



METZ EVS



# Metz

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## Metz EVS Monthly Operations Report

June 2023

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# Riverside School District



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# General Updates

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- 47 Work orders completed
- Kindergarten Graduation, High School Graduation, Class Day, Senior Picnic, VHV Festival, Aavidum Mental Health Awareness Day were all successfully completed
- HVAC Preventative Maintenance is complete
- Summer Cleaning has commenced
- Courtyard Renovation is complete
- Football and Soccer practice fields are cut, laid out, and painted
- The flagpole area on Main St. is landscaped
- Preventative maintenance is complete on the John Deere Skidsteer

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# Courtyard Renovation

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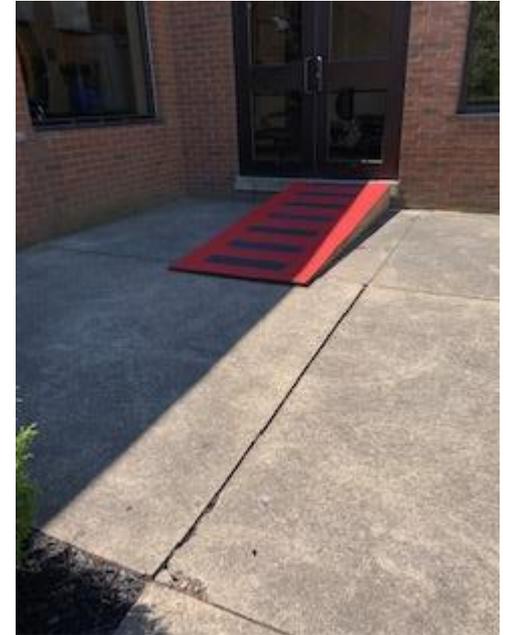
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# Courtyard Renovation

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# Flagpole Landscaping



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# Flagpole Landscaping



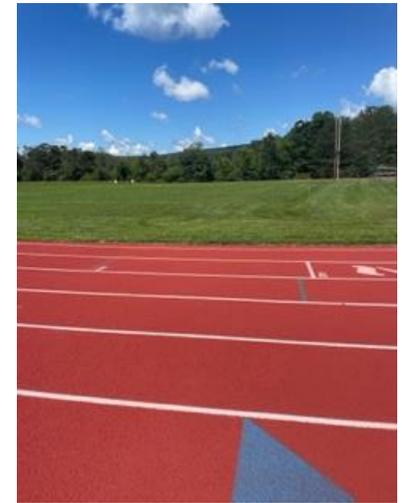
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# Soccer/ Football Practice Fields

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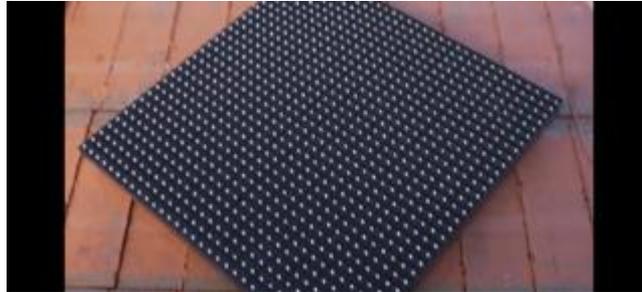


Practice fields cut and lined



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# LED Sign at Admin



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# Completed Work Orders

## Work Order Report - Riverside School District/Metz, Taylor PA

Closed Date 06/01/2023 - 07/01/2023

Work Order #	Summary	Priority	Building	Area Name	Requested By	Status	Closed By
1147	Take 25 tables, 70 chairs, 5 garbage cans, and the grill to the Fieldhouse VHV	Medium	Riverside High School	Maintenance Garage	bwest	Closed	Brian West
1148	Move the choral risers from the stage to Mr. Geil' room	Medium	Riverside High School	Melville Davis Auditorium	bwest	Closed	Brian West
1149	Get box of speech files in Basalyga room at East and bring to H/ S	Medium	Riverside Elementary	207 Instructor Planning Room	bwest	Closed	Brian West
1150	Install a whiteboard in Scott P.'s room at the Admin building	Medium	Riverside Elementary	Administration Offices	bwest	Closed	Brian West
1151	Landscape the flagpole area on Main St.	Medium	Riverside High School	Main Football Field	bwest	Closed	Brian West
1152	Pick up 4 cases of headphones from Taylor Borough Police and deliver to Skolasti	Medium	Riverside High School	212 Library	bwest	Closed	Brian West
1153	Remove 4 hornets nests on the side of the Admin Bldg	Medium	Riverside Elementary	Administration Offices	bwest	Closed	Brian West
1154	Fix/ adjust the catch on the exterior door 14	Medium	Riverside High School	507 Industrial Art Room	bwest	Closed	Brian West
1155	Have the bleachers out and 10' ladder in the gym for the senior photo	Medium	Riverside High School	300 Gymnasium	bwest	Closed	Brian West
1156	Troubleshoot the (left) hand dryer in the common area boys room	Medium	Riverside High School	Boys Bathroom by Cafeteria	bwest	Closed	Brian West
1157	Deliver 150 bags of black mulch to the courtyard	Medium	Riverside High School	Courtyard with pond	bwest	Closed	Brian West
1158	Remove bricks, garbage cans, tarp, and cinderblocks from the courtyard	Medium	Riverside High School	Courtyard with pond	bwest	Closed	Brian West
1159	Hang hose holder and install a new hose head in the courtyard	Medium	Riverside High School	Courtyard with pond	bwest	Closed	Brian West
1160	Change the flush valve in the girls room across from Chickeletti	Medium	Riverside Elementary	123 Girls Rest Room	bwest	Closed	Brian West
1161	Change the faucet in the girls room inside of Harcher's room	Medium	Riverside Elementary	125 Classroom	bwest	Closed	Brian West
1162	Filter change, grease fittings, belt inspection at East Elementary	Medium	Riverside Elementary	230 Maintenance	bwest	Closed	Brian West
1163	Get the x595 from the baseball field and take to East Elementary	Medium	Riverside Elementary	230 Maintenance	bwest	Closed	Brian West
1164	Assemble soccer nets and line the soccer field at the high school	Medium	Riverside High School	Practice Football/Track	bwest	Closed	Brian West



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# Completed Work Orders

1165	Repair the hose bib at the new Admin bldg	Medium	Riverside Elementary	Administration Offices	bwest	Closed	Brian West
1166	Replace 6 ceiling tiles in the old esports room	Medium	Riverside High School	212 Library	bwest	Closed	Brian West
1167	Install a new flag and clock in the Skolastic Commons	Medium	Riverside High School	212 Library	bwest	Closed	Brian West
1168	Hang 10 new televisions in the Skolastic Commons	Medium	Riverside High School	212 Library	bwest	Closed	Brian West
1169	Set up for VHV: 30 tables, 60 chairs	Medium	Riverside High School	Main Football Field	bwest	Closed	Brian West
1170	Take organ, speakers and 3 coolers of water to PNC Park	Medium	Riverside High School	Maintenance Garage	bwest	Closed	Brian West
1171	Set up for class day on June 7th, pillars, peace lillies, trellis	Medium	Riverside High School	Melville Davis Auditorium	bwest	Closed	Brian West
1172	Detail auditorium for June 16 - Prima Elite Academy of Dance	Medium	Riverside High School	Melville Davis Auditorium	bwest	Closed	Brian West
1173	Fix handrail at East, blue hallway	Medium	Riverside Elementary	Main Lobby	bwest	Closed	Brian West
1174	Layout and line the football practice field at the Track	Medium	Riverside High School	Practice Football/Track	bwest	Closed	Brian West
1175	Take 2 boxes of shirts to the Fieldhouse	Medium	Riverside High School	Main Football Field	bwest	Closed	Brian West
1176	Troubleshoot and fix heat actuator in room 121 middle school	Medium	Riverside Middle	121 Classroom	bwest	Closed	Brian West
1177	Move contents of room 105 at East to room 158 at West, and 158 to 105	Medium	Riverside Elementary	105 Classroom	bwest	Closed	Brian West
1178	Set up Auditorium for kindergarten graduation 55 red 52 blue chairs from Science	Medium	Riverside High School	Melville Davis Auditorium	bwest	Closed	Brian West
1179	Assemble conference table and chairs, hang plaque above the bell at Admin	Medium	Riverside Elementary	Administration Offices	bwest	Closed	Brian West
1180	H/S Planter - Remove middle plants and replace with 2 new ones	Medium	Riverside High School	Main Lobby (D100)	bwest	Closed	Brian West
1181	Assemble 6 tables located at the main entrance and bring to Skolastic Comm	Medium	Riverside High School	212 Library	bwest	Closed	Brian West
1182	Remove threshold at door 3 and replace with new	Medium	Riverside High School	Main Lobby Common Area	bwest	Closed	Brian West
1183	Repair leak in East hallway, 400 section	Medium	Riverside Elementary	401 Art Room	bwest	Closed	Brian West
1184	Replace 2 LED cubes at the sign at the Admin Bldg	Medium	Riverside Elementary	Administration Offices	bwest	Closed	Brian West



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# Completed Work Orders

1185	Middle School HVAC preventative maintenance	Medium	Riverside Middle	Elevator 1st floor	bwest	Closed	Brian West
1186	Clean the 2 school vans, one at Admin, one at High School	Medium	Riverside High School	Maintenance Garage	bwest	Closed	Brian West
1187	The GMC 3500 is full of branches, empty and clean the truck	Medium	Riverside High School	Maintenance Garage	bwest	Closed	Brian West
1188	Install an impellar on the zero turn	Medium	Riverside High School	Maintenance Garage	bwest	Closed	Brian West
1189	Clean up the area outside of the storage room in the 100 section	Medium	Riverside Elementary	104 Classroom	bwest	Closed	Brian West
1190	Complete HVAC preventative maintenance in the High School	Medium	Riverside High School	Maintenance Garage	bwest	Closed	Brian West
1191	Cut entire District grass & trim	Medium	Riverside High School	outside courtyard with	bwest	Closed	Brian West
1192	Line the practice football field at the track	Medium	Riverside High School	Practice Football/Track	bwest	Closed	Brian West
1193	Line the practice soccer field	Medium	Riverside High School	Practice Football/Track	bwest	Closed	Brian West



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# June Tasks Completed

## *Work History Report - Riverside School District/Metz, Taylor PA* *Report Created on July 1, 2023 at 10:42 AM*

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Requirement	Riverside School Dist	6/30/2023	Ansul System	Ansul Systems: Have hood cleaned by a certified contractor	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Ansul System	Ansul Systems: Owner's Inspection - Quick Check	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Water Heaters/Boilers	Boiler Water Heaters: Flush to remove impurities, test pressure relief valve	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Detectors - Smoke	Detectors: Change batteries in battery-operated smoke detectors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Detectors - Smoke	Detectors: Change batteries in carbon monoxide detectors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Detectors - Smoke	Detectors: Test battery operated smoke detectors	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Dishwashers	Dishwashers: In-house Inspection	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Doors	Doors, Locks & Alarms: Corridor - Doors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Doors	Doors, Locks & Alarms: Test operation of doors and locks.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Elevators	Elevator: Firefighters' Emergency Operation Testing	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit signs.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Emergency Generators	Emergency Power Generators: Test generator under load, perform routine checks, create entry in logbook - Diesel	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Emergency Preparedness Drills	Emergency Preparedness Drills and Exercises: Conduct elopement drill (Missing Resident Drill)	Marked done on-time by Brian West

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# June Tasks Completed

Preventive Maintenance	Riverside School Dist	6/30/2023	Exhaust Fans	Exhaust Fans: Inspect exhaust fans for proper operation and clean if necessary	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Fire Alarm System	Fire Alarm System: Conduct routine test of fire alarm system	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Fire-Smoke Doors	Fire Doors: Inspection - Latch and Gap	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Fire Extinguishers	Fire Extinguishers: Have fire extinguishers certified.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Fire Sprinkler System	Fire Sprinkler System: Quarterly Contractor Testing	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Grease Traps	Grease Trap: Have grease trap pumped out by contractor	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Grease Traps	Grease Trap: Inspect grease trap	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	HVAC - Chillers	HVAC (Chillers): Inspect condenser coils, clean as required	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	HVAC - Heat Pumps	HVAC (Heat Pumps): Verify operation, inspect / change belt and set proper tension	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	HVAC - RTUs / PKG Units	HVAC (RTU): Clean / change air filter and verify unit operation	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	HVAC - RTUs / PKG Units	HVAC (RTU): Inspect condenser coils; clean as necessary	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Ice Machines / Ice Bins	Ice Machines: Check filters (if present), clean coils, sanitize interior, delime as necessary	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Roof	Roof: Regular maintenance and safety inspection.	Marked done on-time by Brian West

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# June Tasks Complete

Loss Prevention	Riverside School Dist	6/30/2023	Safety Committee	Safety Committee: Conduct June Safety Committee Meeting	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Fire-Smoke Doors	Smoke Doors: Inspection of smoke door assemblies	Marked done on-time by Brian West
Preventive Maintenance	Multiple Buildings	6/30/2023	Vehicles	Vehicle Inspection: Safety inspection	Marked done on-time by Brian West
Preventive Maintenance	Riverside School Dist	6/30/2023	Water Heaters	Water Heater: Flush to remove impurities, test pressure relief valve	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/30/2023	Water Systems	Water Systems: Inspect eyewash stations.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/24/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/24/2023	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/24/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/24/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/24/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/17/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/17/2023	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/17/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/17/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/17/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/10/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West

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# June Tasks Complete

Regulatory Requirement	Riverside School Dist	6/10/2023	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/10/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/10/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/10/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/3/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/3/2023	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/3/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/3/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School Dist	6/3/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West



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# Staffing

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- Maintenance A Techs – Dave Arneil, John Koytek, Mohamed Ganim, Joseph Gnall, Jon Skrzysowski
- Maintenance C Techs (1<sup>st</sup> shift) – Rohni Ganim, Mykaylia Hevener, Gerard McGrath, Deaven McCoy
- Evening Supervisor – Kayla Pacuilli
- Maintenance C Techs (2<sup>nd</sup> shift) – Danielle Paff, Donna Yatsko, Terri Jones, Ron Ochwat, Helene Czerw, Michelle Lokuta, Jennifer Kempf, Jaliza Chaplin, Miranda Wachilla, Amanda Bair, Evan Kniolek, Thomas Fontaine, Liz Mercado, James Coleman, Kelly Fontaine, Jacob Anderson,

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# Scheduled Projects

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- Summer Cleaning
- Basketball Court resurfacing
- Skolastic Commons project completion
- Desk repairs
- Classrooms painted
- Band room renovation

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# Employee Recognition

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- This month, I would like to recognize Amanda Bair. Amanda started with Metz in January and has taken ownership of her assigned area. She has gone above and beyond, exceeding expectations not only with the level of cleanliness, but also communicating issues within the facility that needed correcting. She is a willing learner and a quick study solidifying an area of weakness we had been experiencing. Please join me in congratulating Amanda on being the June Employee of the month.

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