



Monthly Maintenance Report

Director of Maintenance
Josh Rountree
Summer 2026



Tickets created during period: 32

Of them closed: 20

Still open: 12

Tickets that were reopened: 1

Average time spent: 32s

Average response time: 6h 19m 19s

Average duration: 39h 2m 31s



Maintenance Update

EMS Capital Improvements (Multi-Year Scope) Content:

- Full-Building HVAC Overhaul:
 - Managing complex installation active since November across every single classroom, office, outbuilding, gym, and auditorium.
- EMS Flooring Modernization:
 - Directing carpet installation in main hallways, classrooms, and offices (main office completed in prior phase).
- EMS Gymnasium Replacement:
 - Subfloor tear-out and Northern Hard Maple installation progressing alongside overhead HVAC work.
- EMS South Paving:
 - Prepped and paved high-traffic gravel area (basketball courts, four-square, gazebo access) to improve site safety and drainage. Removed old swing gate and installed new chain link fencing and double gate.
- EMS Football Bleacher Removal:
 - Coordinated safety, demo, and complete removal of aging/hazardous football bleachers and press box on the EMS field. We will assemble and place new smaller bleachers where the old bleachers were located.



Maintenance Update Con.

District-Wide Capital Projects & Contractor Oversight Content:

- Butte View Abatement & Flooring:
 - Directly supervised certified abatement crews for asbestos tile and carpet removal, followed by painting and new carpet installation.
- Butte View Plumbing Infrastructure:
 - Replaced the primary main water shut-off valves for the building water system to restore proper system control and prevent site-wide disruption.
 - Hydration Station Upgrades:
 - Sourced, plumbed, and installed two new commercial bottle-filling drinking fountains to enhance campus sanitation and student access.
- EHS Site Improvements:
 - Paving section around the EHS snack shack and addressing critical irrigation mainline repairs. New fencing installed with this project.
- Modular Campus Expansion:
 - Managed site prep, ground logistics, and utility connection planning for new modular units to support district capacity needs.
- Butte View Stage Build:
 - Managed discovery, design planning, bid approval, and construction of a new permanent stage.
- True North Facility Conversion:
 - Managed the layout redesign, interior remodeling, and site conversion of the newly purchased residential property into functional administrative office space and instructional classrooms.



Maintenance Update Con.

Annual Maintenance, Grounds & Systems Prep Content:

- **Tree Stewardship:**
 - Managed district-wide tree trimming, clearance, and hazardous tree removal across campuses for site safety.
- **Playground Safety Compliance:**
 - Sourced, delivered, and spread fresh engineered wood fiber (bark) across all district play areas.
- **Gym Floor Preservation:**
 - Precision sanded, sealed, and refinished the district's remaining three gym floors.
- **Grounds & Water Management:**
 - Maintained continuous mowing rotations, weed abatement, backflow servicing, and irrigation repairs district-wide.
- **Contracted Services Oversight:**
 - Held outsourced custodial management accountable to summer deep-clean scope, stripping, waxing, and carpet extraction timelines.



Director & Liaison Scope / Operational Realities Content

- **Director as Project Manager:**
 - Served as primary site contact, contractor manager, and technical liaison for multi-million dollar general contractor builds all summer.
- **51-Working-Day Window:**
 - Executed massive summer scope within an intense 51-working-day production window alongside an ongoing 9-month HVAC project.
- **Targeting Opening Day:**
 - Primary focus is having facilities safe and functional for school start, while actively managing remaining punch-list items.
- **Adjustment Period & Flexibility:**
 - With extensive new systems and structural overhauls, we ask for understanding as we dial in settings and fine-tune details.
- **True North Facility Conversion:**
 - Managed the layout redesign, interior remodeling, and site conversion of the newly purchased house into functional office space and a classroom.



Summer Summary & Leadership Impact Content

- **20+ Major Projects Managed**
 - Directed, scheduled, and oversaw 17 distinct capital projects, structural overhauls, and site improvements across all campuses.
- **Dual Role Responsibility**
 - Acted as primary site contact, project manager, and vendor liaison for external contractors while simultaneously leading internal crew operations
- **51-Working-Day Production**
 - Compressed an entire year's worth of heavy infrastructure, hazardous abatement, paving, and annual site prep into a tight 51-day window.
- **Unprecedented Workload**
 - Successfully navigated the ongoing 9-month EMS HVAC project alongside our standard, intense summer turnaround schedule.
- **Operational Commitment**
 - Committed to providing safe, functional, and refreshed facilities for our students, staff, and community for Opening Day.