

LLCS Minutes

Team Name: Maintenance Committee

DATE: September 16, 2021

FACILITATOR: Noelle Short

RECORDER: Vickie Snide

DISCUSSION HIGHLIGHTS:

COVID

- Need **receptables for COVID testing supplies**. We already have the bio-hazard bags.
- N. Short wants the **disinfecting buckets** put back in all rooms. Buckets to include wipes, gloves, etc.
- Need **tents** set up in outdoor classrooms with tables and chairs.

CAPITAL PROJECT

- New **bathroom faucets** need 4 D-Batteries to run. May be switching these out if we are using batteries too fast.
- Need **sanitary disposals** in bathrooms. E. Hample to get price from Belle Sales.
- Mosaic and N. Short both have a capital project **punch list**. Keep informing them of items to add to the list.
- Security camera training** on the new software will be at 3 pm today. Software to be put on E. Hample's computer also.
- All custodians will need to be trained on the new **fire panel**.
- Hallway lights** are sensors and they have fork keys.
- We didn't use the toilet and paper **towel dispensers** that came with the new bathrooms because they didn't match the paper supplies we use. N. Short to ask Schoolhouse if we can get a credit for them. They are stainless steel and still wrapped.
- Tennis courts** are not open to the public yet because the punch list is not complete. E. Hample to lock entry gates for now.

OTHER BUSINESS

- 2ND Floor boys **bathroom door needs to be shaved down** as it is sticking.
- Paint on gym exits** will be next Spring.
- Clean up of old garden** is on back burner.
- Lower **parking lot needs chain** put back up.
- Mounting tape needs to be removed from **playground post**.
- Garden fence** was secured. To really make it look neat it needs a more permanent fence, such as a chain link fence.
- Windows in the high school library and math room have been fixed. Need to **fix two windows** in the first grade classroom.
- Perimeter of parking lot, behind garage and **fire lane needs to be cleaned up** – garbage, mow, etc.
- Once new fire panel is installed, then clothes dryer can be moved back and the **garbage room can be cleaned up**.
- Old parking lot signs** can be thrown out.
- New doors and vestibule **windows can be washed** now that daily contractors are gone.
- Need to find strategic spots to put up new **cork strips**. Corkboard outside boys locker room needs to be put back up. Where old corkboard was it needs to be sanded and painted.
- E. Hample to find out from Ray Filley the official rules of exiting a building when we have a **fire drill**.
- E. Hample also to ask about **heating items in classrooms**. Previously believed that any item that creates heat cannot be located in a classroom.
- E. Hample to make sure all **rescue windows are accessible** and not blocked.

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MEMBERS PRESENT:

Noelle Short
Vickie Snide
Eric Hample

Continued

- Received quote from Elmer Davis roofing for **replacing the garage roof**. LeChase said they could not do it. E. Hample waiting on one more quote.
- Third floor boys' bathroom needs a **new paper towel dispenser**.
- N. Short still has **one old phone** so she can do announcements.
- Screen** in T. Pine's classroom needs to be repaired. Screen in kitchen above dishwasher needs rescreening.
- Sample of **Tremco Roofing** and roof moisture survey quote was reviewed. Not moving forward at this time.
- Must keep up on **pine needles on the tennis court**. Collecting in one corner.
- Cranks on tennis court nets** need to be picked up.

NEXT MEETING:

Date: October 14, 2021
Time: 9:30 am
Location: Room 206 or Conference Room 310

NEXT AGENDA:

ITEMS COMPLETED: