

Maintenance Committee Agenda

June 17, 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

Coos Bay office

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

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

ACTION – Mike to identify future tool/equipment needs. IN PROCESS

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

ACTION – Budget for all levels for CB for January meeting. IN PROCESS

ACTION – Mike and Tenneal to review staffing and calendar of tasks. – reviewed staffing delayed calendar of tasks IN PROCESS WITH CALENDAR OF TASKS.

ACTION – MIKE TO MEET WITH GARY OF C&S FIRE SAFE SERVICES OVER THE SUMMER TO REVIEW THE NUMBER OF EXTIGUISHERS.

ACTION – UPDATE TYPE OF FIRE EXTINGUISHER FOR TECHNOLOGY DEPT TO HAYLON ON MAP

ACTION – MIKE TO CHECK HOW OFTEN AND WHO CHECKS THE TECHNOLOGY SUPPRESSION SYSTEM BY THE APRIL MAINTENANCE MEETING.

ACTION – GAPS/INCOME/DEFERRED MAINT/STAFFING WILL BE DISCUSSED, TO BE ALIGNED WITH BUDGET CONVERSATION THEN RECOMMEND TO THE BOARD BY MAY 2019.

ACTION – NEED TO FIND A LOCATION FOR OBSERVATION OF CAMERA IMAGES – POSSIBLY MOVE TO ADMIN OFFICE FOR BETTER OBSERVATION?

ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION

Gold Beach office

ACTION - Possible purchase of a carpet shampooer for GB. IN PROCESS

ACTION – NEED OF GOLD BEACH OFFICE MAP – SHARON, MIKE AND KATHY TO WORK ON TEMPLATE FOR GB.

ACTION – NEED FIRE EXTINGUISHER MAP FOR GB BY APRIL MAINTENANCE MEETING

ACTION – CREATE CHECKLIST FOR GB OFFICE BY APRIL MAINTENANCE MEETING

ACTION - Electrical map of the Gold Beach office. IN PROCESS

ACTION - Emergency pull stations for Gold Beach. IN PROCESS

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. BY NEXT MAINTENANCE MEETING

ACTION – Budget for all levels for GB for January meeting. IN PROCESS

ACTION – TENNEAL AND MIKE WILL CREATE A MATRIX FOR THE GB OFFICE

ACTION – TENNEAL TO CREATE A DOCUMENT/ADD INFORMATION FOR GB.

ACTION – ANGILA WORKING ON BUDGETS INCLUDING INSURANCE FOR EACH LOCATION

2. **Project update/discussion**

- Review final CB Maintenance plan.

3. **19-20 school year**

- Goals
- Gold Beach office

4. **Organizational**

- Contractor Performance Evaluation Process

5. **Future**

- Wheelchair accessibility for central office lower level.