

## **Maintenance and Operations Priorities and Reports**

**12/14/17**

The study session will be divided into sections and led by different members of the M&O team:

1. **FACILITY IMPROVEMENT TOOL (FIT) Scores** – We will present our 2017 FIT Scores. The FIT is intended to be used by school districts to aid in ensuring that all California school children have access to clean, safe, and functional school facilities. Intended as a visual inspection tool, fifteen components are evaluated to rank the overall condition of the school. The FIT scores are an integral metric in our Local Controls Funding Plan.

Roosevelt Brown, Director of Maintenance and Operations, conducted the tours of the all school facilities in the fall. We delayed the FIT inspections until the Fall, rather than doing them in the back part of the summer, due to all of the FIP & Maintenance projects in process. Mr. Brown will present the 2017 FIT scores. He will compare these with the 2016 and 2015 FIT scores. He will discuss next steps in continued improvements of our scores.

2. **SAFETY INSPECTION** – Concurrent with the FIT Inspections, Gary Bradbury, our Risk Manager, does a safety inspection of all sites. This is a visual inspection of all areas looking to determine potential safety hazards. Mr. Bradbury has been doing these safety inspections for a number of years.

Mr. Bradbury will present the 2017 safety inspections. He will compare previous safety inspections with this this year's. He will discuss issues that were cited in previous safety walks and whether these were corrected or not. M&O had a goal of reducing the recurring issues this past year. We will discuss how we will move toward having no recurring issues between 2017 report and the 2018 report.

3. **WORK ORDERS** – The Maintenance Department manages facilities through the work order process. School sites and departments submit work orders for repairs and services. Roosevelt Brown and Tim Green, Maintenance Supervisor, will lead in a report of completed work orders.

They will discuss the current work order process and the completion rate. He will also discuss the challenges of the work order and maintenance department.

4. **DEFERRED MAINTENANCE and PROJECT REQUESTS** – We met with the Board of Education last spring to discuss the needs, goals and budget for deferred maintenance. In this part of the study session, we will discuss the completed projects and planned projects for the 2017-18 fiscal year. We will also update the Board of Education on the Project Request process and the Facility Needs analysis. Dennis Chavez, Construction Supervisor, will lead this section.
  - a. **Deferred Maintenance**
    - i. Projects completed in the 2017-18 fiscal year
    - ii. Projects scheduled to be completed in the 2017-18 fiscal year
    - iii. Outstanding projects
  - b. **Project Requests**
    - i. Project Request process
    - ii. Completed Project Requests
  - c. **Facility Needs Analysis**
    - i. Next steps

5. OPERATIONS – Terance Venable, Manager of Operations and Grounds, will discuss current processes to keep the schools safe, clean and appealing. He will discuss the challenges and successes we have had with our custodial and grounds crews.

We have instituted a monthly inspection system to insure that all of the staff is meeting the standards of cleanliness and work efficiency. Mr. Venable will discuss the metrics from the inspections and steps we are taking to improve the work.

6. INTEGRATED PEST MANAGEMENT – Mr. Roosevelt and Mr. Venable will give an update on the application of the Integrated Pest Management policy. They will report on the measures that have been taken to reduce pests, including exclusion work, refuse, and the use of pesticides. We will also report on the treatment of termites in preparation for a discussion in January with the Board of Education.
  - a. Preventative measures
  - b. Use of Pesticides
  - c. Increasing proactive IPM approaches