



Pacifica School District

375 Reina Del Mar Avenue • Pacifica CA • 94044

MEMORANDUM

Administrative Services

Agenda Item: 8h
Meeting of 01/13/10

TO: Susan Vickrey, Superintendent
for Members, Board of Trustees
FROM: Josephine Peterson, Chief Business Official
SUBJECT: Preventative Maintenance Update
(Information)

BACKGROUND

The preventative maintenance program serviced all seven school sites this year. Attached is a summary of activities and tasks that have been accomplished at the sites. The District has trained a maintenance worker to perform preventative maintenance and he works full time on these tasks from July through the end of November on a yearly basis.

The deferred maintenance fund is used for projects beyond the scope of the maintenance department. Contracts for repair and extension of fences, repair of asphalt areas and swales, major repairs of irrigation systems and certain painting jobs were issued for needed tasks more effectively accomplished by outside contractors.

Approved for Board Presentation

PREVENTATIVE MAINTENANCE UPDATE

A trained maintenance worker works full time on preventative maintenance at all school sites from July to November. Thus the current school year was complete by the end of November 2009.

During the months of December 2009 to the end of June 2010, this same maintenance worker will not only complete regular work orders but other preventative maintenance items such as inspecting playground equipment, door and lock maintenance, gate and fence adjustments, kitchen trap service and select filter changes.

List of duties as follows:

- Filter Changes/Heater Maintenance
- Lock/Door Service Adjustment – Door Closers, Stops
- Room inspection for minor repair or report for work order issue
- Gutter & Downspout Roof inspection
- Outside Building inspection/Paint and or weather damage
- Emergency Lighting & GFI test
- Playground Equipment Inspection
- Gates and Crash bars maintenance at IBL and Sunset Ridge
- Asphalt and Concrete Deficiencies
- Benches and Tables in Multi Purpose Rooms (latches, etc.)
- Field drains put on groundskeepers schedule

Select filter changes are to be done every 60 days instead of once a year.

We are finding that certain products that we have in our schools are not holding up. Ballast, belts, electrical, metal doors, motors and outside crash bars are deteriorating at a fairly fast rate. We are trying to find longer lasting replacements.