

## Facilities Report August 2020

- Summer Cleaning - the custodians have completed all classroom cleaning, except for the area that still needs to be repaired from the glycol leak. All-Risk has completed all repairs from the glycol leak. To properly practice social distancing learning the custodian has started setting up classrooms with 12 individual desks so the student can be 6 feet apart. We have also asked the teachers from Pre-K, Kindergarten, and 1st to come in to provide guidance on how they would like their classroom setup. Since their classroom will be set up significantly different from past years.
- Roof repairs - for the past few years' shingles from the roof have been falling off. After going on the roof to assess the amount of shingles lost, it appears that there are a sufficient number of shingles that have fallen off in certain areas. This past week I had the Architect and contractor take a look at the roof to evaluate, how much damage and the cause of the damage. I should have a report submitted to me by the end of next week from the Architect and contractor.
- HVAC Air Purifiers Information
  - 3 year warranty on the devices
  - The devices are self-cleaning with no annual maintenance required.
  - Life-Span for the devices is unknown
  - Click on this link to read the brief description of the devices be installed
    - <https://www.iwaveair.com/iwave-advantage>

Andrew Polo  
Business Administrator  
August 26, 2020

# Work Order Search Results July 2020

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	Equipment
14310	Closed Work Orders Yearly - PM Schedule created on 12/9/2011 - Refer to PM schedule details. work not needed at this time	7/1/2020 3:39:37 7/1/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way
14311	Closed Work Orders Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details. filters changed	7/1/2020 3:39:37 7/1/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way RTU#2
14312	Closed Work Orders Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details. filters changed	7/1/2020 3:39:38 7/1/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way RTU#1
14313	Closed Work Orders Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details. filters changed	7/1/2020 3:39:38 7/1/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way ERV#3
14314	Closed Work Orders Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details. erv 2 filters changed	7/1/2020 3:39:38 7/8/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way ERV#2
14315	Closed Work Orders Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details. rtu filters changed	7/1/2020 3:39:38 7/9/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way rtu#1
14316	Closed Work Orders Monthly - PM Schedule created on 1/10/2012 - Refer to PM schedule details. erv 4 filters changed	7/1/2020 3:39:39 7/9/2020 Medium	Robert Carter Pingitor, Lary	Heating/Ventilation /Air Conditioning	30 Saddle Way ERV#4
14317	Closed Work Orders Monthly - PM Schedule created on 1/26/2012 - Refer to PM schedule details. fuel level for generator. 700 gallons	7/1/2020 3:39:39 7/9/2020 Medium	Robert Carter Pingitor, Lary		30 Saddle Way Fuel#1

# Work Order Search Results July 2020

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	Equipment
14318	Closed Work Orders	7/1/2020 3:39:40	Robert Carter		30 Saddle Way
	Monthly - PM Schedule created on 1/30/2012 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	solar readings for june 515283	Medium			Solar 1
14321	Closed Work Orders	7/1/2020 3:39:41	Robert Carter		30 Saddle Way
	Yearly - PM Schedule created on 2/28/2013 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	water filter was changed	Medium			Dish Washer #1
14324	Closed Work Orders	7/1/2020	Larry Pingitor	Hallway/Corridor	30 saddleway
	glycol leak erv 4	7/22/2020	Pingitor, Lary		256- 257
	fitting failed on erv4 roof top unit. all risk cleaning up glycol liberty mechanical did repairs. re piped unit with copper	High		Heating/Ventilation /Air Conditioning	
14325	Closed Work Orders	7/2/2020 1:14:45	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	water room no issues found	Medium		Heating/Ventilation /Air Conditioning	UH#11
14326	Closed Work Orders	7/2/2020 1:14:45	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	water room no new issues found	Medium		Heating/Ventilation /Air Conditioning	UH#12
14327	Closed Work Orders	7/6/2020 2:15:38	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	trash was pulled no new issues found	Medium			PLAYGROUND#1
14328	Closed Work Orders	7/6/2020 2:15:38	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	playground 2 no issues found trash was pulled	Medium			Playground#2
14329	Closed Work Orders	7/6/2020 2:15:39	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/11/2012 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	kitchen is closed	Medium		Equipment Maintenance	Steamer #1
14330	Closed Work Orders	7/6/2020 2:15:40	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.	7/15/2020	Pingitor, Lary		
	generator no test needed at this time	Medium			Generator

# Work Order Search Results July 2020

Work OrderID	Status	Request Date	Requester	Area Type	Location
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	Action Taken	Priority		Craft	Equipment
14331	Closed Work Orders	7/6/2020 2:15:40	Robert Carter		30 Saddle Way
	Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.	7/8/2020	Pingitor, Lary		
	vacuum 1 cleaned belt changed bag replaced	Medium		Equipment Maintenance	Vacuum#1
14332	Closed Work Orders	7/6/2020 2:15:40	Robert Carter		30 Saddle Way
	Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.	7/8/2020	Pingitor, Lary		
	vacuum 2 cleaned changed belt and changed bag	Medium		Equipment Maintenance	Vacuum#2
14333	Closed Work Orders	7/6/2020 2:15:40	Robert Carter		30 Saddle Way
	Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.	7/8/2020	Pingitor, Lary		
	vacuum 3 cleaned changed belt and bag	Medium		Equipment Maintenance	Vacuum#3
14334	Closed Work Orders	7/6/2020 2:15:41	Robert Carter		30 Saddle Way
	Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.	7/8/2020	Pingitor, Lary		
	vacuum 4 belt changed changed bag	Medium		Equipment Maintenance	Vacuum#4
14335	Closed Work Orders	7/6/2020 2:15:41	Robert Carter		30 Saddle Way
	Monthly - PM Schedule created on 8/6/2012 - Refer to PM schedule details.	7/8/2020	Pingitor, Lary		
	back pak vacuum cleaned and changes bag	Medium		Equipment Maintenance	Vacuum#5
14336	Closed Work Orders	7/6/2020 2:15:41	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.	7/8/2020	Pingitor, Lary		
	grass was cut and trimmed	Medium		Landscaping	Courtyard
14337	Closed Work Orders	7/8/2020	Charmaine Ramos	Office	30 Saddle Way
	bottom drawer of file cabinet in nurse's office not closing; looks like it came off the track	7/9/2020	Pingitor, Lary		202
	file cabin ate put drawer back on track	Medium		General Maintenance	
14338	Closed Work Orders	7/9/2020 12:52:05	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	water room no issues found	Medium		Heating/Ventilation /Air Conditioning	UH#11
14339	Closed Work Orders	7/9/2020 12:52:05	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.	7/9/2020	Pingitor, Lary		
	fire pump room no issues found	Medium		Heating/Ventilation /Air Conditioning	UH#12

# Work Order Search Results July 2020

Work OrderID	Status	Request Date	Requester	Area Type	Location
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	Action Taken	Priority		Craft	Equipment
14345	Closed Work Orders	7/13/2020 1:25:57	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.	7/15/2020	Pingitor, Lary		
	playground 1 no new issues found at this time	Medium			PLAYGROUND#1
14346	Closed Work Orders	7/13/2020 1:25:59	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 2/16/2011 - Refer to PM schedule details.	7/15/2020	Pingitor, Lary		
	trash was pulled no new issues at this time	Medium			Playground#2
14347	Closed Work Orders	7/13/2020 1:26:00	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 2/27/2012 - Refer to PM schedule details.	7/15/2020	Pingitor, Lary		
	generator twl run time 280.2	Medium			Generator
14348	Closed Work Orders	7/13/2020 1:26:01	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 9/10/2012 - Refer to PM schedule details.	7/15/2020	Pingitor, Lary		
	courtyard grass was cut and trimmed	Medium		Landscaping	Courtyard
14349	Closed Work Orders	7/14/2020	Charmaine Ramos	Nurse's Office	30 Saddle Way
	electrical plate on outlet needs to be re-fastened to the wall.	7/15/2020	Pingitor, Lary		A202A
	outlet under desk in nurses office	Medium		General Maintenance	
	refastened data plate to wall				
14350	Closed Work Orders	7/14/2020	Charmaine Ramos	Nurse's Office	30 Saddle Way
	Please remove metal 2-drawer file cabinet in the exam room next to refrigerator - it's none functional	7/15/2020	Pingitor, Lary		A202A
	removed old file cabinet as requested	Medium		General Maintenance	
14351	Closed Work Orders	7/16/2020	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.	7/22/2020	Pingitor, Lary		
	water room no issues found	Medium		Heating/Ventilation /Air Conditioning	UH#11
14352	Closed Work Orders	7/16/2020	Robert Carter		30 Saddle Way
	Weekly - PM Schedule created on 1/9/2012 - Refer to PM schedule details.	7/22/2020	Pingitor, Lary		
	fire pump room no issues found	Medium		Heating/Ventilation /Air Conditioning	UH#12