



Agenda Item Details

Meeting	Feb 09, 2016 - REGULAR SCHOOL BOARD MEETING
Category	S. Operational Services - Consent
Subject	2. Request for Acceptance of Maintenance Department Monthly Activities Report February 2016
Type	Action (Consent)
Goals	GM-1 Mission Statement

Background Information:

The Maintenance Department provides a monthly activities report for School Board review. The report consists of four (4) sections:

- a. The Requests Status Report provides statistical information regarding the total number of work orders issued for each facility, the number of work orders completed and the number in progress for the year to date time period specified. Also included are a total of costs expended.
- b. The Maintenance Department Projects Status Report describes work completed monthly at each facility based on requests for maintenance received, emergencies and projects planned to be completed during the stated month. In addition to the routine maintenance items completed, preventive maintenance projects and work orders are also noted. Also noted is the number of hours spent and total costs associated with the work orders through the last day of the month.
- c. The Maintenance Department Monthly Capital Improvement Projects Construction Status Report provides a monthly update of ongoing and completed work on capital projects.
- d. The Administrative Report provides a description of other significant activities performed by the Maintenance Department on behalf of the entire district that are not included in the other reports.

Educational Impact:

Monthly report.

Strategic Plan Impact:

Monthly report.

Fiscal Impact:

Projects are funded by the Maintenance Department's operating and capital outlay budgets.

Recommendation:

Acceptance of Maintenance Department Monthly Activities Report February 2016.

Action Required:

Approval of the Superintendent's recommendation.

Drafted, reviewed and submitted by:

Shane Walton, Director for Maintenance Services

Paul Rose, Executive Director for Facilities & New Construction
Tim Forson, Deputy Superintendent for Operations

Sincerely,
Joseph G. Joyner, Ed.D.
Superintendent of Schools

[Maintenance Department Monthly Activities Report February 2016.pdf \(1,378 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.