces Signature of Completed						Semi-Annual			X			
	Lubricate Fan Bearings Signature of Completed	Lithium/Petroleum NLGI Grade II					Semi-Annual			X			
	Inspect Doors, Handles, Latches and Hinges for Proper Operation Signature of Completed						Annually						
	Inspect Door Gaskets for Damage and Proper Seal Signature of Completed						Annually						
	Inspect Panels for Damage Signature of Completed						Annually						
	Assembly (Supply, Return and Exhaust) Signature of Completed						Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						
Check Flex Connector for Damage and Wear Signature of Completed							Annually						
Lubricate Fan Bearings Signature of Completed							See Tables						
Clean Variable Inlet Vanes Signature of Completed							Annually						
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
Clean Media, Adjust Seals, Replace Belt Signature of Completed							Annually						
H117. Air Handling Unit-3	AHU-3	York	XTI-051X078-NNLJ046A	Mechanical/Electrical C130	1st Floor Southeast Classroom Addition								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension							Quarterly			X			X

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Signature of Completed													
Check Belt Tension							Quarterly			X			X
Signature of Completed													
Check Condition of Extended Lubrication Lines							Quarterly			X			X
Signature of Completed													
Clean Dampers							Quarterly			X			X
Signature of Completed													
Inspect Air Hoods and Air Louvers for Damage and Debris							Semi-Annual			X			
Signature of Completed													
Inspect Bird Screens for Damage, Dirt, and Debris							Semi-Annual			X			
Signature of Completed													
Check, Clean and Calibrate Controls							Semi-Annual			X			
Signature of Completed													
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces							Semi-Annual			X			
Signature of Completed													
Lubricate Fan Bearings		Lithium/Petroleum					Semi-Annual			X			
Signature of Completed		NLGI Grade II											
Inspect Doors, Handles, Latches and Hinges for Proper Operation							Annually						
Signature of Completed													
Inspect Door Gaskets for Damage and Proper Seal							Annually						
Signature of Completed													
Inspect Panels for Damage							Annually						
Signature of Completed													
Assembly (Supply, Return and Exhaust)							Annually						
Signature of Completed													
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris.							Annually						
Signature of Completed													
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris							Annually						
Signature of Completed													
Check Flex Connector for Damage and Wear							Annually						
Signature of Completed													
Lubricate Fan Bearings							See Tables						
Signature of Completed													
Clean Variable Inlet Vanes							Annually						
Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
Clean Media, Adjust Seals, Replace Belt Signature of Completed							Annually						
H117. Air Handling Unit-4	AHU-4	York	XTI-057X102-NNMK046A	Mechanical/Electrical C212	2nd Floor Southeast Classroom								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
Check Condition of Extended Lubrication Lines Signature of Completed							Quarterly			X			X
Clean Dampers Signature of Completed							Quarterly			X			X
Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed							Semi-Annual			X			
Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed							Semi-Annual			X			
Check, Clean and Calibrate Controls Signature of Completed							Semi-Annual			X			

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces							Semi-Annual			X			
Signature of Completed													
Lubricate Fan Bearings		Lithium/Petroleum					Semi-Annual			X			
Signature of Completed		NLGI Grade II											
Inspect Doors, Handles, Latches and Hinges for Proper Operation							Annually						
Signature of Completed													
Inspect Door Gaskets for Damage and Proper Seal							Annually						
Signature of Completed													
Inspect Panels for Damage							Annually						
Signature of Completed													
Assembly (Supply, Return and Exhaust)							Annually						
Signature of Completed													
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris.							Annually						
Signature of Completed													
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris							Annually						
Signature of Completed													
Check Flex Connector for Damage and Wear							Annually						
Signature of Completed													
Lubricate Fan Bearings							See Tables						
Signature of Completed													
Clean Variable Inlet Vanes							Annually						
Signature of Completed													
and Mounting Hardware for Loose Parts							Annually						
Signature of Completed													
Check Adjustable Fan Motor Base for Damage							Annually						
Signature of Completed													
Check Fan Motor for Leaky Bearing Seals							Annually						
Signature of Completed													
Check Fan for Motor Damage							Annually						
Signature of Completed													
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing							Annually						
Signature of Completed													
Clean Dehumidification Coils							Annually						
Signature of Completed													
Clean Media, Adjust Seals, Replace Belt							Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
	Signature of Completed												
H117.	Air Handling Unit-5	AHU-5	York	XTI-063X117-NNNL046A	Mechanical Room D125	Area D Southwest Classrooms							
	Clean Exterior of Air Handler						As Needed						
	Signature of Completed												
	Check the Cleanliness of the Filters and Replace or Clean as Required						Monthly	X	X	X	X	X	X
	Signature of Completed												
	Verify Filter Gauge and/or Switch Function Properly						Monthly	X	X	X	X	X	X
	Signature of Completed												
	Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary						Quarterly			X			X
	Signature of Completed												
	Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension						Quarterly			X			X
	Signature of Completed												
	Check Belt Tension						Quarterly			X			X
	Signature of Completed												
	Check Condition of Extended Lubrication Lines						Quarterly			X			X
	Signature of Completed												
	Clean Dampers						Quarterly			X			X
	Signature of Completed												
	Inspect Air Hoods and Air Louvers for Damage and Debris						Semi-Annual			X			
	Signature of Completed												
	Inspect Bird Screens for Damage, Dirt, and Debris						Semi-Annual			X			
	Signature of Completed												
	Check, Clean and Calibrate Controls						Semi-Annual			X			
	Signature of Completed												
	Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces						Semi-Annual			X			
	Signature of Completed												
	Lubricate Fan Bearings	Lithium/Petroleum					Semi-Annual			X			
	Signature of Completed	NLGI Grade II											
	Inspect Doors, Handles, Latches and Hinges for Proper Operation						Annually						
	Signature of Completed												
	Inspect Door Gaskets for Damage and Proper Seal						Annually						
	Signature of Completed												
	Inspect Panels for Damage						Annually						
	Signature of Completed												
	Assembly (Supply, Return and Exhaust)						Annually						
	Signature of Completed												

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						
Check Flex Connector for Damage and Wear Signature of Completed							Annually						
Lubricate Fan Bearings Signature of Completed							See Tables						
Clean Variable Inlet Vanes Signature of Completed							Annually						
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
Clean Media, Adjust Seals, Replace Belt Signature of Completed							Annually						
H117. Air Handling Unit-6	AHU-6	York	XTI-039X066-NAHA046A	Ex. Mechanical Mezzanine	Band E109, Choir E117								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension							Quarterly			X			X

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Signature of Completed													
Check Belt Tension							Quarterly			X			X
Signature of Completed													
Check Condition of Extended Lubrication Lines							Quarterly			X			X
Signature of Completed													
Clean Dampers							Quarterly			X			X
Signature of Completed													
Inspect Air Hoods and Air Louvers for Damage and Debris							Semi-Annual			X			
Signature of Completed													
Inspect Bird Screens for Damage, Dirt, and Debris							Semi-Annual			X			
Signature of Completed													
Check, Clean and Calibrate Controls							Semi-Annual			X			
Signature of Completed													
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces							Semi-Annual			X			
Signature of Completed													
Lubricate Fan Bearings		Lithium/Petroleum					Semi-Annual			X			
Signature of Completed		NLGI Grade II											
Inspect Doors, Handles, Latches and Hinges for Proper Operation							Annually						
Signature of Completed													
Inspect Door Gaskets for Damage and Proper Seal							Annually						
Signature of Completed													
Inspect Panels for Damage							Annually						
Signature of Completed													
Assembly (Supply, Return and Exhaust)							Annually						
Signature of Completed													
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris.							Annually						
Signature of Completed													
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris							Annually						
Signature of Completed													
Check Flex Connector for Damage and Wear							Annually						
Signature of Completed													
Lubricate Fan Bearings							See Tables						
Signature of Completed													
Clean Variable Inlet Vanes							Annually						
Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
H117. Air Handling Unit-7	AHU-7	York	XTI-033X042-NNFD046A	Mechanical Mezzanine A200	Administration C106-C119								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
Check Condition of Extended Lubrication Lines Signature of Completed							Quarterly			X			X
Clean Dampers Signature of Completed							Quarterly			X			X
Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed							Semi-Annual			X			
Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed							Semi-Annual			X			
Check, Clean and Calibrate Controls Signature of Completed							Semi-Annual			X			
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces							Semi-Annual			X			

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
	Signature of Completed												
	Lubricate Fan Bearings	Lithium/Petroleum					Semi-Annual			X			
	Signature of Completed	NLGI Grade II											
	Inspect Doors, Handles, Latches and Hinges for Proper Operation						Annually						
	Signature of Completed												
	Inspect Door Gaskets for Damage and Proper Seal						Annually						
	Signature of Completed												
	Inspect Panels for Damage						Annually						
	Signature of Completed												
	Assembly (Supply, Return and Exhaust)						Annually						
	Signature of Completed												
	Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris.						Annually						
	Signature of Completed												
	Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris						Annually						
	Signature of Completed												
	Check Flex Connector for Damage and Wear						Annually						
	Signature of Completed												
	Lubricate Fan Bearings						See Tables						
	Signature of Completed												
	Clean Variable Inlet Vanes						Annually						
	Signature of Completed												
	and Mounting Hardware for Loose Parts						Annually						
	Signature of Completed												
	Check Adjustable Fan Motor Base for Damage						Annually						
	Signature of Completed												
	Check Fan Motor for Leaky Bearing Seals						Annually						
	Signature of Completed												
	Check Fan for Motor Damage						Annually						
	Signature of Completed												
	Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing						Annually						
	Signature of Completed												
	Clean Dehumidification Coils						Annually						
	Signature of Completed												
H117.	Air Handling Unit-8	AHU-8	York	XTI-084X120-NAPA046A	Mechanical Mezzanine A200	Gymnasium A105, Fitness A133, Toilets and LRs							
	Clean Exterior of Air Handler						As Needed						
	Signature of Completed												

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
Check Condition of Extended Lubrication Lines Signature of Completed							Quarterly			X			X
Clean Dampers Signature of Completed							Quarterly			X			X
Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed							Semi-Annual			X			
Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed							Semi-Annual			X			
Check, Clean and Calibrate Controls Signature of Completed							Semi-Annual			X			
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces Signature of Completed							Semi-Annual			X			
Lubricate Fan Bearings Signature of Completed		Lithium/Petroleum NLGI Grade II					Semi-Annual			X			
Inspect Doors, Handles, Latches and Hinges for Proper Operation Signature of Completed							Annually						
Inspect Door Gaskets for Damage and Proper Seal Signature of Completed							Annually						
Inspect Panels for Damage Signature of Completed							Annually						
Assembly (Supply, Return and Exhaust) Signature of Completed							Annually						
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

		Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
	Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						
	Check Flex Connector for Damage and Wear Signature of Completed							Annually						
	Lubricate Fan Bearings Signature of Completed							See Tables						
	Clean Variable Inlet Vanes Signature of Completed							Annually						
	and Mounting Hardware for Loose Parts Signature of Completed							Annually						
	Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
	Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
	Check Fan for Motor Damage Signature of Completed							Annually						
	Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
	Clean Dehumidification Coils Signature of Completed							Annually						
H117.	Air Handling Unit-9	AHU-9	Westinghouse	16222A	Existing Mechanical Mezzanine	Existing Gym								
	FANS: Inspect and clean fan wheels periodically Signature of Completed							Monthly	X	X	X	X	X	X
	BALL BEARINGS: Periodically grease the ball bearings Signature of Completed	Neutral mineral grease of #3 consistency						Quarterly			X			X
	COILS: Clean dirty coils as needed Signature of Completed							Annually						
	FILTERS: Inspect and change filters as needed Signature of Completed							Quarterly			X			X
	V-BELTS: Align V-belts and/or replace when necessary with a complete new MATCHED set. Signature of Completed							Quarterly			X			X
	Check Belt Tension Signature of Completed							Quarterly			X			X
H117.	Air Handling Unit-10	AHU-10	Westinghouse	16222A	Existing Mechanical Mezzanine	Existing Gym								

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
FANS: Inspect and clean fan wheels periodically Signature of Completed							Monthly	X	X	X	X	X	X
BALL BEARINGS: Periodically grease the ball bearings Signature of Completed	Neutral mineral grease of #3 consistency						Quarterly			X			X
COILS: Clean dirty coils as needed Signature of Completed							Annually						
FILTERS: Inspect and change filters as needed Signature of Completed							Quarterly			X			X
V-BELTS: Align V-belts and/or replace when necessary with a complete new MATCHED set. Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
H117. Air Handling Unit-ECFE	AHU-ECFE	AAON		Roof	ECFE Facility								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
Clean Dampers Signature of Completed							Quarterly			X			X
Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed							Semi-Annual			X			
Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed							Semi-Annual			X			
Check, Clean and Calibrate Controls Signature of Completed							Semi-Annual			X			
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces Signature of Completed							Semi-Annual			X			
Lubricate Fan Bearings Signature of Completed	Shell Oil Colium R Chevron Oil SRI No. 2		Texaco Inc. Premium RB				Semi-Annual			X			
Inspect Doors, Handles, Latches and Hinges for Proper Operation Signature of Completed							Annually						
Inspect Door Gaskets for Damage and Proper Seal Signature of Completed							Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Inspect Panels for Damage Signature of Completed							Annually						
Assembly (Supply, Return and Exhaust) Signature of Completed							Annually						
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						
Clean Variable Inlet Vanes Signature of Completed							Annually						
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
H118.	Make-Up Air -1	MAU-1	Captive Aire	A2-D	Roof	Kitchen							
Check Belt Tension Signature of Completed							Quarterly			X			X
Check/Replace Filters Signature of Completed							Quarterly			X			X
Check for and remove debris that has settled around the base of the condenser. Signature of Completed							Quarterly			X			X
Clean Fan inlet Signature of Completed							Quarterly			X			X
Lubricate Fan Bearings Signature of Completed							Quarterly			X			X
Check fasteners for tightness Signature of Completed							Quarterly			X			X
Inspect bearing for wear and deterioration. Replace if necessary Signature of Completed							Annually						
Inspect belt wear and replace torn or worn belts							Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Signature of Completed													
Inspect motor for cleanliness. Clean exterior surfaces only. Remove dust and grease from the motor housing to ensure proper motor colling. Remove dirt and grease from the wheel and housing to prevent imbalance and damage							Annually						
Signature of Completed													
H119.	Make-Up Air -2	MAU-2	York	XTO-033X036-NADA046A	Roof	Wood Shop							
Clean Exterior of Air Handler							As Needed						
Signature of Completed													
Check the Cleanliness of the Filters and Replace or Clean as Required							Monthly	X	X	X	X	X	X
Signature of Completed													
Verify Filter Gauge and/or Switch Function Properly							Monthly	X	X	X	X	X	X
Signature of Completed													
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary							Quarterly			X			X
Signature of Completed													
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension							Quarterly			X			X
Signature of Completed													
Check Belt Tension							Quarterly			X			X
Signature of Completed													
Check Condition of Extended Lubrication Lines							Quarterly			X			X
Signature of Completed													
Clean Dampers							Quarterly			X			X
Signature of Completed													
Inspect Air Hoods and Air Louvers for Damage and Debris							Semi-Annual			X			
Signature of Completed													
Inspect Bird Screens for Damage, Dirt, and Debris							Semi-Annual			X			
Signature of Completed													
Check, Clean and Calibrate Controls							Semi-Annual			X			
Signature of Completed													
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces							Semi-Annual			X			
Signature of Completed													
Lubricate Fan Bearings	Lithium/Petroleum						Semi-Annual			X			
Signature of Completed	NLGI Grade II												
Inspect Doors, Handles, Latches and Hinges for Proper Operation							Annually						
Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Inspect Door Gaskets for Damage and Proper Seal Signature of Completed							Annually						
Inspect Panels for Damage Signature of Completed							Annually						
Assembly (Supply, Return and Exhaust) Signature of Completed							Annually						
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						
Check Flex Connector for Damage and Wear Signature of Completed							Annually						
Lubricate Fan Bearings Signature of Completed							See Tables						
Clean Variable Inlet Vanes Signature of Completed							Annually						
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
H119. Make-Up Air -3	MAU-3	York	XTO-036X054-NAGA046A	Roof	Metal Shop								
Clean Exterior of Air Handler Signature of Completed							As Needed						
Check the Cleanliness of the Filters and Replace or Clean as Required Signature of Completed							Monthly	X	X	X	X	X	X
Verify Filter Gauge and/or Switch Function Properly Signature of Completed							Monthly	X	X	X	X	X	X

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check Filter Frames (Filter Tracks) for Residual Contaminates and Clean as Necessary Signature of Completed							Quarterly			X			X
Check Drive Kit for Damage, Loose Parts, Wear, Dirt, Alignment and Belt Tension Signature of Completed							Quarterly			X			X
Check Belt Tension Signature of Completed							Quarterly			X			X
Check Condition of Extended Lubrication Lines Signature of Completed							Quarterly			X			X
Clean Dampers Signature of Completed							Quarterly			X			X
Inspect Air Hoods and Air Louvers for Damage and Debris Signature of Completed							Semi-Annual			X			
Inspect Bird Screens for Damage, Dirt, and Debris Signature of Completed							Semi-Annual			X			
Check, Clean and Calibrate Controls Signature of Completed							Semi-Annual			X			
Clean Condensate Drain Pan, Trap, Drain Line and Adjacent Wetted Surfaces Signature of Completed							Semi-Annual			X			
Lubricate Fan Bearings Signature of Completed		Lithium/Petroleum NLGI Grade II					Semi-Annual			X			
Inspect Doors, Handles, Latches and Hinges for Proper Operation Signature of Completed							Annually						
Inspect Door Gaskets for Damage and Proper Seal Signature of Completed							Annually						
Inspect Panels for Damage Signature of Completed							Annually						
Assembly (Supply, Return and Exhaust) Signature of Completed							Annually						
Check Fan Housing, Wheel, Shaft, Frame, Inlet Vanes and Bearings for Damage, Wear, Loose Parts, Dirt and Debris. Signature of Completed							Annually						
Check Fan Base, Vibration Isolators and Thrust Restraints for Damage, Wear, Loose Parts, Dirt and Debris Signature of Completed							Annually						

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check Flex Connector for Damage and Wear Signature of Completed							Annually						
Lubricate Fan Bearings Signature of Completed							See Tables						
Clean Variable Inlet Vanes Signature of Completed							Annually						
and Mounting Hardware for Loose Parts Signature of Completed							Annually						
Check Adjustable Fan Motor Base for Damage Signature of Completed							Annually						
Check Fan Motor for Leaky Bearing Seals Signature of Completed							Annually						
Check Fan for Motor Damage Signature of Completed							Annually						
Check for Dirt, Dust & Debris in Air Vents on Fan Motor Housing Signature of Completed							Annually						
Clean Dehumidification Coils Signature of Completed							Annually						
H120. Air Conditioning Unit -1	ACU-1	Mitsubishi	PKA-A12HA6	Wall Hung	Elec Rm E122	YES							
Inspect/Replace Filters and wipe section clean Signature of Completed							As Needed						
H121. Air Conditioning Unit -2	ACU-2	Mitsubishi	PKA-A12HA6	Wall Hung	Elec Rm A201	YES							
Inspect/Replace Filters and wipe section clean Signature of Completed							As Needed						
H122. Air Conditioning Unit -3	ACU-3	Mitsubishi	PKA-A24KA6	Wall Hung	Elec Rm C117	YES							
Inspect/Replace Filters and wipe section clean Signature of Completed							As Needed						
H124. Condensing Unit -1	CU-1	Mitsubishi	PUY-A12NHA6	Mech. Mezz E200	Serves ACU-1	YES							
Clean impeller housing of debris Signature of Completed							Monthly	X	X	X	X	X	X
Inspect fan impellers for tightness on shaft and ensure it is not rubbing on housing Signature of Completed							Monthly	X	X	X	X	X	X
Inspect motor bearings for wear Signature of Completed							Monthly	X	X	X	X	X	X
Inspect condition of electrodes Signature of Completed							Monthly	X	X	X	X	X	X
Inspect all hoses and fitting for tightness Signature of Completed							Monthly	X	X	X	X	X	X
Inspect compressor section for signs of oil leaks Signature of Completed							Semi-Annual				X		

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check suction pressure, head pressure, super heat, evaporator coil condition and insulation on refrigeration cycle. Signature of Completed							Semi-Annual				X		
Inspect electrical connections for tightness Signature of Completed							Semi-Annual				X		
Ensure that the condenser coil is clean Signature of Completed							Semi-Annual				X		
Ensure the motor mounts are tight and bearings are in good condition Signature of Completed							Semi-Annual				X		
Inspect refrigerant lines are properly supported Signature of Completed							Semi-Annual				X		
H124. Condensing Unit -2	CU-2	Mitsubishi	PUY-A12NHA6	Mech. Mezz E200	Serves ACU-2	YES							
Clean impeller housing of debris Signature of Completed							Monthly	X	X	X	X	X	X
Inspect fan impellers for tightness on shaft and ensure it is not rubbing on housing Signature of Completed							Monthly	X	X	X	X	X	X
Inspect motor bearings for wear Signature of Completed							Monthly	X	X	X	X	X	X
Inspect condition of electrodes Signature of Completed							Monthly	X	X	X	X	X	X
Inspect all hoses and fitting for tightness Signature of Completed							Monthly	X	X	X	X	X	X
Inspect compressor section for signs of oil leaks Signature of Completed							Semi-Annual				X		
Check suction pressure, head pressure, super heat, evaporator coil condition and insulation on refrigeration cycle. Signature of Completed							Semi-Annual				X		
Inspect electrical connections for tightness Signature of Completed							Semi-Annual				X		
Ensure that the condenser coil is clean Signature of Completed							Semi-Annual				X		
Ensure the motor mounts are tight and bearings are in good condition Signature of Completed							Semi-Annual				X		
Inspect refrigerant lines are properly supported Signature of Completed							Semi-Annual				X		
H124. Condensing Unit -3	CU-3	Mitsubishi	PUY-A24NHA6	Mech Mezz A200	Serves ACU-3	YES							
Clean impeller housing of debris							Monthly	X	X	X	X	X	X

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Signature of Completed													
Inspect fan impellers for tightness on shaft and ensure it is not rubbing on housing							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect motor bearings for wear							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect condition of electrodes							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect all hoses and fitting for tightness							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect compressor section for signs of oil leaks							Semi-Annual				X		
Signature of Completed													
Check suction pressure, head pressure, super heat, evaporator coil condition and insulation on refrigeration cycle.							Semi-Annual				X		
Signature of Completed													
Inspect electrical connections for tightness							Semi-Annual				X		
Signature of Completed													
Ensure that the condenser coil is clean							Semi-Annual				X		
Signature of Completed													
Ensure the motor mounts are tight and bearings are in good condition							Semi-Annual				X		
Signature of Completed													
Inspect refrigerant lines are properly supported							Semi-Annual				X		
Signature of Completed													
H124. Condensing Unit -4	CU-4	Addison	RCC064A0003G	Roof	Serves AHU-7	YES							
Clean impeller housing of debris							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect fan impellers for tightness on shaft and ensure it is not rubbing on housing							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect motor bearings for wear							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect condition of electrodes							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect all hoses and fitting for tightness							Monthly	X	X	X	X	X	X
Signature of Completed													
Inspect compressor section for signs of oil leaks							Semi-Annual				X		
Signature of Completed													

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Check suction pressure, head pressure, super heat, evaporator coil condition and insulation on refrigeration cycle. Signature of Completed							Semi-Annual				X		
Inspect electrical connections for tightness Signature of Completed							Semi-Annual				X		
Ensure that the condenser coil is clean Signature of Completed							Semi-Annual				X		
Ensure the motor mounts are tight and bearings are in good condition Signature of Completed							Semi-Annual				X		
Inspect refrigerant lines are properly supported Signature of Completed							Semi-Annual				X		
H124. Chiller - 1	CH-1	Daikin	AGZ190E	Receiving		YES							
Complete unit log and review Signature of Completed							WEEKLY						
Visually inspect unit for loose or damaged components Signature of Completed							Monthly	X	X	X	X	X	X
Inspect thermal insulation for integrity Signature of Completed							Annually						
Clean and paint as required Signature of Completed							Annually						
Check electrical terminals for tightness, tighten as necessary Signature of Completed							Annually						
Clean Electrical control panel Signature of Completed							Annually						
components for signs of overheating Signature of Completed							Monthly	X	X	X	X	X	X
Verify compressor heater operation Signature of Completed							Monthly	X	X	X	X	X	X
Test and calibrate equipment protection and operating controls Signature of Completed							Annually						
Megger compressor motor Signature of Completed							Annually						
Test for refrigeration leak Signature of Completed							Monthly	X	X	X	X	X	X
Check sight glasses for clear flow Signature of Completed							WEEKLY						
Check filter-drier pressure drop Signature of Completed							Monthly	X	X	X	X	X	X

NORTHLAND REMER MAINTENANCE SCHEDULE

	Plan Tag	Manufact.	Model	Location	Serves	Ext. Warr.	Frequency	January	February	March	April	May	June
Perform compressor vibration test							Annually						
Signature of Completed													
Acid test oil sample							Annually						
Signature of Completed													
Clean condenser coils							Annually						
Signature of Completed													
Check fan blades for tightness on shaft							Annually						
Signature of Completed													
Check fans fro loose rivets and							Annually						
Signature of Completed													
Check coil fins for damage							Annually						
Signature of Completed													

HVAC EQUIPMENT

July	August	September	October	November	December
X			X		
X			X		
X			X		
X			X		

HVAC EQUIPMENT

July	August	September	October	November	December
X			X		
X			X		
X			X		
X			X		
X			X		
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HVAC EQUIPMENT

July	August	September	October	November	December
X			X		
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HVAC EQUIPMENT

July	August	September	October	November	December
X			X		
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HVAC EQUIPMENT

July	August	September	October	November	December
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HVAC EQUIPMENT

July	August	September	October	November	December
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X					
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X	X	X	X	X	X
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HVAC EQUIPMENT

July	August	September	October	November	December
		X			

HVAC EQUIPMENT

July	August	September	October	November	December
		X			X
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HVAC EQUIPMENT

July	August	September	October	November	December
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HVAC EQUIPMENT

July	August	September	October	November	December
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HVAC EQUIPMENT

July	August	September	October	November	December
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HVAC EQUIPMENT

July	August	September	October	November	December
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HVAC EQUIPMENT

July	August	September	October	November	December
X	X	X	X	X	X
X	X	X	X	X	X
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		X			X
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HVAC EQUIPMENT

July	August	September	October	November	December
		X			
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		X			
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HVAC EQUIPMENT

July	August	September	October	November	December
X	X	X	X	X	X
		X			X
		X			
		X			X
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HVAC EQUIPMENT

July	August	September	October	November	December
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HVAC EQUIPMENT

July	August	September	October	November	December
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X	X	X	X	X	X
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HVAC EQUIPMENT

July	August	September	October	November	December
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		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
X	X	X	X	X	X
X	X	X	X	X	X

HVAC EQUIPMENT

July	August	September	October	November	December
		X			X
		X			X
		X			X
		X			X
		X			X
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			

HVAC EQUIPMENT

July	August	September	October	November	December
			X		
			X		
			X		
			X		
			X		
			X		
			X		
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
			X		
			X		
			X		
			X		
			X		
			X		
X	X	X	X	X	X

HVAC EQUIPMENT

July	August	September	October	November	December
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
			X		
			X		
			X		
			X		
			X		
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
			X		

HVAC EQUIPMENT

July	August	September	October	November	December
			X		
			X		
			X		
			X		
			X		
X	X	X	X	X	X
		X			
		X			
		X			
		X			
X	X	X	X	X	X
X	X	X	X	X	X
		X			
		X			
X	X	X	X	X	X
X	X	X	X	X	X

HVAC EQUIPMENT

July	August	September	October	November	December
		X			
		X			
		X			
		X			
		X			
		X			
		X			
		X			

NORTHLAND REMER MAINTENANCE SCHEDULE

INSTRUMENTS AND CONTROLS

	Plan Tag	Manufact.	Location	Ext. Warr.	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
Instrumentation and Control for HVAC																	
Inspect temperature sensors for damage and clean.					Semi-Annual			X						X			
Signature of Completed																	
Verify correct temperature sensor readings					Semi-Annual			X						X			
Signature of Completed																	
Inspect thermostats for proper operation and set point					Semi-Annual			X						X			
Signature of Completed																	
Inspect damper actuator for proper alignment and travel					Semi-Annual			X						X			
Signature of Completed																	
Clean damper and actuator					As Needed												
Signature of Completed																	
Inspect valve actuator for proper alignment and travel					Semi-Annual			X						X			
Signature of Completed																	
Clean valve actuator					As Needed			X									
Signature of Completed																	
Monitor control system for proper operation and log malfunctions					Bi-Monthly		X		X		X		X		X		X
Signature of Completed																	

Northland Remer Warranty Information

6.15	General Construction	Gopher State
07 4213 Metal Wall Panels	Correct defective work within a five year period after the Date of Substantial Completion for degradation of panel finish, including color fading cause by exposure to weather.	
07 9200 Joint Sealants	Correct defective work within a five year period after the date of substantial completion, including defects in water tightness and integrity of seals. Correct defective work within a five year period after date of substantial completion	
08 1416 Flush Wood Doors	Include coverage for installed sealants and accessories that fail to achieve watertight seal, exhibit loss of adhesion or cohesion, or do not cure. Provide manufacturer's warranty for the life of the installation	
08 3613 Sectional Doors	Include coverage for delamination of veneer, warping beyond specified installation tolerances, defective materials, and telegraphing core construction. Correct defective work within a five year period after date of substantial completion Include coverage for electric motor and transmission Provide five year manufacturer warranty for electric operating equipment	
10 1101 Visual Display Boards	Provide five year warranty for markerboard to include warranty against discoloration due to cleaning, crazing or cracking and staining.	
11 5313 Laboratory Fume Hoods	Provide five (5) year warranty on all parts and labor to fix defects in materials and workmanship for all non-movable parts (except lamps). Provide two (2) year warranty against defects for all control and electrical devices.	
11 6623 Gymnasium Equipment	Backstop Warranty: Manufacturer's standard limited lifetime warranty	
11 6643 Scoreboards	Provide 5 years of no cost parts exchange including standard shipping on electronics parts and radio due to manufacturing defects. Provide toll-free service coordination Provide technical online and phone support during business hours.	
12 6613 Telescoping Bleachers	Correct defective work within a five year period after date of substantial completion. Replace parts that fail under normal use at no extra charge to Owner.	
7.5	Roofing	Nelson Roofing
07 5300 Elastomeric Membrane Roofing	Correct defective work within a two year period aft date of substantial completion Provide 20-year manufacturer's material and labor warranty to cover failure to prevent penetration of water.	
8	Aluminum Entrances, Windows & Glazing	Top Lite Contract Glazing, Inc.
08 4313 Aluminum-Framed Storefronts	Correct defective work within a five year period after the date of substantial completion. Provide five year manufacturer warranty against failure of glass seal on insulation glass units, including interpane dusting or misting. Include provision for replacement of failed units. Provide five year manufacturer warranty against excessive degradation of exterior finish. Include provision for replacemnet of units with excessive fading, chalking, or flaking.	
08 4413 Glazed Aluminum Curtain Walls	Correct defective work within a five year period after the date of substantial completion. Provide five year manufacturer warranty against failure of glass seal on insulation glass units, including interpane dusting or misting. Include provision for replacement of failed units. Provide five year manufacturer warranty against excessive degradation of exterior finish. Include provision for replacemnet of units with excessive fading, chalking, or flaking.	
08 8000 Glazing	Insulating Glass Units: Provide a five (5) year manufacturer warranty to include coverage for seal failure, interpane dusting or misting, including replacement of failed units.	
9.01.6	Flooring	Contract Tile & Carpet, LLC
09 3000 Tiling	Tile and Stone Installation System Warranty: Manufacturer's standard system warranty protecting against break down or deterioration of the tile setting system under	
09 6500 Resilient Flooring	Manufacturer's standard limited 5 year commercial warranty	
9.01.9	Painting	Steinbrecher Painting, Inc.
09 9600 High Performance Coatings	Correct defective work within a five year period after date of substantial completion Warranty: Include coverage for bond to substrate	
11	Kitchen Equipment	Culinox
Kitchen Equipment	5-year warranty on compressors	
Amana Commercial Microwave Oven	3-year limited warranty (1 year Full)	
Continental Refrigeration Equipment	Standard Warranty: 3 years parts and labor; 5 year compressor	
Globe Planetary Mixer	2 year parts (excludes wear/ expendable parts), 1 year labor warranty (contact factory for details)	
Hatco Pass-Thru Mobile Heated Cabinet	One year on-site parts and labor warranty, plus one additional year parts only warranty on all Flav-R-Savor metal sheathed air heating elements	
Jackson WWS Dishwasher	1 year parts & Labor warranty	
Market Forge Tilting Kettle	Standard 1 year parts and labor warranty, equipment only	
New Age Pan Rack, Bun	Lifetime warranty against rust & Corrosion, 5 year construction warranty, standard	
Robot Coupe Food Processor	1 year parts and labor warranty	
Structural Refrigerated Self-Service Case	1 year parts and labor warranty, 5 year compressor warranty	
22.05	Plumbing & Heating	Bob Hecimovich Mechanical
22 1500 General Service Compressed Air Systems	Provide five year manufacturer warranty for air compressors	
22 3000 Plumbing Equipment	Provide five year manufacturer warranty for DOMESTIC WATER HEATERS	
23 0513 Common Motor Requirements for HVAC Equipment	Provide five year manufacturer warranty for motors larger than 20 horsepower	
23 1313 Underground Fuel-Oil Tanks	Provide Manufacturer's warranty to owner	
23 5216 Condensing Boilers	Provide a five year warranty to include coverage for heat exchanger	
23 6423 Scroll Water Chillers	Manufacturers Warranty: Provide minimum five year warranty to include coverage for materials and labor for compressors.	
23.05	HVAC	Shannon's Inc.
23 6213 Packaged Air-Cooled Condensing Units	Provide a five year warranty to include coverage for refrigerant compressors	
26.05	Electrical	Holden Electric
26 0923 Lighting Control Devices	Provide five year manufacturer warranty for all occupancy sensors Provide two year manufacturer warranty for all daylighting controls.	

Northland Community Schools

Independent School District #118



School Board Report

Date: March 13, 2023

Report Submitted by: L. Monroe-Indian Education

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

Celebrations:

- Ojibwe Language Quiz Bowl season is underway throughout the northern region of MN schools, with a later than usual season this year. Practices and scrimmages being held that began this month of March. Congratulations to the quiz bowl team on winning 3rd place in the first tournament of the year at Bois Forte in Tower, MN.
- The UNITY (United National Indian Tribal Youth) program of Northland Community Schools attended the online Midwest spring meeting on Thursday March 9th. UNITY is a national network organization promoting personal development, citizenship, and leadership among Native American youth. UNITY has a long (40+ years) and impressive track record of empowering and serving American Indian and Alaska Native youth. UNITY is well regarded among the nation's Native American organizations, tribal leaders, and government officials.
- The Northland Eagles drum group were invited to sing for this year's Annual Great Lakes Indigenous Farming Conference on Thursday 3/9 and Sunday 3/12 at the Sugar Lake Lodge in Cohasset, MN!
- The Northland Eagles drum group and back up singers attended the Circle of Life Academy round dance last Friday in Mahnomen. Trey Flowers won the best ribbon shirt contest, and Carissa Whitebird & Miikawaadizi won 2nd in the annual orange dance. Congratulations!
- Outfit making classes have begun after school for students to work on their regalia for spring and summer round dances and powwows!
- March 14th is Pi Day. An annual celebration of the mathematical sign Pi. As a way to celebrate, students, all are challenged to say the Ojibwe word for blueberry pie to Mrs. Monroe at any time on March 14th and will receive a prize. Students can scan the blueberry pie QR code from the bulletin boards in the hallways. One of the longest Ojibwe words in the language.
Pi 3.141592653589793238462643383279502884197...continues
Miinibaashkiminisijiganibiitoosiganibadakingwesijiganibiitooyingwesijiganibakwezhigan!

Miigwech. Thank you.