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Metz EVS Monthly Operations Report

September 2022

Riverside School District



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General Updates

- 39 Completed Work Orders
- The football and soccer athletic fields are cut and lined weekly
- HVAC filter change is complete at West Elementary
- The column has been repaired and painted at West Elementary
- 32 smart tv's assembled and delivered to classrooms districtwide
- Installed the Riverside logo at the the Admin conference room
- All of the parking areas at the High School and West Elementary have been re-lined

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West Elementary Column Repair and Painting

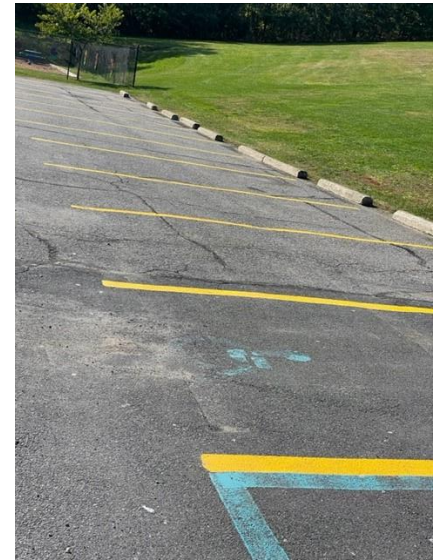


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Parking lot lining



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Parking lot lining



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Riverside logo in the new Admin Conference Room



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Smart TV's assembled and delivered districtwide



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Completed Work Orders

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

Work Order #	Summary	Description	Building	Status	Initiated By	Comments
765	Fried outlet - Ron Giese's room - 507	If you enter the room, it is to the right by where the sink was.	Riverside High School	Closed	Barb Chisdock	The metal cover fell off and touched the plug. That caused the arc.
679	RIVERSIDE ADMIN BUILDING. HANG LOGO IN BOARD ROOM		Riverside High School	Closed	William Drazdowski	
729	Change ceiling tiles in the new library space at West		Riverside Elementary West	Closed	Brian West	
734	Develop a plan to replace the dirt in the planters with stone for the High School		Riverside High School	Closed	Brian West	
736	Empty shredder at the Admin Building		Riverside High School	Closed	Brian West	
737	Replace gasket on the exterior freezer at the high school		Riverside High School	Closed	Brian West	
740	Water damage in room 505 - Jr-Sr High School	Chris Feerrar, a teacher, notified me that his classroom in room 505 received water damage in the back-right area. It is where the cooling unit is directly over the computers. Our Tech department will assess the damaged computer. This is hoping for a solution when he can continue to use that area with no future water damage. Can it be looked at for a solution?	Riverside High School	Closed	Barb Chisdock	
742	Repair fence at West playground. Handrail has come apart			Closed	Brian West	
743	Replace actuator valve in room 132 at West Elementary		Riverside Elementary West	Closed	Brian West	

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Completed Work Orders

744	Change HVAC filters at West Elementary	Riverside Elementary West	Closed	Brian West
745	Replace the lock on locker #263	Riverside High School	Closed	Brian West
746	Replace the batteries and reset the time on the clocks in rooms 209, 236, Facult	Riverside High School	Closed	Brian West
747	Snake common area boys room by door #4	Riverside High School	Closed	Brian West
749	Conduct fire drill at East Elementary on 9/20	Riverside Elementary East	Closed	Brian West
750	Assemble and deliver 32 SmarTV's to the rooms attached	Riverside High School	Closed	Brian West
751	Replace two bathroom sink faucets in the common area girls room	Riverside High School	Closed	Brian West
752	Replace the p-trap on the sink in room 308	Riverside High School	Closed	Brian West
753	Men's faculty room faucet need to be replaced	Riverside High School	Closed	Brian West
754	Replace 2 faucets in the Men's room	Riverside High School	Closed	Brian West
755	Replace faucet in women's faculty lav by the locker rooms	Riverside High School	Closed	Brian West
756	Move the teacher's desk from room 320 to 318 and fix the lights	Riverside High School	Closed	Brian West
758	Get 4 boxes from West and deliver to East Elementary for CSBBH	Riverside Elementary West	Closed	Brian West
759	Take 2 boxes of paper to Admin and clean out shredder	Riverside High School	Closed	Brian West
760	Remove all postings from the exterior of the buildings Districtwide	Riverside High School	Closed	Brian West

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Completed Work Orders

762	Hang 2 whiteboards at West Elementary		Riverside Elementary West	Closed	Brian West
763	Weld mower deck on John Deere tractor		Riverside High School	Closed	Brian West
764	Deliver 3 bookshelves from Unfinished to the vestibule area		Riverside Middle School	Closed	Brian West
766	Hang 2 plaques on the wall at the Adimin Bulding.		Riverside Elementary West	Closed	Brian West
767	Repair cord on the vacuum cleaner at West Elementary		Riverside Elementary West	Closed	Brian West
768	Cover the data box in the middle room of the old library space		Riverside Elementary West	Closed	Brian West
769	Fix the top bar on the fence at the playground			Closed	Brian West
771	Replace both gaskets in the kitchen sink at West Elem Cafeteria		Riverside Elementary West	Closed	Brian West
773	Hang the pull down screen for Mrs. Grace at East		Riverside Elementary East	Closed	Brian West
774	Change actuator valve in High School		Riverside High School	Closed	Brian West
775	Set up for Cavalcade of the bands	2 tables, all gates open stadium lights on paint the 5 yardline markers and the hash marks open the pressbox restrooms open and on	Riverside High School	Closed	Brian West
581	Hang the Betty Jean Caswell plaque by Auditorium		Riverside High School	Closed	Brian West

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Completed Work Orders

659	Move Smartboard into the classrooms	Please move the smartboards from the main lobby into the classrooms. The stands are on back order until September. I will let you know when they are in. The stands will need to be put together. They are marked on each box where to move them. Thank you! Barb	Riverside High School	Closed	Barb Chisdock
677	Desk and Trophy Case fix	During the move to shampoo my office, the top came off of my desk. Now there is damage and the drawers don't line up. Also, while moving the trophy case in the main lobby, the support board was broken off.	Riverside Elementary East	Closed	Dave Walsh
678	Move large metal laptop cart from East to High School storage area in basement	Please move a large laptop storage metal cart from the Library at East to the High School Storage area in the basement, the unfinished area.	Riverside Elementary East	Closed	Barb Chisdock



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September Tasks

Work History Report - Riverside School District/Metz, Taylor PA
 Report Created on October 1, 2022 at 10:52 AM

Task Type	Building	Due Date	Category	Task Description	Task Completion
Regulatory Requirement	Riverside School District	9/30/2022	Ansul System	Ansul Systems: Owner's Inspection	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Water Heaters/Boilers	Boiler Water Heaters: Flush to remove impurities, test pressure	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Detectors - Smoke	Detectors: Test battery operated smoke detectors	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	Dishwashers	Dishwashers: In-house Inspection	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Doors	Doors, Locks & Alarms: Corridor - Doors, Locks & Alarms: Test operation of doors and locks.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Elevators	Elevator: Firefighters' Emergency Operation Testing	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Emergency Lighting	Emergency Lighting: Check illumination of exit lighting and exit	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Emergency Lighting	Emergency Lighting: Conduct a 30 second functional test.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Emergency Preparedness	Emergency Preparedness Drills and Exercises	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	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	9/30/2022	Fire Extinguishers	Fire Extinguishers: Check and initial fire extinguishers	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Fire Sprinkler System	Fire Sprinkler System: In-house inspection.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Fire Sprinkler System	Fire Sprinkler System: Quarterly Contractor Testing	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Fire Sprinkler System	Fire Sprinkler System: Semi-annual Contractor Testing	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	Grease Traps	Grease Trap: Inspect grease trap	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	HVAC - Condensing Units	HVAC (Condensing Units): Inspect condenser coils; clean as	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	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	9/30/2022	HVAC - RTUs / PKG Units	HVAC (RTU): Clean / change air filter and verify unit operation	Marked done on-time by Brian West

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September Tasks

Preventive Maintenance	Riverside School District	9/30/2022	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	9/30/2022	Oxygen Systems	Oxygen Storage: Gas Equipment - Cylinder and Container Storage	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	Roof	Roof: Regular maintenance and safety inspection.	Marked done on-time by Brian West
Loss Prevention	Riverside School District	9/30/2022	Safety Committee	Safety Committee: Conduct	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	Vehicles	September Safety Committee Vehicle Inspection: Safety	Marked done on-time by Brian West
Preventive Maintenance	Riverside School District	9/30/2022	Water Heaters	Water Heater: Flush to remove impurities, test pressure relief	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/30/2022	Water Systems	Water Systems: Inspect eye wash stations.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/24/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/24/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/24/2022	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/24/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/24/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/17/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/17/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/17/2022	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/17/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/17/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/10/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/10/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create	Marked done on-time by Brian West

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September Tasks

Regulatory Requirement	Riverside School District	9/10/2022	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/10/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/10/2022	Temperatures	Water Temps: Test and log the hot water temperatures.	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/3/2022	Dryer Vents	Dryer Vent: Complete In-House System Cleaning	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/3/2022	Emergency Generators	Emergency Power Generators: Exercise generator (with no load), perform routine checks, create	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/3/2022	Temperatures	Temperatures: Test and log air temperatures	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/3/2022	Water Systems	Water Systems: Testing and Monitoring of Water Management	Marked done on-time by Brian West
Regulatory Requirement	Riverside School District	9/3/2022	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 – Jason Bittenbender, Dave Arneil
- Maintenance B Techs – Mohamed Ganim, John Koytek
- Maintenance C Techs (1st shift) – Matt Wood, Rohni Ganim, Charlie Davis, Ed Harvey
- Maintenance C Techs (2nd shift) - Kayla Pacuilli, Mykaylia Hevener, Taylor Pacuilli, Terri Jones, Ron Ochwat, Helene Czerw, Michelle Lokuta, Donald Sparacino, Kayla Megotz, Jaliza Chaplin, Miranda Wachilla

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Scheduled Projects

- HVAC actuator issues
- Curb and railing repairs
- Get a plan together for a new discus throwing net
- HVAC – East and High School filters
- Cafeteria faucet repairs/ replacement

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Employee Recognition

- This month, I would like to recognize Ed Harvey. Ed joined the Metz team in June and is currently the building assigned maintenance to West Elementary. Ed has endeared himself to the faculty and administration and is willing to help out whenever he is asked. Since school has started, I have received numerous compliments about Ed and his positive attitude and willingness to go above and beyond.

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Brian West
Director of Facilities
(570)650-7403
bwest@riversidesd.com