



METZ EVS



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Metz EVS Monthly Operations Report

September 7, 2021

Riverside School District



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Facilities Dept. Staffing

- Brian West started as the Metz Permanent Facilities Director on August 25th
- Month of August Metz support team consisted of Mike Stuka, Michael Heilman and Steve Kish.
- Current Staffing Patterns:
 - Elementary East – Bill H, Rick K, Dave P.(currently out)
 - Elementary West – Bernie P, Wilfredo & John K
 - High School – Bill D, Cassie V,
 - Grounds Projects – Joe C, Moe, & Mike G (mowing, weeding, Field Line Painting)
 - During the Month of **August** Staff called off sick **28 ½** days Plus **19** days of vacation time



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TELS Work Order System

- Michael Heilman(Metz) was onsite in the month of August to continue TELS Maintenance system software build and Work Order Start up. There were 81 completed work Orders that were done through Tels.



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Departmental Trainings/In-services

Daily staff huddles have been implemented. Summer huddles were held at 9am to review daily project assignment and updates.

Cleaning staff were brought in on August 30th to start deep cleaning and sanitizing classrooms. Cleaning staff were educated on cleaning and proper chemical disinfecting use and wearing proper PPE.



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West Elementary Completed Projects

- Cleaned and organized supply shelf in West Elementary school
- West Elementary multipurpose room painting and new cove base installation have been completed.
- West Elementary play ground fence has been straighten, trimmed weeds and cut lawn.
- West Elementary classroom A/C repairs for rooms 104, 140, and 158 are now working and cooling rooms. This was completed by McClure.
- Outside flooring contractor was in to install new flooring and cove base for rooms 125, 132, and 134 for West Elementary school.
- Seats were installed on new tables that were purchased for West Elementary multipurpose room.
- West Elementary summer school classrooms were re-shampooed to complete carpet extraction for all classrooms. All furniture is being placed back into classrooms and will be completed for first day of school. Additional tables, chairs, furniture, were removed from trailer then put together and placed into classrooms.
- Cleaning staff are going through classrooms to complete thorough cleaning and disinfecting.

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West Elementary Project Pictures



Repaired playground fence



New classroom floor installation

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West Elementary Project Pictures



Multipurpose painting/new tables



Supply closet organization

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High School Completed Projects

- Floor refinishing and carpet extraction completed for all classrooms, offices, Library, and hallways.
- Furniture placed back into all classrooms.
- Artificial shrubs planted into flower pots outside of main entrance.
- Ladies faculty Restroom walls painted, re-glued cove base, and caulked around toilet.
- Re-hung two sound boards that fell down in Gymnasium.
- Re-Grout missing Grout on tile flooring in commons area
- Set up two tables, four chairs, and two trash cans for paint the parking lot fundraiser event - Saturday August 14th
- Bleeder valve leaking from chilled water line on cooling system for room 107 was replaced by McClure.
- Second shift cleaning staff return to work on 8/30 and started to clean and disinfect rooms

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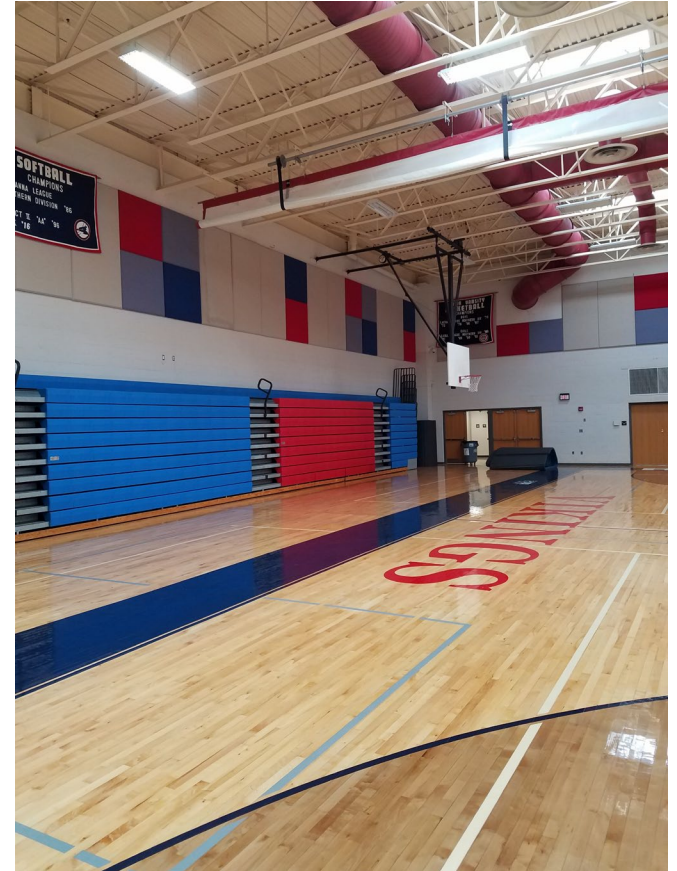


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High School Project Pictures



New faux greenery for planters



Soundboards hung in gym

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H.S. Classroom Floor Refinishing



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East Elementary Completed Projects

- Chiller unit was repaired for the last week of summer school.
- All Missing ceiling tiles in hallways were replaced.
- Moved computer tables in library so shelving units can be placed.
- Disassembled shelving units in library and relocated shelving to divide library room.
- All classroom carpets were extracted and furniture was placed back into rooms
- Bushes on front and side of parking lot were trimmed.
- Three new TVs were installed for front office secretary area, conference room, and Justin Lacomis' office
- Pulled all furniture out from trailer and once teachers picked out what they wanted, Maintenance installed table legs onto tables, then took the furniture to their classroom.
- Trimmed courtyard areas.

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East Elementary Project Pictures



East courtyard cleanup



Library organization project



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Completion of Outside Grounds

- Main football field grass was cut and field was lined for scrimmage game on the 21st, and 1st regular season game on the 27th. Buildings and grounds were cleaned.
- Main field building and grounds were cleaned and prep for JV game on the 30th.
- Grounds and fields are being cut and maintain despite of all the rain we have had during the month.
- Turf was moved from beside building parking lot to grass area beside bleachers.

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Outside Grounds/Field Pictures

Removal of turf at field entrance



Bed mulching under scoreboard

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Identified/ongoing Projects

- Continue mowing and trimming to build routines and standards
- Continue Training Brian West on Tels Maintenance program
- Weed front of High School
- Install new tables and place tables, umbrellas and bases on newly built patio outside of cafeteria.
- Have roof leaks repaired for High school and East elementary.
- Repair broken mowers, waiting on parts.
- Replace Ice Machine at Field House. Waiting on Delivery.
- Complete walk-thru of buildings and Identify any maintenance issues and enter them into Tels work order system for maintenance repairs
- Install new plexiglass and poster on board in science hallway.
- Hang puzzle pictures in multipurpose room(West Elementary).
- Continue to line football fields and soccer fields and maintain stadium.

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Thank You!



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