

Maintenance Committee Agenda
November 19, 2018
4:00 pm – 6:00 pm
South Coast ESD Board room

Attendees: Tenneal Wetherell, Kathy Metzger, Don Grey, Kassie Wynveen

Absent: Fred Clauson, Jackie Crook

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. Maintenance binder -

The team agreed to have separate information/notebook for the Gold Beach office.

2. Review Table of Contents -

Welcome - Purpose has been written.

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

Building Maps -

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

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

Operations -

- Discussion of staffing duties/matrix.

- OSHA compliant safety plan.

- The request to put the maintenance of wellness equipment in both safety and maintenance.

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

General Maintenance

- Calendars

- Custodial and Maintenance coordinator

- Discussion of contracts – Angila will provide information while working through the budget process.

Budget

- Contracts

- Needs and analysis

- Deferred

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

Security – discussion of door fobs/system, security system for Gold Beach, new doors/windows.

3. Develop Action Plans

- Welcome

Review of the draft of the Purpose/Rationale/Master Plan/On-going Strategic Plan.

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

- Building Maps
- Operations
- General Maintenance
- Budget Planning
- Security

Discussion of the Level of Maintenance -

Level 1 – Day to Day – Angila to work on cost analysis separating CB and GB.

Level 2 – Basic Maint. – need project approval by Admin with basic budget planning/allocation.

Level 3 – Minor upgrades – plan for and requires Admin approval.

Level 4 – Capital improvement – plan to replace larger items.

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

Mike provided a review/update of work in progress:

All sheetrock downstairs is done and primed.

We have two bids/quotes for flooring with a third to be scheduled.

Plumbing has been completed in the EI/ECSE rooms.

Quotes for bathroom/storage/electrical still needed.

The Board approved approximately \$50,000 for Gold Beach. Need quotes/bids and timelines.

Discussion of asphalt and the drain out back. It will be scoped on Monday 11/26.

The doors are on order and installation will begin soon.

Key fobs being researched.

The heat pump in room 33 needs to be repaired.

Warehouse restoration – all contents out and stored, all masked off, abatement begins 11/20.

Discussion of where to locate the wellness center after the warehouse renovation is complete?

Signage for both CB and GB

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

ACTION

Needs:

- Electrical map of the Gold Beach office.
- Emergency exit plan needed for the Fiscal office.
- Emergency pull stations for Gold Beach.
- The warehouse electrical panels need to be researched and labeled.

For January meeting:

- 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.