

Dashir Management Services, Inc.

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Monthly Custodial / Maintenance Report December 2021 Pittsville School District

Personnel Information

80 hours of vacation time was used in the month of November.

Training

Indoor Air Quality training was completed in November.

Inspections

- Monthly fire extinguisher inspections were completed.
- Annual fume hood testing was completed in November.
- Monthly air filter checks on all air handling units was completed in November.
- 6 month asbestos inspection was completed in November.

Progress on Projects

- Punch list items are being completed in the new CTE building.
- Door Camera was installed on south CTE entrance to give high school Administrative Assistant the ability to let students into CTE from high school office.
- Repeater for two-way radios was sent out for cleaning and maintenance. It has been returned and put back into service. The repair company provided a loaner while the one belonging to the school was being serviced. In the spring the maintenance department will be installing a new antenna and relocating it to give a stronger signal to the new CTE building.
- Four zone damper actuators were replaced in the admin area. These control the opening and closing of the heat/cool dampers. These were not sized properly when the building was designed and are now starting to fail due to being sized improperly. There are several more to replace and we will be doing so as the budget allows.
- Hobart was here and replaced flame sensors in the ovens in the elementary kitchen that were failing due to age.
- The football field was over seeded and made ready for winter. The over seeding is done to promote new growth right away in the spring.
- We are currently putting plans together to remodel the old F.A.C.E. classroom and lab in the high school. This is already being used as a new art room and we are looking at opening up the room to make this a more user friendly space.

Sincerely,
Dan Giles
Facility Manager