

INTERLAKE SCHOOL DIVISION

MINUTES OF THE MAINTENANCE COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION THAT WAS HELD ON MONDAY, JUNE 2, 2014
AT THE T.M.T. FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

DAVE HARCUS (CHAIRPERSON), SHARON BAKER, SALLY COOK.

ADMINISTRATION PRESENT:

MAINTENANCE SUPERVISOR, CAMERON DAHL
SAFETY OFFICER, MIKE WAITE

ABSENT:

MARK GRINDEY

THE MEETING COMMENCED AT 2:00 P.M.

AGENDA ITEMS

1. **CHANGE IN WORKLOAD WITH REMOVAL OF ADMINISTRATIVE ASSISTANT:** THE COMMITTEE WAS INFORMED THAT THERE HAS BEEN A SMOOTH TRANSITION IN THE MAINTENANCE DEPARTMENT FOLLOWING THE ELIMINATION OF THE MAINTENANCE ADMINISTRATIVE POSITION.
2. **ADDITION OF NEW SHOP EQUIPMENT AND RESTRUCTURING OF MAINTENANCE SHOP:** THE COMMITTEE WAS INFORMED THAT ADDITIONAL SHOP EQUIPMENT HAS BEEN PURCHASED ALLOWING FOR PROJECTS TO BE COMPLETED MORE COST EFFECTIVELY IN HOUSE. THE LAYOUT OF THE MAINTENANCE AREA WILL BE RESTRUCTURED TO ALLOW ADDITIONAL WORK SPACE FOR MAINTENANCE STAFF. ADMINISTRATIVE OFFICE SPACE WILL ALSO BE RESTRUCTURED.
3. **MAINTENANCE VANS (PLUMBER):** THE COMMITTEE WAS INFORMED THAT THE MAINTENANCE VAN ASSIGNED TO THE PLUMBER HAS BEEN EQUIPPED WITH LADDER RACKS AND SHELVING.
4. **GPS UNITS** – THE COMMITTEE WAS INFORMED THAT THE GPS UNITS INSTALLED IN ALL MAINTENANCE VEHICLES ARE WORKING EFFECTIVELY.
5. **NEW WORK-CAPITAL D :** THE COMMITTEE WAS INFORMED OF THE FOLLOWING NEW CAPITAL “D” PROJECTS.
 - BALMORAL PARKING LOT – THE LOT WILL BE EXTENDED AND THE BUS LOOP WILL BE RECONFIGURED.
 - WARREN COLLEGIATE SCIENCE LAB RENOVATION – THE NON UTILIZED SCIENCE LAB WILL BE RENOVATED FOR ALTERNATE CLASSROOM USE.
 - TEULON COLLEGIATE, GROSSE ISLE AND STONEWALL COLLEGIATE - WASHROOM RENOVATIONS ARE SCHEDULED.
 - SCI LIFE SKILLS AREA RENOVATION – AN RFP IS BEING PROCESSED FOR THIS PROJECT.
 - TEULON ELEMENTARY DUCT AND EQUIPMENT CLEANING – THE WORK ON THIS PROJECT WILL BEGIN NEXT WEEK.
 - BALMORAL DUCT AND EQUIPMENT CLEANING – THIS PROJECT WILL BE TENDERED FOR COMPLETION DURING THE SUMMER BREAK.
 - TEULON ELEMENTARY CLOCK SYSTEM –THE CLOCK SYSTEM AT TEULON ELEMENTARY WILL BE UPGRADED TO A SYNCHRONIZED WIRELESS SYSTEM.
 - ARGYLE STAFFROOM CABINETS- CABINETS ARE CURRENTLY BEING REPLACED.
 - ROSSER EXIT SIGNS – LED EQUIPPED EXIT SIGNS ARE BEING INSTALLED.
 - BALMORAL FLOORING – BAND ROOM FLOORING HAS BEEN REPLACED.
 - ÉCOLE R. W. BOBBY BEND BOILER FLUSH – THIS WORK HAS RECENTLY BEEN COMPLETED.
 - ÉCOLE R. W. BOBBY BEND RELOCATION OF PRINTERS/PHOTOCOPIERS – THIS PROJECT IS UPCOMING.
 - CAMERAS – CAMERAS HAVE BEEN INSTALLED AT SCI ON A TRIAL BASIS. THIS PROJECT MAY BE EXPANDED TO OTHER SCHOOLS.
 - SCI GAS DETECTION SYSTEM – A NEW SYSTEM, MORE EFFICIENT SYSTEM HAS BEEN INSTALLED.

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6. **NEW WORK-PSFB SUBMISSION:** THE COMMITTEE WAS INFORMED OF THE FOLLOWING PROJECTS THAT HAVE BEEN SUBMITTED TO PSFB FOR APPROVAL.
 - A. SCI DUST COLLECTOR – SUBMISSION FOR REPLACEMENT FUNDING HAS BEEN MADE.
 - B. SCI BOILER REPLACEMENT – SUBMISSION HAS BEEN MADE FOR REPLACEMENT.
 - C. TCI, SCI AND WCI SHOPS – A CONSULTANT WAS HIRED TO CONDUCT AN AUDIT OF THE SHOPS AT EACH OF THE HIGH SCHOOLS. THE MACHINE SAFETY SERVICES REPORT THAT WAS PROVIDED INDICATED THAT 97 % OF THE EQUIPMENT DID NOT MEET SAFETY STANDARDS. A SUBMISSION FOR FINANCIAL SUPPORT TO RECTIFY THIS SITUATION HAS BEEN MADE TO PSFB.
 - D. PORTABLE HUT AT ÉCOLE R. W. BOBBY BEND – AN ADDITIONAL HUT AT ÉCOLE R. W. BOBBY BEND SCHOOL HAS BEEN APPROVED BY PSFB. A SITE PLAN WILL BE DEVELOPED AND TRANSPORT PLACEMENT AND COMMISSIONING OF THE BUILDING WILL BE TENDERED.
 - E. ÉCOLE STONEWALL CENTENNIAL SCHOOL – ROOF REPLACEMENT AT ÉCOLE STONEWALL CENTENNIAL SCHOOL HAS BEEN APPLIED FOR. CONSTRUCTION OF THIS PROJECT MAY BE COMPLETED IN 2 PHASES.
 - F. GLULAM BEAM REPLACEMENT – THIS PROJECT HAS BEEN APPROVED FOR COMPLETION THIS SUMMER.

7. **PLAYGROUND INSPECTIONS-** THE COMMITTEE WAS INFORMED THAT MIKE WAITE, SAFETY OFFICER, AND CAMERON DAHL, MAINTENANCE SUPERVISOR, HAVE COMPLETED A 4 DAY PLAYGROUND INSPECTION COURSE AND HAVE RECEIVED CERTIFICATION AS PLAYGROUND INSPECTORS. MIKE IS CURRENTLY CONDUCTING SCHOOL PLAYGROUND INSPECTIONS. DEFICIENCIES IN THE AREA OF PROTECTIVE SURFACING HAVE BEEN NOTED.

8. **SUMMER HELP-STUDENTS –** THE COMMITTEE WAS INFORMED THAT THE MAINTENANCE DEPARTMENT WILL BE HIRING UP TO 6 SUMMER STUDENTS FOR LANDSCAPING AND MINOR MAINTENANCE DUTIES.

9. **CUSTODIAL TRAINING –** THE COMMITTEE WAS INFORMED THAT A CUSTODIAL TRAINING SESSION HAS BEEN SCHEDULED FOR THE END OF THE SCHOOL YEAR WITH TOPICS TO INCLUDE PLAYGROUND INSPECTIONS AND LADDER TRAINING.

10. **PAINTER AND HEATING TECH POSITIONS :** THE COMMITTEE WAS INFORMED THAT THESE TWO NEW POSITIONS ARE CURRENTLY BEING ADVERTISED.

11. **SAFETY OFFICER POSITION:** THE COMMITTEE RECEIVED A RECOMMENDATION FROM THE MAINTENANCE SUPERVISOR THAT CONSIDERATION BE GIVEN TO EXPANDING THE POSITION OF SAFETY OFFICE TO A FULL TIME POSITION. A WRITTEN RATIONALE WILL BE PROVIDED FOR THE BOARD TO REVIEW.

12. **UNIFORMS:** THE COMMITTEE WAS INFORMED THAT NEW UNIFORMS FOR CUSTODIAL STAFF HAVE BEEN ORDERED.

13. **2013/2014 BUDGET:** THE COMMITTEE REVIEWED A SUMMARY OF MAINTENANCE EXPENSES FOR THE 2013/2014 SCHOOL YEAR TO DATE.

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14. MISCELLANEOUS:

- A. KEY FOBS – THE COMMITTEE DISCUSSED THE COSTS OF FOB REPLACEMENT AND THE POTENTIAL COSTS INVOLVED TO REKEY A SCHOOL IN THE EVENT A MASTER KEY WAS LOST.
- B. GYM LIGHTING: THE COMMITTEE DISCUSSED THE CURRENT GYM LIGHTING REPLACEMENT PROJECT.
- C. CRAWL SPACES: THE COMMITTEE WAS INFORMED THAT PROPER SIGNS FOR CRAWL SPACES ARE SCHEDULED TO BE INSTALLED NEXT WEEK.

MEETING ADJOURNED AT 3:30 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER