

## Maintenance Committee Agenda

October 28, 2020

4:00 pm – 6:00 pm

via Zoom

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

- a. 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.

### **Maintenance CIP Goals:**

- a. Given the need to proactively maintain both buildings, the ESD will develop and utilize a needs to budgeting process presenting to the board how much should be saved in deferred maintenance yearly as well as how the deferred maintenance will be provided each summer by March 30, 2021.
- b. Given the need to proactively maintain both buildings, the ESD will develop and utilize a needs to budgeting process for maintaining and upgrading the technology systems by March 30, 2021.
- c. SCESD maintenance team will develop and monitor COVID safety systems, protocols and building practices monthly adjusting to needs to ensure a safe environment by June 30, 2021
- d. SCESD technology team will develop a technology safety campaign and implement activities providing a summary to the board at the August board retreat in 2021.

### **AGENDA (please remind attendees to check if the downstairs alarm is set before exiting)**

#### **1. ACTION ITEM REVIEW**

##### Coos Bay office

ACTION - The warehouse electrical panels need to be researched and labeled. LABELS WILL BE CREATED AS THEY COME UP.

ACTION –MIKE TO WORK ON CALENDAR OF TASKS STARTING IN JANUARY 2020 AND CONTINUE THROUGHOUT THE 2020-2021 YEAR.

##### Gold Beach office

ACTION - Electrical map of the Gold Beach office. By 6/30

ACTION – courtyard to be made into a play area – summer 2020.

2. Review Maintenance goals
3. ADA Facility report
4. Facility needs discussion
  - Regional storage
  - Office space plan
5. Deferred Maintenance budget
6. Assign committee goals

**COMMITTEES GET TOGETHERS – NOV. 16, MARCH 15, MAY 24 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM or VIA ZOOM DEPENDING ON COVID-19 RESTRICTIONS.**

### **20/21 Committee members:**

Board – Jackie Crook, Bruce Levy

Administrators – Chair Tenneal Wetherell, Jerod Nunn, Kathy Metzger

Staff members: Mike Baumer, Sharon Rebischke

Licensed staff: Stacey Evoniuk

Full-time staff: Mary Coleman

Part-time staff: Open