



METZ EVS



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Metz EVS Monthly Operations Report

November 2023

Riverside School District



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General Updates

- 53 Work orders were completed
- PM of the High School and West Elementary
- Installed the HUDL camera in the Main Gym
- Install winter weather equipment
- Breakfast with Santa
- Deep cleaning of the classrooms during the Thanksgiving break is complete

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Winter weather equipment



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Basketball - HUDL camera install



New power
and data run to
the camera

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High School - 5 benches assembled and placed



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East Elementary - Christmas Tree



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November Completed Work Orders

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

This sheet was generated on 11/30/2023. Please use the TELS website to view the latest data.

Closed Date 11/01/2023 - 11/30/2023

Work Order #	Summary	Building	Area Type	Area Name	Requested By	Status	Closed By
1400	Paint two spots in the front for Van pick up and Drop off	Riverside Elementary East	Exterior	outside grounds	DJW	Closed	Brian West
1418	Change the can light at the entrance to the main office at East Elementary	Riverside Elementary East	Common Area	Main Lobby	bwest	Closed	Brian West
1419	Get 6 buckets from the high school - take to East for the food collection	Riverside Elementary East	Common Area	Main Lobby	bwest	Closed	Brian West
1420	Assemble and install 3 aluminum benches in the common area of the high school	Riverside High School	Common Area	Main Lobby Common Area	bwest	Closed	Brian West
1421	Set up and clean up of BINGO night at East Elementary	Riverside Elementary East	Hallway	405 Multipurpose Room	bwest	Closed	Brian West
1422	Pick up stacks of recycling bins from Taylor Borough	Riverside High School	Other	Maintenance Shop	bwest	Closed	Brian West
1423	Set up for the National Honor Society on Sunday November 12	Riverside High School	Other	Melville Davis Auditorium	bwest	Closed	Brian West
1424	Pick up chimes from West Scranton High School and take to the Stadium for Counti	Riverside High School	Other	Main Football Field	bwest	Closed	Brian West
1425	Perform preventative maintenance on the hvac units at West	Riverside Elementary West	Other	120 Maintenance Shop	bwest	Closed	Brian West
1426	Detail the gymnasium and bleachers	Riverside High School	Other	300 Gymnasium	bwest	Closed	Brian West
1427	Mulch up the leaves at the Stadium	Riverside High School	Other	Main Football Field	bwest	Closed	Brian West
1428	Rebuild the wire on the weight bench at the Fieldhouse	Riverside High School	Other	Main Football Field Training Room	bwest	Closed	Brian West
1429	On Nov 10th, floorscrub the Science Rooms downstairs and TDavis' room	Riverside Middle School	Other	119 Classroom	bwest	Closed	Brian West
1430	Install the auger on the Kubota	Riverside High School	Other	Maintenance Garage	bwest	Closed	Brian West
1431	Fix the clock in room 245 - McGee	Riverside High School	Other	245 Classroom	bwest	Closed	Brian West
1432	Check the two outlets in room 217 - sparked, repair and replace	Riverside High School	Other	217 Classroom	bwest	Closed	Brian West
1433	Fix 3 clocks in the Library - Skolastic Commons	Riverside High School	Other	212 Library	bwest	Closed	Brian West
1434	Set up 45 chairs on the auditorium stage for practice on November 9th	Riverside High School	Other	Melville Davis Auditorium	bwest	Closed	Brian West
1435	Remove steps from the auditorium, get 40 red and blue chairs, flowers, vacuum	Riverside High School	Other	Melville Davis Auditorium	bwest	Closed	Brian West

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METZ EVS

November Completed Work Orders

1436	Remove megaphones, windbreaks, yardmarkers, and posters from the Stadium	Riverside High School	Other	Main Football Field	bwest	Closed	Brian West
1437	Hang the megaphones from the Stadium in the gymnasium for basketball	Riverside High School	Other	300 Gymnasium	bwest	Closed	Brian West
1438	Replace the door handle on the Marching Band Stand at the Stadium	Riverside High School	Other	Main Football Field	bwest	Closed	Brian West
1439	Set up for the blood drive in the auxillary gym	Riverside High School	Other	314 Auxiliary Gymnasium	bwest	Closed	Brian West
1440	Set up for the Veteran's breakfast at the high school	Riverside High School	Other	Cafeteria	bwest	Closed	Brian West
1441	Repair the rear door on the maintenance garage	Riverside High School	Other	Maintenance Garage	bwest	Closed	Brian West
1442	Repair the Men's faculty door in the Middle School	Riverside Middle School	Other	108 Men`s Faculty Lounge	bwest	Closed	Brian West
1443	Repair the men's and women's faculty lounge doors at West	Riverside Elementary West	Other	162 Faculty Room	bwest	Closed	Brian West
1444	Repair doors on rooms 133,142,140,144,158 at West	Riverside Elementary West	Office	Main Office	bwest	Closed	Brian West
1445	Replace steps, put 45 chairs back into the Science Wing, place flowers in unfini	Riverside High School	Other	Melville Davis Auditorium	bwest	Closed	Brian West
1446	Change heat actuator in room 106	Riverside Elementary West	Other	Classroom 106	bwest	Closed	Brian West
1447	Change flush valve in girls room at West	Riverside Elementary West	Other	109 Girls Bathroom	bwest	Closed	Brian West
1448	Clean and organize the mtce garage at the fieldhouse, store football equip	Riverside High School	Other	Main Football field Garage	bwest	Closed	Brian West
1449	Put out one set of bleachers and have a ladder in the gym for Honor Society pics	Riverside High School	Other	300 Gymnasium	bwest	Closed	Brian West
1450	Pick up chimes at West Scranton High School and take to the stadium garage	Riverside High School	Other	Main Football field Garage	bwest	Closed	Brian West
1451	Change door handle at the marching band stand at the stadium	Riverside High School	Other	Main Football Field	bwest	Closed	Brian West
1452	Change 3 ceiling tiles in the industrial arts hallway	Riverside High School	Common Area	Main Lobby Common Area	bwest	Closed	Brian West
1453	Set up the gym for 2 basketball scrimmages on 11/24	Riverside High School	Other	300 Gymnasium	bwest	Closed	Brian West
1454	Set up the common area for Breakfast with Santa on 11/25	Riverside High School	Common Area	Main Lobby Common Area	bwest	Closed	Brian West
1455	Deliver 10 tables to East for the food drive, collect and put back when done	Riverside Elementary East	Common Area	Main Lobby	bwest	Closed	Brian West
1456	Detail the truck and attach the trailer for the Santa Parade on 11/24	Riverside High School	Other	Maintenance Garage	bwest	Closed	Brian West

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ENVIRONMENTAL SERVICES



METZ EVS

November Completed Work Orders

1457	Complete the HVAC PM in the high school	Riverside High School	Common Area	Main Lobby Common Area	bwest	Closed	Brian West
1458	Repair the double doors to the generator fuel at West, and the boiler room	Riverside Elementary West	Common Area	Main Entrance	bwest	Closed	Brian West
1459	Set up 6 collection bins for coat collections and food drive in the Common area	Riverside High School	Common Area	Main Lobby Common Area	bwest	Closed	Brian West
1460	Change contactor in HVAC DC59	Riverside High School	Other	319 Science Room	bwest	Closed	Brian West
1461	Replace the motor belt, shive, in the exhaust for the cafeteria	Riverside High School	Other	Cafeteria	bwest	Closed	Brian West
1462	Pressure wash the fence behind East Elementary	Riverside Elementary East	Exterior	outside grounds	bwest	Closed	Brian West
1463	Cover the 4 signs installed at East.(LHVA signs)	Riverside Elementary East	Exterior	outside grounds	bwest	Closed	Brian West
1464	PM at the High School - filters, belts, grease, oil	Riverside High School	Other	Maintenance Garage	bwest	Closed	Brian West
1465	Appley grease on both chains of the conveyer spreader	Riverside High School	Other	Maintenance Garage	bwest	Closed	Brian West
1466	Detail the Skolastic Commons for the reorganization meeting on 12/4	Riverside High School	Other	212 Library	bwest	Closed	Brian West
1467	Get live 15 ft. Xmas tree at Spring Hill, Dalton PA, take to East and set up	Riverside Elementary East	Common Area	Main Lobby	bwest	Closed	Brian West
1468	Remove the batting cage net from the varsity baseball field	Riverside High School	Other	Maintenance Garage	bwest	Closed	Brian West
1469	Assemble 4 benches for the common area - high school	Riverside High School	Common Area	Main Lobby Common Area	bwest	Closed	Brian West



METZ EVS

November Tasks Complete

Work History Report - Riverside School District/Metz, Taylor PA Report Created on November 30, 2023 at 4:59 PM

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Requirement	Multiple Buildings	11/30/2023	Ansul System	Ansul Systems: Clean hood filters (use dishwasher if appropriate)	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Ansul System	Ansul Systems: Owner's Inspection - Quick Check	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Detectors - Smoke	Detectors: Test battery operated smoke detectors	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Detectors - Smoke	Detectors: Test carbon monoxide detectors.	Marked done on-time by Brian West
Preventive Maintenance	Multiple Buildings	11/30/2023	Dishwashers - Commercial	Dishwashers: In-house Inspection	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Doors	Doors, Locks & Alarms: Corridor - Doors	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Doors	Doors, Locks & Alarms: Test operation of doors and locks.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Elevators	Elevator: Firefighters' Emergency Operation Testing	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit signs.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Fire Alarm System	Fire Alarm System: Conduct routine test of fire alarm system	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	Marked done on-time by Brian West
Preventive Maintenance	Multiple Buildings	11/30/2023	Grease Traps	Grease Trap: Inspect grease trap	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/30/2023	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	Marked done on-time by Brian West
Preventive Maintenance	Multiple Buildings	11/30/2023	Roof	Roof: Regular maintenance and safety inspection.	Marked done on-time by Brian West
Loss Prevention	Multiple Buildings	11/30/2023	Safety Committee	Safety Committee: Conduct November Safety Committee Meeting	Marked done on-time by Brian West
Preventive Maintenance	Multiple Buildings	11/30/2023	Vehicles	Vehicle Inspection: Safety inspection	Marked done on-time by Brian West

Metz
ENVIRONMENTAL SERVICES



METZ EVS

November Tasks Complete

Regulatory Requirement	Multiple Buildings	11/30/2023	Water Systems	Water Systems: Inspect eyewash stations.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/25/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/25/2023	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	Multiple Buildings	11/25/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/25/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/25/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/18/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/18/2023	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	Multiple Buildings	11/18/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/18/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/18/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/11/2023	Dryer Vents	System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/11/2023	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	Multiple Buildings	11/11/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West

Metz
ENVIRONMENTAL SERVICES



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November Tasks Complete

Regulatory Requirement	Multiple Buildings	11/11/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/11/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/4/2023	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/4/2023	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	Multiple Buildings	11/4/2023	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/4/2023	Water Systems	Water Systems: Testing and Monitoring of Water Management Plan for Legionella	Marked done on-time by Brian West
Regulatory Requirement	Multiple Buildings	11/4/2023	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West



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Staffing

- Maintenance A Techs –John Koytek, Mohamed Ganim, Joseph Gnall, Jon Skrzysowski, Chuck McKeel
- Maintenance C Techs (1st shift) – Rohni Ganim, Deaven McCoy, Jacob Anderson, Kevin Haggerty
- Evening Supervisor – Kayla Pacuilli
- Maintenance C Techs (2nd 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, Matt Ellis

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Scheduled Projects

- Hang Christmas lights on the East Elementary façade
- Fieldhouse boiler motor replacement
- Set up of the Skolastic Commons for reorganization meeting
- RYBA set ups for daily and weekly schedule
- Christmas concerts
- Basketball season
- Preparation for winter weather



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Employee Recognition

- This month, I would like to recognize Miranda Wachilla. Miranda is a part time employee who has worked at Riverside since August 2022. She works Mondays, Wednesdays, and Fridays at West Elementary, always shows up for her designated time slot, and cleans her area meticulously. She also communicates any needs they may have regarding supplies that are diminishing. Please join me in congratulating Miranda as our employee of the mont.

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