

LLCS Minutes

Team Name: Maintenance Meeting

DATE: January 13, 2022

FACILITATOR: Noelle Short

RECORDER: Vickie Snide

DISCUSSION HIGHLIGHTS:

Capital Project

-The following doors have **card readers**: technology/shop room door, boiler room door, garbage/kiln room door, new vestibule both inside and outside and lower lobby entrance inside door. The "girls" entrance door and the lower lobby outside entrance door do not yet have the **card readers**.

-All **exterior doors** will also be able to be opened with a master key only.

-N. Short to clarify if we can **remotely unlock** the lower lobby exterior and/or interior doors.

-The wiring left in the **garbage room has been cleaned up** and extra materials have been stored.

-The **Fitness Center** has been put back together.

Other

-Core Climate was here today working on the boilers. The pressure is higher. The **unoccupied building temperature is set to 63°**.

-**Thermostat** in the conference room has been fixed.

-Room 320 **Psychologist Office needs an electric heater** since there is no thermostat in that room.

-Three **window air conditioners** need inside and outside draft covers ordered.

-N. Short to find out the **status of flags** and flag holders in each room as some may need repair.

-**Cork strips in the hallways** are marked if they need to come down. This project will wait until summer because there will need to be patching and painting done once the strips are taken down.

-**Tree removal** should be done in a week.

-**Holiday lights** are down and stored.

-**Marina side of the sign** needs to be occasionally brushed and cleaned from snow because the melting creates drips down the side and distorts the sign.

-**Aerators in the science room** have been changed.

-**Cancel purchase order** for window repair balances and circuit breaker from Grainger. E. Hample to purchase elsewhere.

-Custodian **overall bibs** have been received.

-The bottom floor marking tape has been cleaned up.

Waxing of floors will happen this summer.

-Third floor **center stairwell ceiling has had paint scraped** and repainted as the paint was peeling.

-**Repaint the floor hop scotch** in the elementary wing this summer.

-The **tile in front of the bottom floor elevator** door needs replacing. E. Hample would like to replace with rubberized tile.

MEMBERS PRESENT:

Noelle Short

Eric Hample

Vickie Snide

NEXT MEETING:

Date: February 10, 2022

Time: 9:30 a.m.

Location: Room 206

NEXT AGENDA:

ITEMS COMPLETED: