

# Maintenance Committee Agenda

January 22, 2019

4:00 pm – 6:00 pm

South Coast ESD Board room

## **Maintenance Long Range Plan Goals:**

Given the Maintenance Committee and the ESD Maintenance Plan, the committee will meet at least three times a year with at least 50% of participants present to review the priorities, develop plans for implementation, and adjust when necessary.

## **AGENDA**

### **1. Action Item Review**

ACTION – Tenneal to compose Welcome and work on history for January meeting.

ACTION – Kathy to work with Mike to review and complete maps by January meeting

ACTION – Mike to add water/plumbing map for January meeting.

ACTION – add monthly fire extinguisher checklist under Inspections to include EG/Safety/Fire.

ACTION – Mike to work with Angila to draft a budget for the maintenance plan.

ACTION – Tenneal to compose a draft the history for the January meeting.

ACTION – Mike to identify future tool/equipment needs – on going.

ACTION - Possible purchase of a carpet shampooer for both CB and GB.

ACTION - Electrical map of the Gold Beach office.

ACTION - Emergency exit plan needed for the Fiscal office.

ACTION - Emergency pull stations for Gold Beach.

ACTION - The warehouse electrical panels need to be researched and labeled.

ACTION – investigate the cost of the GB garbage. GB uses a small dumpster but should possibly move to a large can and use dumpsters for projects.

ACTION – Budget for all levels for CB and GB for January meeting

ACTION – Tenneal to complete Welcome/history.

ACTION - Mike to research current maps and create new.

ACTION – Tenneal and Kathy create 2 “brains” for CB and GB.

ACTION – Mike and Tenneal to review staffing and calendar of tasks.

### **2. Project update/discussion**

Storage discussion

### **3. Maintenance Manual index**

Welcome

Purpose

History

Building Maps

Building

HVAC

Electrical

Security

- Fire Extinguisher
- Operations
  - Staffing
  - Security
  - Inspections
- General Maintenance
  - Calendar of Tasks
  - Custodial
  - Grounds and IPM
  - Warehouse
  - Sysaid
  - General yearly maintenance
  - Minor upgrades
  - Contracts
    - List of contracts
    - Contract review
- Budget planning
  - Budget needs analysis
  - Yearly spending
  - Upgrades
  - Deferred
- Security
  - Alarm
  - Building access/keys
  - Cameras

4. **Future**

**Next meeting tentatively scheduled for Monday, April 15<sup>th</sup> at 4:00 pm in the SCESD board room**