



METZ EVS



# Metz

ENVIRONMENTAL SERVICES

**Metz EVS Monthly Operations Report**

April 2022

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# Riverside School District



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# General Updates

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- Completed 64 work orders
- We have completed the initial preparation of the baseball and softball fields at Nokes Park, Derenick Field, and Quinlan Complex
- The Track and Field equipment has been removed from storage and set up. The completion of the track renovation is on-schedule and, barring any weather issues, should be complete by the end of April
- We will continue to support the Riverside Athletic Department
- We have assembled and delivered an activity chair for our NEIU student
- We have removed (3) circulator pumps and sent them out to be rebuilt. They are all re-installed

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# General Updates (continued)

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- The faucet in East Elementary has been installed. The water line was packed solid and corrosion was setting in. We removed the bad tubing and installed a new shut-off prior to installation
- We have commenced installation of new emergency exit signs throughout the District. We have removed and re-installed (12). I will be identifying life/ safety issues during my monthly inspections
- We have removed 23 televisions and have them stored in the high school until we have enough for the recycling program
- We have replace (4) batteries in the Simplex backup alarm system.

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# Completed Tasks

**Work History Report - Riverside School District/Metz, Taylor PA**  
 Report Created on April 1, 2022 at 9:48 AM

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Requirement	Riverside - All Schools	3/31/2022	Ansul System	Ansul Systems: Owner's Inspection	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Water Heaters/Boilers	Boiler Water Heaters: Flush to remove impurities, test pressure relief valve	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Detectors - Smoke	Detectors: Test battery operated smoke detectors	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	Dishwashers	Dishwashers: In-house Inspection	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Doors	Doors, Locks & Alarms: Corridor - Doors	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Doors	Doors, Locks & Alarms: Test operation of doors and locks.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Elevators	Elevator: Firefighters' Emergency Operation Testing	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit signs.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Fire Alarm System	Fire Alarm System: Conduct routine test of fire	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Fire Sprinkler System	Fire Sprinkler System: Quarterly Contractor Testing	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Fire Sprinkler System	Fire Sprinkler System: Semi-annual Contractor Testing	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	Grease Traps	Grease Trap: Inspect grease trap	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	HVAC - Condensing Units	HVAC (Condensing Units): Inspect condenser coils; clean as necessary	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	HVAC - Heat Pumps	HVAC (Heat Pumps): Verify operation, inspect / change belt and set proper tension	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	HVAC - RTUs / PKG Units	HVAC (RTU): Clean / change air filter and verify unit operation	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	Ice Machines / Ice Bins	Ice Machines: Check filters (if present), clean coils, sanitize interior, delime as necessary	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Oxygen Systems	Roof: Regular maintenance and safety inspection.	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	Roof Vehicles	Vehicle Inspection: Safety inspection	On-time Brian West
Preventive Maintenance	Multiple Buildings	3/31/2022	Water Heaters	Water Heater: Flush to remove impurities, test pressure relief valve	On-time Brian West
Preventive Maintenance	Riverside - All Schools	3/31/2022	Water Heaters	Water Systems: Inspect eye wash stations.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/31/2022	Water Systems		On-time Brian West

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Regulatory Requirement	Riverside - All Schools	3/26/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/26/2022	Emergency Power Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks,	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/26/2022	Temperatures	Temperatures: Test and log air temperatures	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/26/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/26/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/19/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/19/2022	Emergency Power Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/19/2022	Temperatures	Temperatures: Test and log air temperatures	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/19/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/19/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/12/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/12/2022	Emergency Power Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/12/2022	Temperatures	Temperatures: Test and log air temperatures	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/12/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/12/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/5/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/5/2022	Emergency Power Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/5/2022	Temperatures	Temperatures: Test and log air temperatures	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/5/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	On-time Brian West
Regulatory Requirement	Riverside - All Schools	3/5/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	On-time Brian West



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# Athletic Fields



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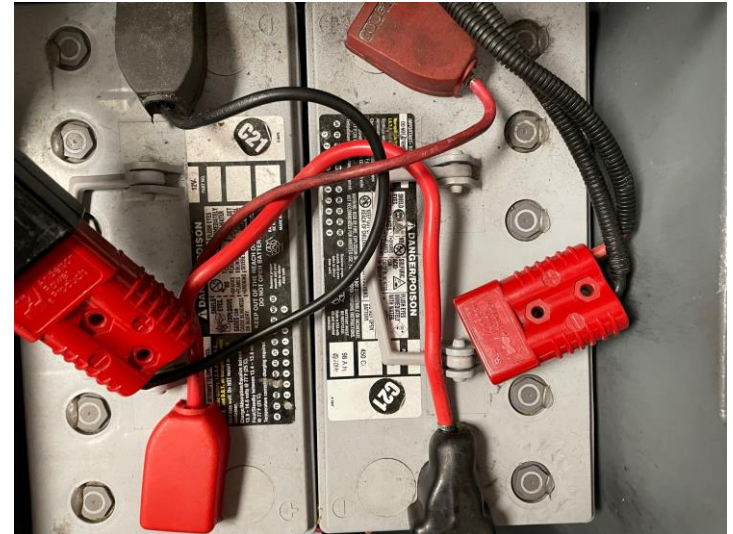
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# Mechanical Repairs



2 circulator pumps have been re-built and re-installed. One in West and one in the high school

The wiring harness on the riding scrubber has been replaced. The wires had overheated and rendered the unit unuseable.



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# Mechanical Repairs



Circulator pump install at the Field House



Faucet install at East Elementary

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## East Elementary television removal



We have successfully removed 23 televisions and VCR sets from East Elementary

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# Emergency Exit installation



12 Emergency exit signs have been replaced to date. We will continue replacing them based on monthly inspections.

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# Special needs

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- Assembly and delivery of the special needs activity chair for our Riverside NEIU student





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# Completed March Work Orders

Work Order #	Summary	Description	Priority	Area Type	Area Name	Requested By	Status	Initiated By
403	Doors not latching appropriately at RHS in Wood Shop hall		High	Other	507 Industrial Art Room	Scott Pentasuglio	Completed	William Drazdowski
413	Get 3 boxes of diplomas from the main office and take to the new Admin		Medium	Office	207 Administration Offices	Brian West	Completed	Brian West
414	Set up and breakdown of tables and chairs for PTA meeting at East		Medium	Common Area	Library	Brian West	Completed	Brian West
415	AHU #9 in High School not running - troubleshoot		Medium	Hallway	Main Lobby (D100)	Brian West	Completed	Brian West
417	Repair sink in East Teacher's Lounge		Medium	Common Area	201 School Offices	Brian West	Completed	Brian West
418	Remove circulator pump and take to Northend Electric and re-install		Medium	Other	Main Football Field	Brian West	Completed	Brian West
420	Replace 2 batteries in the Simplex alarm panel	Panel is in between rooms 317 and 318	Medium	Other	317 Biology Classroom Lab	Brian West	Completed	Brian West
421	Remove commercial shredder from old admin area and take to new		Medium	Office	Administration Offices	Brian West	Completed	Brian West
422	Change automatic flusher in common area boys room to manual flusher		Medium	Hallway	Boys Bathroom by Cafeteria Hallway	Brian West	Completed	Brian West
423	change flush valve in upstairs boys room - 1		Medium	Hallway	Boys Bathroom 200 Hall	Brian West	Completed	Brian West
424	change flush valve in faculty lounge		Medium	Common Area	303 Men's Facility Lounge	Brian West	Completed	Brian West
425	fix door catch on the concession stand at the stadium		Medium	Other	Main Football Field	Brian West	Completed	Brian West
426	assist Northend Electric install circulator pump at the High School		Medium	Mechanical	Boiler Room	Brian West	Completed	Brian West
427	take new squeegees to East and install on floor scrubber		Medium	Hallway	405 Multipurpose Room	Brian West	Completed	Brian West
428	Replace occupancy sensor in room 109, isn't working.		Medium	Other	109 Classroom	Brian West	Completed	Brian West
429	Replace occupancy sensor in room 119, doesn't work		Medium	Other	119 Classroom	Brian West	Completed	Brian West

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430	Apply quick-dry and line both the boys and girls baseball fields for Wednesday		Medium	Other	302 Athletic Director Office	Brian West	Completed	Brian West
432	Remove large items from old Admin and dump into the dumpster		Medium	Office	Administration Offices	Brian West	Completed	Brian West
368	Remove and install (5) whiteboards in the FieldHouse		Medium	Other	Main Football Field Training Room	Brian West	Completed	Brian West
369	Remove desk from the old Admin and take to Room #222 in the High School		Medium	Office	Administration Offices	Brian West	Completed	Brian West
361	Hang picture in the new Admin Building		Medium	Office	Administration Offices	Brian West	Completed	Brian West
365	Remove tv's and brackets from the East rooms attached to this work order		Medium	Common Area	Main Lobby	Brian West	Completed	Brian West
367	Hang picture in the new Admin Building per instructions attached		Medium	Office	Administration Offices	Brian West	Completed	Brian West
370	Install 4 Emergency Exit lights in the hallways at West		Medium	Common Area	Main Entrance	Brian West	Completed	Brian West
371	Set up Library for Mrs. Radle, Language Arts teacher	Move tables out of the way, set up chairs like an audience, leave room in the middle for a projector.	Medium	Other	212 Library	Brian West	Completed	Brian West
373	Fix door catch in hallway doors by room 125		Medium	Other	125 Classroom	Brian West	Completed	Brian West
374	Replace emergency exit sign in hallway by AD's office		Medium	Other	302 Athletic Director Office	Brian West	Completed	Brian West
372	change ceiling tile in facility directors Office	Water spot on ceiling tile in facility directors office	Medium	Other	Facility Director Office	Mike Stuka	Completed	Mike Stuka
375	Replace hydrolic solenoid in the plow on truck R1		Medium	Other	Maintenance Garage	Brian West	Completed	Brian West



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376	Replace broken chair in room 206		Medium	Other	206 Computer Lab Room	Brian West	Completed	Brian West
377	Take the red Rifton walker from the unfinished area to West for Kristen Samsell		Medium	Common Area	Main Entrance	Brian West	Completed	Brian West
378	Get activity chair from unfinished and furnish with new parts		Medium	Office	118 Storage Room	Brian West	Completed	Brian West
379	Lights ion the stage in the Auditorium will not shut off		Medium	Office	400 Melville Davis Auditorium	Brian West	Completed	Brian West
380	The reading vending machine at West needs power		Medium	Common Area	Main Entrance	Brian West	Completed	Brian West
382	TV Wall Mount in HS Room 233	There is a TV mount on the wall that Helen said is leaning and she was concerned that it might be falling off the wall	Medium	Other	233 Classroom	Helen Byrne	Completed	Barb Chisdock
383	Run 3 tables to East		Medium	Common Area	Main Lobby	Brian West	Completed	Brian West
384	Deliver 2 cases of paper towels. 1 to FACS and 1 to Art room		Medium	Other	310 Art Room	Brian West	Completed	Brian West
385	remove mounted tv from room 233 and take to unfinished area		Medium	Other	233 Classroom	Brian West	Completed	Brian West
386	install march madness leprechaun banner in high school		Medium	Office	207 Administration Offices	Brian West	Completed	Brian West
387	set up aux gym for a blood drive	Dawn Chilek needs 4 tables, 20 chairs, removal of cheer mats, front doors open at 6:45 AM.	Medium	Other	314 Auxiliary Gymnasium	Brian West	Completed	Brian West
388	install toggle switches for basketball nets at East		Medium	Hallway	405 Multipurpose Room	Brian West	Completed	Brian West



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389	get copies of master keys for the 2 baseball fields		Medium	Other	Maintenance Shop	Brian West	Completed	Brian West
390	clean up area where bonfire took place.		Medium	Other	Practice Football/Track Field	Brian West	Completed	Brian West
391	use skid steer to accept delivery of 500 pound prop and deliver to stage		Medium	Other	Melville Davis Auditorium	Brian West	Completed	Brian West
392	prepare baseball fields for the season	rake and grade infield, remove weeds, fill in low areas	Medium	Other	Maintenance Garage	Brian West	Completed	Brian West
393	get thorwing screens from the trialer at the track and deliver to Nokes Park		Medium	Other	Practice Football/Track Field	Brian West	Completed	Brian West
394	clean and detail the fieldhouse	Detail lifting equipment, restrooms in the varsity and freshman locker rooms,	Medium	Other	Main Football Field Training Room	Brian West	Completed	Brian West
395	replace 10 ceiling tiles in the weight lifting area		Medium	Other	Main Football Field Training Room	Brian West	Completed	Brian West
396	fix the emergency lighting in the weightlifting area		Medium	Other	Main Football Field Training Room	Brian West	Completed	Brian West
397	replace head gasket on the John Deer lawn mower		Medium	Other	Maintenance Garage	Brian West	Completed	Brian West
398	collect 5 pallets from West and take to the maintenance garage		Medium	Common Area	Main Entrance	Brian West	Completed	Brian West
399	get tables from the new admin bldg and take to the blood drive at high school		Medium	Common Area	Gymnasium Storage	Brian West	Completed	Brian West
400	set up for blood drive 4 tables 20 chairs, 2 garbage cans		Medium	Other	300 Gymnasium	Brian West	Completed	Brian West
401	Take Riverside banners to the baseball field		Medium	Other	Practice Football/Track Field	Brian West	Completed	Brian West
404	Fix the battery wiring on the floor scrubber in high school		Medium	Other	Cafeteria	Brian West	Completed	Brian West

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405	Repair Troy-built DR mower needs carburetor, belt, new fluids	Medium	Other	Maintenance Garage	Brian West	Completed	Brian West
406	Replace Emergency Exit sign at the Fieldhouse. (by front entrance)	Medium	Other	Main Football Field Training Room	Brian West	Completed	Brian West
407	Fix the clocks in rooms 206, 231, and Kolessar's room	Medium	Other	206 Computer Lab Room	Brian West	Completed	Brian West
408	Replace faucet in boys room at East 100 level	Medium	Hallway	Boys Bathroom beside 125	Brian West	Completed	Brian West
409	Remove falling signs at H/S entrance and West and reinstall	Medium	Exterior	Parking Lot	Brian West	Completed	Brian West
410	Hang plaque in New Admin building	Medium	Office	Administration Offices	Brian West	Completed	Brian West
411	Get high jump mat, hurdles, and other track equipment out of the trailer	Medium	Other	Practice Football/Track Field	Brian West	Completed	Brian West
412	Repair 2 light fixtures in the main gym	Medium	Other	300 Gymnasium	Brian West	Completed	Brian West
353	Move 3 book cases From old Admin to room by Tech department-HS	Medium	Office	Administration Offices		Completed	Barb Chisdock

Please move the 3 book cases from the old admin office (2 are in Reba's old closet) and One is in the storage area by the door to Bill D. office. Move to room 238, next to the Tech department at the JR-Sr High School.





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# Staffing

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- All shifts are currently fully staffed
- Budget:
  - 1<sup>st</sup> Shift – (3) Full-time equivalents
  - Flex Shift – (2) FTE's
  - 2<sup>nd</sup> Shift – (6) FTE equivalents
- 1<sup>st</sup> Shift(6am-2:30pm) Maintenance techs – Jason Bittenbender, Dave Arneil, Kevin Babcock
- Flex Shift(9am-5pm)Maintenance/janitorial staff – Cassie Volunski, John Koytek
- 1<sup>st</sup> shift Janitorial Staff(6am-2:30pm) – Bill Davis, Mike Gawel, Matt Wood
- 2<sup>nd</sup> shift Janitorial - Kayla Pacuilli, Taylor Pacuilli, JoAnn Hector, Terri Jones, Ron Ochwat, Helene Czerw, Michelle Lokuta, James Trotter, Joyce Frank, Paul Harrison, Donald Sparacino

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# Scheduled Projects

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- Auditorium lighting conversion of existing lighting to LED
- Removal of 57 tube televisions and VCR sets from the High School
- HVAC filter change District wide
- Continued support for the spring athletics
- Support for the Spring music shows
- Planned preventative maintenance on the winter equipment
- Preparation of equipment for the summer season



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# Employee Recognition

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- This month, I would like to recognize Matthew Wood.
- Matthew is the dayshift team member at East Elementary. He diligently and consistently performs his daily routines and goes above and beyond in performing any and all tasks placed before him. He is a true asset to both Metz EVS and Riverside School District.
- Matthew performs daily inspections of the property and communicates any deficiencies immediately.
- During my discussions with Mr. Walsh, he is always praising Matthew's abilities and expresses great pleasure in having such a capable employee as his building-assigned team member.

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