



METZ EVS



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Metz EVS Monthly Operations Report

October 2022

Riverside School District



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General Updates

- 45 Completed Work Orders
- HVAC filter change is complete Districtwide
- HVAC actuator valve issues have been addressed. We will continue to monitor the heating and cooling capabilities of the system to best serve the students and teachers of Riverside



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Riverside Trunk-or-Treat/ Bonfire



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East Elementary new flags and rope





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Plumbing issues resolved at the High School, East, and West



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East curb repair



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Riverside Vikings Baseball and Softball awards





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Completed Work Orders

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

Work Order #	Summary	Building	Area Type	Area Name	Requested By	Closed By	Comments
559	Refrigerator in the Nurses Office/Freezer is not working	Riverside Elementary East	Common Area	205 Nurse	Dwalsh	Brian West	The refrigerator needs to be replaced. The gas is R-12. Obsolete and can not be repaired.
683	new Flag rope on flag pole	Riverside Elementary East	Exterior	outside grounds		Brian West	
757	Fix the HVAC issue in room 209	Riverside High School	Other	209 Classroom	Brian West	Brian West	
761	Secure bookshelves delivered to room 103 to the wall	Riverside Middle School	Other	103 Classroom	Brian West	Brian West	
770	Katelyn Shaughnessy's door knob is not working. Please check and repair	Riverside Elementary West	Common Area	Main Lobby	Brian West	Brian West	
772	Hang white board and smart board for Nicole B. at West	Riverside Elementary West	Common Area	Main Entrance	Brian West	Brian West	
778	See Elaine in guidance about moving filing cabinets into the cage area in 120	Riverside High School	Other	Guidance Office	Brian West	Brian West	
779	See Heather Deninno about installing lights and a bubble tube in Sensory Rm.	Riverside Elementary West	Office	Administration Offices	Brian West	Brian West	
780	Girls common area restroom toilet won't stop flushing, needs repair	Riverside High School	Common Area	Main Common Women Bathroom	Brian West	Brian West	
781	(2)Boys common area restroom, toilet won't stop flushing, needs repair	Riverside High School	Common Area	Main Common Men Bathroom	Brian West	Brian West	
782	Replace the faucet in the handwashing sink in East Kitchen	Riverside Elementary East	Dietary	Kitchen	Brian West	Brian West	
783	Hang 2 whiteboards in West Elementary	Riverside Elementary West	Common Area	Main Entrance	Brian West	Brian West	
784	Hang 7 bulletin boards in West Elementary	Riverside Elementary West	Office	Administration Offices	Brian West	Brian West	

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Completed Work Orders

785	Change faucet in the girls bathroom. Sensor is bad.	Riverside Elementary West	Hallway	Girls Bathroom	Brian West	Brian West
786	Install handicapped faucet in the girls room at West	Riverside Elementary West	Other	123 Girls Rest Room	Brian West	Brian West
787	Remove the broken railing by the soccer field. Bring to the mcoe shop	Riverside High School	Other	Main Football Field Training Room	Brian West	Brian West
788	Replace the faucet and the hose in the kitchen that fills the kettles	Riverside High School	Other	Cafeteria	Brian West	Brian West
789	Make a double toggle switch for the basketball nets at East	Riverside High School	Other	Maintenance Garage	Brian West	Brian West
790	Do inventory on existing HVAC filters in the boiler room	Riverside High School	Mechanical	Boiler Room	Brian West	Brian West
791	Change out defective motion sensor in room 309	Riverside High School	Office	309 Clothing/Textiles Room	Brian West	Brian West
792	Change out heating and cooling actuators in room 209	Riverside High School	Other	209 Classroom	Brian West	Brian West
793	Move the fire safe and empty the shredder at the Admin Building	Riverside Elementary West	Office	Administration Offices	Brian West	Brian West
794	Change out heat actuator in room 511	Riverside Elementary East	Common Area	511 Classroom	Brian West	Brian West
795	Install a new bed in the nurse's office at East	Riverside Elementary East	Common Area	205 Nurse	Brian West	Brian West
796	Hang plaque in the Admin conference room and move clock	Riverside Elementary West	Office	Administration Offices	Brian West	Brian West
797	Remove motor and pulley to exhaust for West Elem. restrooms	Riverside Elementary West	Common Area	Main Entrance	Brian West	Brian West
798	Install actuator valve in room 156 at West Elementary	Riverside Elementary West	Other	156 Classroom	Brian West	Brian West
799	Remove 35 pallets from behind the Mcoe. garage	Riverside High School	Other	Maintenance Garage	Brian West	Brian West

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Completed Work Orders

800	Hang Baseball and Basketball plaques in the trophy case.	Riverside High School	Common Area	Main Lobby Common Area	Brian West	Brian West
801	Change motor and pulley on 2 ventilation units at West	Riverside Elementary West	Hallway	160 Rest Room	Brian West	Brian West
802	Remove pulley and motor and replace. Use new belt.	Riverside High School	Hallway	Boys Bathroom 200 Hall	Brian West	Brian West
803	Collect the ventilation unit from HS roof. Repair and replace on roof.	Riverside High School	Other	Roof	Brian West	Brian West
805	Cut lawn district wide	Riverside High School	Exterior	Parking Lot	Brian West	Brian West
806	Assemble dividers for autistic support team	Riverside Elementary East	Common Area	402 Art Room	Brian West	Brian West
807	Cover the plumbing holes in room 308 to mitigate mouse issues	Riverside High School	Other	308 Classroom	Brian West	Brian West
808	Change heat actuator in room 310	Riverside High School	Other	310 Art Room	Brian West	Brian West
809	Get 2 boxes of books from admin bldg, take to room 235	Riverside High School	Other	235 Classroom	Brian West	Brian West
810	Get wood and set up for the bonfire at the track	Riverside High School	Other	Practice Football/Track Field	Brian West	Brian West
811	Change hot water heater in maintenance garage	Riverside High School	Other	Maintenance Garage	Brian West	Brian West
812	Hang Girls Basketball and Boys Baseball plaques in the trophy case	Riverside High School	Common Area	Main Lobby Common Area	Brian West	Brian West
813	Unload 2 pallets of paper at West Elementary	Riverside Elementary West	Common Area	Main Entrance	Brian West	Brian West
814	Put the single man blocking sled together for Football team at the Fieldhouse	Riverside High School	Other	Main Football Field	Brian West	Brian West
816	Assemble 6 bookcase units in the old library and place against the wall	Riverside High School	Other	212 Library	Brian West	Brian West

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Completed Work Orders

817	Paint football field and practice field for the last game of the regular season	Riverside High School	Other	Main Football Field	Brian West	Brian West
818	Paint Soccer field and practice field for the last game of the reg. season	Riverside High School	Other	Practice Football/Track Field	Brian West	Brian West



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October Tasks

Regulatory Requirement	Riverside School Dist.	10/22/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/22/2022	Temperatures	Temperatures: Test and log air temperatures	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/22/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/22/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/15/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/15/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/15/2022	Temperatures	Temperatures: Test and log air temperatures	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/15/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/15/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/8/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/8/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/8/2022	Temperatures	Temperatures: Test and log air	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/8/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/8/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/1/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/1/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/1/2022	Temperatures	Temperatures: Test and log air temperatures	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/1/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/1/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Complete on-time - Brian West

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October Tasks

Work History Report - Riverside School District/Metz, Taylor PA Report Created on November 10, 2022 at 12:17 PM

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Requirement	Riverside School Dist.	10/31/2022	Ansul System	Ansul Systems: Owner's Inspection	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Detectors - Smoke	Detectors: Test battery operated smoke detectors	Complete on-time - Brian West
Preventive Maintenance	Riverside School Dist.	10/31/2022	Dishwashers	Dishwashers: In-house inspection	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Doors	Doors, Locks & Alarms: Corridor - Doors	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Doors	Doors, Locks & Alarms: Test operation of doors and locks.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Elevators	Elevator: Firefighters' Emergency Operation Testing	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit signs.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Fire Alarm System	Fire Alarm System: Conduct routine test of fire alarm system	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	Complete on-time - Brian West
Preventive Maintenance	Riverside School Dist.	10/31/2022	Grease Traps	Grease Trap: Inspect grease trap	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	Complete on-time - Brian West
Preventive Maintenance	Riverside School Dist.	10/31/2022	Roof	Roof: Regular maintenance and safety inspection.	Complete on-time - Brian West
Loss Prevention	Riverside School Dist.	10/31/2022	Safety Committee	Safety Committee: Conduct October Safety Committee Meeting	Complete on-time - Brian West
Preventive Maintenance	Riverside School Dist.	10/31/2022	Vehicles	Vehicle Inspection: Safety inspection	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/31/2022	Water Systems	Water Systems: Inspect eye wash stations.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/29/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/29/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create entry in logbook.	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/29/2022	Temperatures	Temperatures: Test and log air temperatures	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/29/2022	Water Systems	Water Systems: Testing and Monitoring	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/29/2022	Temperatures	Water Temps: Test and log the hot water	Complete on-time - Brian West
Regulatory Requirement	Riverside School Dist.	10/22/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Complete on-time - Brian West

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Staffing

- Maintenance A Techs – Jason Bittenbender, Dave Arneil
- Maintenance B Techs – Mohamed Ganim, John Koytek
- Maintenance C Techs (1st shift) – Matt Wood, Rohni Ganim, Charlie Davis, Ed Harvey, Mykaylia Hevener
- Maintenance C Techs (2nd shift) - Kaya Pacuilli, Taylor Pacuilli, Terri Jones, Ron Ochwat, Helene Czerw, Michelle Lokuta, Donald Sparacino, Kayla Megotz, Jaliza Chaplin, Miranda Wachilla, Kaleb Matsko

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Scheduled Projects

- Removal of banners and stadium shut down for the season
- Preparation for the winter snow season
- Preventative maintenance on summer equipment
- Track and field nets and fields
- Preparation for school events
- Fall clean up of the property

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Employee Recognition

- This month, I would like to recognize Mykaylia Hevener. Mykaylia has been with Metz since June of 2022. She is assigned to the high school on dayshift, and has established herself as a trusted and willing employee. Her accomplishments over the summer and the first quarter of the school year are substantial and I look forward to Mykaylia taking greater strides moving forward.

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