



METZ EVS



# Metz

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## Metz EVS Monthly Operations Report

December 2023

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# Riverside School District



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# General Updates

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- 52 Work orders completed
- The semi-annual fire alarm testing districtwide is complete
- We have installed a new motor on the fieldhouse boiler
- The trailer support/ jack has been repaired and rehabilitated
- The students of East Elementary won a contest sponsored by the Lackawanna Heritage Valley Authority. The informational displays have been installed
- The classrooms and restrooms were deep cleaned districtwide
- We hosted the Taylor Lions Club Basketball Tournament

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# Fieldhouse – Boiler motor replaced



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# East Elementary – Christmas Lights



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# East – LHVA contest winning displays



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# East – fence repairs

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# Maintenance – trailer jack and wheel rehab

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# December Completed Work Orders

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

This sheet was generated on 12/27/2023. Please use the TELS website to view the latest data.

Work Order #	Summary	Building	Area Name	Closed By	Initiated By
1470	Replace the boiler motor at the Fieldhouse Boiler	Riverside High School	Main Football Field	Brian West	Brian West
1471	Replace the faucet and re-install the sink in the girls room by Principal at Wes	Riverside Elementary West	Main Entrance	Brian West	Brian West
1472	Set up Skolastic Commons for the reorganization meeting on 12/4	Riverside High School	212 Library	Brian West	Brian West
1473	Replace the belt on AHU 7 at East	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1474	Repair the cafeteria table rubber feet on the set that is broken	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1475	Replace 4 batteries in the Tennant Scrubber T500 at the high school	Riverside High School	Maintenance Garage	Brian West	Brian West
1476	Assemble 4 salt spreaders - Deliver 1 to each school, 1 to admin	Riverside High School	Maintenance Garage	Brian West	Brian West
1477	Change the blower motor in room 235	Riverside High School	235 Classroom	Brian West	Brian West
1478	Replace the drive belt on the polycaster spreader	Riverside High School	Maintenance Garage	Brian West	Brian West
1479	Set up East multipurpose for RYBA on 12/2 35 chairs, remove tables, scorer's tab	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1480	Set up auditorium for the 3rd and 4th grade Christmas Shows 12/5 and 12/7	Riverside High School	Melville Davis Auditorium	Brian West	Brian West
1481	Get 12 red chairs, the podium with the shield, the gavel, nameplates	Riverside High School	212 Library	Brian West	Brian West
1482	Hang Christmas lights on the exterior of East Elementary	Riverside Elementary East	outside grounds	Brian West	Brian West
1483	Replace the flushometer on the toilet in the girls locker room - keeps running	Riverside High School	305 Girls Locker Room	Brian West	Brian West
1484	Take down and store the black equipment at the practice field at the track	Riverside High School	Practice Football/Track	Brian West	Brian West
1485	Change 10 ceiling tiles in the common area	Riverside High School	Main Lobby Common Area	Brian West	Brian West
1486	Hot water heater at East is not working. Troubleshoot and repair	Riverside Elementary East	307 Mechanical/Boiler	Brian West	Brian West
1487	Tear down and secure the risers in the Auditorium	Riverside High School	Melville Davis Auditorium	Brian West	Brian West
1488	Take 15 folding tables to East for Santa's Workshop	Riverside Elementary East	405 Multipurpose	Brian West	Brian West

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# December Completed Work Orders

1489	Assemble 4 salt spreaders for each of the buildings in the District	Riverside High School	Maintenance Garage	Brian West	Brian West
1490	Get risers from Mr. Geis' room and set up in the Auditorium	Riverside High School	507 Industrial Art Room	Brian West	Brian West
1491	Bench in common area needs to be repaired	Riverside High School	Main Lobby Common Area	Brian West	Brian West
1492	Sharpen and install the cutting blade back on the pole saw	Riverside High School	Maintenance Garage	Brian West	Brian West
1493	Repair vacuum at West - Helene's closet	Riverside Elementary West	Maintenance Closet	Brian West	Brian West
1494	Get frozen food from the High School to East on Friday, Monday, Tuesday	Riverside High School	Cafeteria	Brian West	Brian West
1495	Set up the multipurpose room for the 6th grade concert by 12/11	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1496	Deliver 15 tables to East for Santa's workshop, set up as per the PTA needs	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1497	Clean up West after the VHV giveaway, garbage, pallets	Riverside Elementary West	Main Entrance	Brian West	Brian West
1498	Kindergarten christmas show 12/15 - pull shades, check mic, tables set up	Riverside Elementary West	Multipurpose Room	Brian West	Brian West
1499	Set up cafeteria for the Legion's Christmas Party on 12/16	Riverside High School	Cafeteria	Brian West	Brian West
1500	Tear down risers from the stage and set back up in Mr. Geis room	Riverside High School	Melville Davis Auditorium	Brian West	Brian West
1501	Tear down the set up of the 6th grade show and secure.	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1502	Fix the pad that fell off the gym wall	Riverside High School	300 Gymnasium	Brian West	Brian West
1503	Remove the fan motor in the coach's office in the fieldhouse	Riverside High School	Main Football Field	Brian West	Brian West
1504	Remove frozen food from East and take to the high school freezer	Riverside Elementary East	Kitchen	Brian West	Brian West
1505	Clean up the cafeteria after the CSBBH Christmas Party on 12/20	Riverside High School	Cafeteria	Brian West	Brian West
1506	Check the electrical connections for the scoreboards in the gym.	Riverside High School	300 Gymnasium	Brian West	Brian West
1507	At 6AM, take the food from the high school freezer and return to East freezer	Riverside High School	Kitchen	Brian West	Brian West
1508	Fix 1 toilet in girl's locker, and 1 in boys locker room	Riverside High School	306 Boys Locker Room	Brian West	Brian West
1509	Take 20 cases of paper to East Elementary copier room		Copier Room	Brian West	Brian West

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# December Completed Work Orders

1510	Replace (2) emergency exit signs at East	Riverside Elementary East	125 Janitors Closet	Brian West	Brian West
1511	Remove furniture for East main offices, up to the nurse's office	Riverside Elementary East	Main Lobby	Brian West	Brian West
1512	Have the insinkerator replaced at West Elementary	Riverside Elementary West	Kitchen	Brian West	Brian West
1513	Take the Triguard tech to each building to conduct the semi-annual fire alarm test	Riverside High School	Maintenance Garage	Brian West	Brian West
1514	Pick up 25 bikes from the old Thompson Bldg, take to East and West	Riverside High School	Maintenance Garage	Brian West	Brian West
1515	Detail the Cafagymatorium for RYBA scrimmage	Riverside Elementary East	405 Multipurpose	Brian West	Brian West
1516	Set up the gym for the Taylor Lions Club Tournament	Riverside High School	300 Gymnasium	Brian West	Brian West
1517	Wash/ wax the GMC 3500	Riverside High School	Maintenance Garage	Brian West	Brian West
1518	Replace the blower motor and controller in AHU#3 at East	Riverside Elementary East	125 Janitors Closet	Brian West	Brian West
1519	Change 20 ceiling tiles in hallway from the roofing leak	Riverside High School	507 Industrial Art Room	Brian West	Brian West
1520	Flip the squeegees in the floor scrubbers in the high school	Riverside High School	Main Lobby Common Area	Brian West	Brian West
1521	Make sure the boys/girls nameplates get flipped for the tournament	Riverside High School	300 Gymnasium	Brian West	Brian West



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# December Tasks Complete

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

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Reqmnt.	Riverside School District	12/31/2023	Ansul System	Ansul Systems: Have hood cleaned by a certified contractor	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Ansul System	Ansul Systems: Owner's Inspection - Quick Check	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	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 District	12/31/2023	Detectors - Smoke	Detectors: Change batteries in battery-operated smoke detectors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Detectors - Smoke	Detectors: Change batteries in carbon monoxide detectors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Detectors - Smoke	Detectors: Smoke detectors sensitivity test	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Detectors - Smoke	Detectors: Test battery operated smoke detectors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Emergency Preparedness	Disaster and Emergency Preparedness: Conduct and document facility-based and community-based risk assessment using an All-Hazards approach (HVA)	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	Dishwashers - Commercial	Dishwashers: In-house Inspection	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Doors	Doors, Locks & Alarms: Corridor - Doors	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Doors	Doors, Locks & Alarms: Test operation of doors and locks.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Electrical Systems	Electrical: Inspect and Document the Main and Feeder Circuit Breakers	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Electrical Systems	Electrical: Test and Document the Electrical Receptacle Inspections	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Elevators	Elevator: Firefighters' Emergency Operation Testing	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit signs.	Marked done on-time by Brian West

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# December Tasks Complete

Regulatory Requirement	Riverside School District	12/31/2023	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Emergency Lighting	Emergency Lighting: Conduct a 90 minute operational test	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Emergency Generators	Emergency Power Generators: Conduct a 90 minute load bank test	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Emergency Generators	Emergency Power Generators: Have generator serviced by contractor	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Emergency Preparedness	Emergency Preparedness Drills and Exercises: Conduct elopement drill (Missing Resident Drill)	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	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 District	12/31/2023	Facility Safety	Facility Safety: Designated Area Requirements	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Alarm System	Fire Alarm System: Conduct routine test of fire alarm system	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Alarm System	Fire Alarm System: Have fire alarm system inspected by a contractor	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire-Smoke Doors	Fire Doors: Inspection - Latch and Gap	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Sprinkler System	Fire Sprinkler System: Annual Contractor Testing and Maintenance	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Sprinkler System	Fire Sprinkler System: Annual In-house Visual Inspection	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire Sprinkler System	Fire Sprinkler System: Quarterly Contractor Testing	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	Grease Traps	Grease Trap: Have grease trap pumped out by contractor	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	Grease Traps	Grease Trap: Inspect grease trap	Marked done on-time by Brian West

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Preventive Maintenance	Riverside School District	12/31/2023	HVAC - Chillers	HVAC (Chillers): Inspect condenser coils, clean as required	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	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 District	12/31/2023	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 District	12/31/2023	HVAC - RTUs / PKG Units	HVAC (RTU): Inspect condenser coils; clean as necessary	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	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 District	12/31/2023	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	Roof	Roof: Regular maintenance and safety inspection.	Marked done on-time by Brian West
Loss Prevention	Riverside School District	12/31/2023	Safety Committee	Safety Committee: Conduct December Safety Committee Meeting	Marked done on-time by Brian West
Loss Prevention	Riverside School District	12/31/2023	Safety Committee	Safety Committee: Prepare the OSHA 300 A	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Fire-Smoke Doors	Smoke Doors: Inspection of smoke door assemblies	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	Vehicles	Vehicle Inspection: Safety inspection	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	12/31/2023	Water Heaters	Water Heater: Flush to remove impurities, test pressure relief valve	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Water Systems	Water Systems: Inspect eyewash stations.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/31/2023	Water Systems	Water Systems: Legionella Water Management Plan Review - Upload your plan to TELS	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/30/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West

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# December Tasks Complete

Regulatory Requirement	Riverside School District	12/30/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/30/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/30/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/30/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/23/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/23/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/23/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/23/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/23/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/16/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/16/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/16/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/16/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/16/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West

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# December Tasks Complete

Regulatory Requirement	Riverside School District	12/9/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/9/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/9/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/9/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/9/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/2/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/2/2023	Emergency Generators	Emergency Power Generators: Visual inspection or exercise generator (with no load), perform routine checks, create entry in logbook.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/2/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/2/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	12/2/2023	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 –John Koytek, Mohamed Ganim, Joseph Gnall, Jon Skrzysowski, Chuck McKeel
- Maintenance C Techs (1<sup>st</sup> shift) – Rohni Ganim, Deaven McCoy, Jacob Anderson, Kevin Haggerty
- 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, Thomas Fontaine, James Coleman, Kelly Fontaine

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# Scheduled Projects

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- The East Elementary Offices will be getting new flooring installed, we will be removing all of the furniture, putting it back, and deep cleaning the front office area
- Replacing blower motors in the field house
- Replacing the insinkerator at West Elementary

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# Employee Recognition

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- This month, I would like to recognize Thomas Fontaine. Tommy has been with us since April of 2023. After a successful foot surgery in November, Tommy came back and hasn't skipped a beat. From helping with staffing issues to assuring the common area and gym floors are kept immaculate, Thomas has shown to be an integral piece of our team. Please join me in congratulating Thomas for being the employee of the month for December.

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