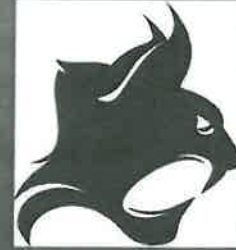
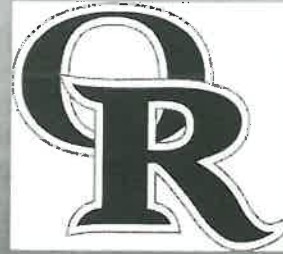


Oyster River Cooperative School District

**FACILITIES DEPARTMENT
Annual Review 2013/2014**

July 16th 2014



Facility Services



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Facilities Department Review

DISTRICT SUMMARY

Custodial Services



Custodial Services

Challenges:

- 3 employee turnovers this year. All at the Middle School.
- Other employee long term outages for personal health reasons.
- Event coverage at the High School – staff burnout
- Safety training
- 2 workplace injuries in July 2014

Accomplishments:

- Careful placement of new staff – thorough interviews with building principal.
- SpaceCare cleaning system implemented at Moharimet and Mast Way. MS & HS fall 2014.
- Regular head custodian meetings.
- Custodial inspections performed by supervisor and head custodian.
- Daily safety briefs.
- No workplace injuries the entire school year.
- Strong attendance at Facility Masters Conference.
- Custodians identifying facilities repair needs. Performing light maintenance with new tools.
- Moral boost thru Strategic planning sessions.



Grounds Services



Grounds Services

Challenges:

- Keeping up with district mowing schedule around High School athletic needs.
- Fertilizing products and schedule.
- Vehicle/equipment longevity.
- Mulch bed maintenance.
- Graduation set up week.
- Field wear and tear.
- Plowing.



Accomplishments:

- Grounds staff performing corrective maintenance over winter season.
- New seasonal groundskeeper to continue mowing schedule and mulch bed maintenance.
- Positive feedback with athletic field upkeep.
- In-house repairs and maintenance of machinery and vehicles. Snow blower replacement plan.
- Reduction in snow removal OT and supplies. Mostly due to contracting Moharimet and increased communication.
- Varsity field prep for new sod done in-house saving \$1,000.
- Grounds staff replaced Moharimet Gate opener saving \$1,500.



Maintenance Services





Maintenance Services

Challenges:

- Staff turnover in January .
- Quality of completed work .
- Vehicle issues. Vans not practical .
- Work order repair response time and attitude of staff .
- Ambition to tackle larger repairs. Many items contracted out .

Accomplishments:

- Maintenance technician hired for 2nd shift. Increased response time and productivity.
- Part-time weekend events-maintenance technician hired. OT savings and productivity.
- Positive feedback on quicker response time and quality.
- Maintenance attended Siemens training free of charge.
- New utility van - \$20,000 Aramark cash grant.
- 2 major plumbing repairs at the Middle School saving \$1,200.
- In-house staff re-built 2 circulator pumps at High School savings \$1,000.
- In-house staff repaired fire pump water line at Mast Way saving \$2,100.
- Jamie and staff replaced compressor on High School A/C unit saving \$3,000.
- Unit vent motor install by in-house staff at Middle School saving \$700.



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Items of mention

- Project managing the restroom renovation at the Middle School (CIP). Anticipated savings of \$30,000 (\$90,000 budgeted). Using in-house staff and vendor discounts.
- In-house staff assisted in removing wall items and equipment for Moharimet Café/gym addition.
- Grounds crew power washed Mast Way exterior in prep for contract wall repairs and painters resulted in meeting our budgeted amount .
- Self Identified work orders.
- Monthly meetings with Siemens.
- Routine Principal meetings.
- Coordination with Middle Schools' Service Palooza.
- Staff engagement has increased. Strategic Planning.
- Employee appreciation cook-out.



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Work Orders

2013	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Requested	64	49	47	56	81	74	47	51	99	103	90	81	842
Completed	62	48	45	56	76	69	39	49	93	99	85	76	797
%Completed	97%	98%	96%	100%	94%	93%	83%	96%	94%	96%	94%	94%	95%
%Self-identified	0%	0%	0%	0%	0%	0%	0%	4%	2%	13%	40%	32%	

2014	January	February	March	April	May	June	July	August	September	October	November	December	YTD
Requested	86	64	99	138	119	67							573
Completed	80	64	99	131	115	57							546
%Completed	93%	100%	100%	95%	97%	85%							95%
%Self-identified	59%	52%	65%	80%	70%	67%	0%	0%	0%	0%	0%	0%	

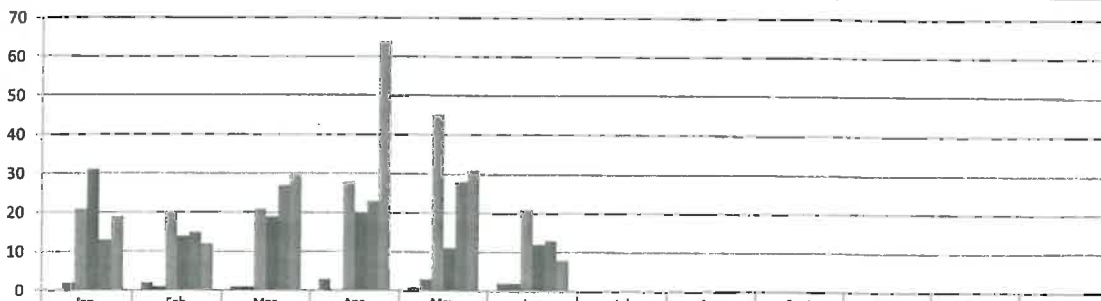
* Work orders are rolled forward if project is waiting on materials or pending inspection by Facilities

* Self-identified work orders are the percentage being reported proactively by in-house staff



Work Orders by Building

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
SAU	0	2	1	3	1	2							9
Service Building	2	1	1	0	3	2							9
High School	21	20	21	28	45	21							156
Middle School	31	14	19	20	11	12							107
Mast Way	13	15	27	23	28	13							119
Moharimet	19	12	30	64	31	8							164



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
SAU	0	2	1	3	1	2						
Service Building	2	1	1	0	3	2						
High School	21	20	21	28	45	21						
Middle School	31	14	19	20	11	12						
Mast Way	13	15	27	23	28	13						
Moharimet	19	12	30	64	31	8						

■ SAU ■ Service Building ■ High School ■ Middle School ■ Mast Way ■ Moharimet



Thank you!

