

INTERLAKE SCHOOL DIVISION

MINUTES OF THE MAINTENANCE COMMITTEE MEETING OF THE BOARD OF THE INTERLAKE SCHOOL DIVISION THAT WAS HELD ON MONDAY, SEPTEMBER 15TH, 2014 AT THE TRANSPORTATION MAINTENANCE TECHNOLOGY FACILITY, STONEWALL, MANITOBA.

COMMITTEE MEMBERS PRESENT:

DAVE HARCUS (CHAIRPERSON), SHARON BAKER, SALLY COOK, MARK GRINDEY,
ALAN CAMPBELL (EX-OFFICIO)

ADMINISTRATION PRESENT:

MAINTENANCE SUPERVISOR, CAMERON DAHL

THE MEETING COMMENCED AT 5:35 P.M.

AGENDA ITEMS

OLD BUSINESS:

1. **ADDITION OF NEW SHOP EQUIPMENT:** THE COMMITTEE WAS INFORMED THAT SUBSTANTIAL COST SAVINGS HAVE BEEN RECOGNIZED HAVING THE EQUIPMENT NECESSARY TO ALLOW FOR IN HOUSE CABINET MAKING.
2. **RESTRUCTURING OF TMT OFFICE SPACE** – THE COMMITTEE WAS INFORMED THAT OFFICE SPACE RENOVATIONS ARE IN PROGRESS INCLUDING RELOCATION OF THE MAIN RECEPTION DOOR FOR THE TMT FACILITY.
3. **CAPITAL D PROJECTS** – THE COMMITTEE WAS PROVIDED THE FOLLOWING CAPITAL D PROJECT UPDATES.
 - BALMORAL PARKING LOT EXPANSION - THIS PROJECTS HAS BEEN COMPLETED
 - WARREN COLLEGIATE SCIENCE LAB RENOVATION – THE CONVERSION OF THE ONE SCIENCE LAB INTO A MULTIPURPOSE CLASSROOM IS NEAR COMPLETION
 - TEULON COLLEGIATE, GROSSE ISLE AND STONEWALL COLLEGIATE WASHROOM RENOVATIONS – WASHROOM RENOVATIONS HAVE BEEN COMPLETED AT TCI AND SCI, THE WASHROOM RENOVATIONS AT GROSSE ISLE WILL POSSIBLY BE COMPLETED DURING THE UPCOMING CHRISTMAS BREAK
 - SCI LIFE SKILLS AREA RENOVATION – THE LIFE SKILLS AREA HAS BEEN PAINTED AND NEW FLOORING WAS INSTALLED
 - TEULON ELEMENTARY DUCT AND EQUIPMENT CLEANING - THIS PROJECT HAS BEEN COMPLETED
 - BALMORAL DUCT AND EQUIPMENT CLEANING - THIS PROJECT HAS NOT YET BEEN COMPLETED. THE MAINTENANCE SUPERVISOR ADVISED THAT DUCT CLEANING AT ALL SCHOOLS WILL BE SCHEDULED ON A ROTATIONAL BASIS WITH PLANS TO COMPLETE TWO SCHOOLS PER YEAR.
 - TEULON ELEMENTARY CLOCK SYSTEM – A NEW SYSTEM HAS BEEN INSTALLED
 - ARGYLE STAFFROOM CABINETS – THIS PROJECT HAS NOT YET BEEN COMPLETED
 - ROSSER EXIT SIGNS- LED SIGNS HAVE BEEN INSTALLED TO REPLACE ALL EXISTING EXIT SIGNS. A MANITOBA HYDRO POWER SMART REBATE WILL BE OBTAINED FOR THIS UPDATE.
 - BALMORAL FLOORING - THE BAND HUT FLOORING HAS BEEN REPLACED
 - R. W. BOBBY BEND BOILER FLUSH - COMPLETE SYSTEM FLUSH HAS BEEN CONDUCTED
 - R. W. BOBBY BEND RELOCATION OF PRINTERS/PHOTOCOPIERS - THIS PROJECT HAS BEEN TENTATIVELY SCHEDULED FOR THIS FALL
 - CAMERAS – AN ADDITIONAL 5 INTERIOR CAMERAS AND 2 EXTERIOR CAMERAS WILL BE INSTALLED AT SCI. IN THE FUTURE, AS BUDGET

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ALLOWS, CAMERAS WILL BE INSTALLED IN OTHER SCHOOLS AS WELL.

- SCI GAS DETECTION SYSTEM - THIS PROJECTS HAS BEEN COMPLETED

4. **PLAYGROUND INSPECTIONS-** DEFICIENCIES THAT WERE NOTED IN THE PLAYGROUND EQUIPMENT INSPECTIONS HAVE BEEN CORRECTED AT ALL SCHOOLS. A LACK OF PROTECTIVE SURFACING WAS NOTED ON ALL PLAYGROUNDS.
5. **SUMMER HELP** – THE LABOR FORCE PROVIDED THROUGH THE HIRING OF SUMMER STUDENTS WAS INTEGRAL IN THE COMPLETION OF THE PLAYGROUND UPGRADES AND MANY OTHER MAINTENANCE DEPARTMENT PROJECTS.
6. **CUSTODIAL TRAINING** - CUSTODIAL TRAINING WILL CONTINUE TWO TO THREE DAYS PER YEAR

NEW BUSINESS:

1. **NEW JOURNEYMAN PAINTER POSITION** – THE COMMITTEE WAS INFORMED THAT THIS POSITION HAS BEEN FILLED AND THAT THE NEW PAINTER STARTED TODAY.
2. **RECAP OF SUMMER PROJECTS:** THE MAINTENANCE SUPERVISOR PROVIDED THE FOLLOWING SUMMARY OF SUMMER MAINTENANCE DEPARTMENT PROJECTS:
 - PLAYGROUND IMPROVEMENTS - COMPLETED
 - TEULON COLLEGIATE OFFICE RENOVATION – NEAR COMPLETION
 - GYM LIGHTING – LIGHTING UPGRADES IN ALL SCHOOL GYMS ARE COMPLETE. THE MANITOBA HYDRO REBATE APPLICATION IN PROGRESS.
 - ROSSER STORAGE BUILDING – THIS PROJECT IS COMPLETE. STORAGE BUILDING OPTIONS FOR GROSSE ISLE SCHOOL ARE BEING EXPLORED.
 - PARKING LOT IMPROVEMENTS – MAINTENANCE TO PARKING LOTS IS ONGOING
 - PA AND WIRELESS CLOCK SYSTEM UPGRADES AT TCI, ÉCOLE R. W. BOBBY BEND - COMPLETED
 - CLOCK SYSTEM UPGRADE AT TEULON ELEMENTARY - COMPLETED
 - CONTINUATION OF LOCKSMITH PROJECT - EXTERIOR DOORS AT ALL SCHOOLS HAVE BEEN COMPLETED AND THE COMPLETION OF INTERIOR CLASSROOM DOORS IS UNDERWAY. THE COMMITTEE DISCUSSED THE NEED FOR POLICY TO ADDRESS THE FINANCIAL IMPLICATIONS OF LOST MASTER KEYS AND KEY FOBS. ALL STAFF WILL NEED TO BE NOTIFIED OF THEIR FINANCIAL OBLIGATION SHOULD THEY BE RESPONSIBLE FOR LOST KEYS OR FOBS.
 - EXTERIOR DOORS AT BALMORAL AND ROSSER – REPLACEMENT WITH STEEL EXTERIOR DOORS IS COMPLETE
 - EXTERIOR LIGHTING – NEW LED LIGHTING UPGRADES IS ONGOING. THESE UPGRADES ARE ELIGIBLE FOR THE MANITOBA HYDRO POWER SMART PROGRAM.
3. **LOCKDOWN PROCEDURES:** THE COMMITTEE DISCUSSED AUTOMATIC DOOR LOCKING OPTIONS AVAILABLE THROUGH OUR NEW KEY FOB SYSTEM. POLICY ON LOCKDOWN PROCEDURES MAY NEED TO BE AMENDED TO ACCOUNT FOR THE NEW SYSTEM.
4. **NEW CUSTODIAL EQUIPMENT PURCHASES** – THE COMMITTEE WAS PROVIDED A SUMMARY OF NEW CUSTODIAL EQUIPMENT THAT HAS BEEN PURCHASED INCLUDING THE ADDITION OF CARPET CLEANING EQUIPMENT.
5. **YARD CARE ITEMS** – THE MAINTENANCE SUPERVISOR INFORMED THE COMMITTEE THAT MINOR YARD CARE EQUIPMENT PURCHASES HAVE BEEN MADE.

6. **CAPITAL “D” UPCOMING PROJECTS:** THE COMMITTEE WAS INFORMED OF THE STATUS OF THE FOLLOWING PROJECTS:
- EXPANSION OF LIGHTING PROGRAM AT TCI, WCI AND ARGYLE – CONTINUED PROGRESS WILL BE MADE TO REPLACE ALL T12 LIGHT FIXTURES
 - EXPANSION OF CARD ACCESS/CONTROLS- THE MAINTENANCE SUPERVISOR IS NOW CERTIFIED TO MANAGE OUR CARD ACCESS PROGRAM.
 - WASHROOM RENOVATIONS AT GROSSE ISLE, BALMORAL, STONY MOUNTAIN – UPCOMING PROJECTS
 - PAINTING PROJECTS – WITH A PAINTER NOW ON STAFF INTERIOR AND EXTERIOR PROJECTS THROUGHOUT THE DIVISION ARE BEING SCHEDULED
 - GROUNDS UPGRADES AT STONY MOUNTAIN – A TEMPORARY SOLUTION TO ADDRESS DRAINAGE HAS BEEN COMPLETED. FURTHER UPGRADES TO PROVIDE PERMANENT SOLUTIONS WILL BE COMPLETED.
 - HVAC UPGRADES AT ROSSER AND GROSSE ISLE – HEAT RECOVERY VENTILATORS WILL BE INSTALLED
 - STONEWALL CENTENNIAL FIRE ALARM – A COMPLETE REPLACEMENT TO THIS SYSTEM IS REQUIRED
 - STONY MOUNTAIN FIRE ALARM – A COMPLETE REPLACEMENT TO THIS SYSTEM IS REQUIRED
 - WCI SEPTIC TANKS – THE CURRENT SEPTIC TANK SYSTEM IS FAILING, A NEW SYSTEM DESIGN IS BEING INVESTIGATED.
7. **PSFB FUNDED PROJECTS:** THE COMMITTEE WAS INFORMED OF THE FOLLOWING PROJECTS:
- STONEWALL CENTENNIAL ROOF – A COMPLETE ROOF REPLACEMENT IS REQUIRED. THIS WILL BE COMPLETED IN STAGES, WITH THE FIRST STAGE TO START AS SOON AS POSSIBLE
 - TEULON ELEMENTARY GLULAM BEAMS – THE GLULAM BEAMS IN THE GYM WILL BE REPAIRED DUE TO DELAMINATION. THIS PROJECT HAS BEEN APPROVED AND IS CURRENTLY BEING SCHEDULED.
 - HIGH SCHOOL SHOPS SAFETY SERVICES AUDIT AND RENOVATION – AUDIT FINDINGS HAVE BEEN PROVIDED TO PSFB. WE ARE CURRENTLY WAITING FOR A REPLY FROM PSFB.
 - BOILER UPGRADE AT SCI – A REQUEST FOR FUNDING HAS BEEN PROVIDED TO PSFB, NO REPLY HAS BEEN RECEIVED AT THIS TIME.
 - R.W. BOBBY BEND HUT – THIS IS CURRENTLY BEING RETENDERED. OCCUPANCY IS ANTICIPATED FOR JANUARY 2015.
8. **GRASS CUTTING CONTRACT** – THE COMMITTEE DISCUSSED OPTIONS TO THE CURRENT PRACTICE OF THIS CONTRACT WORK. THE MAINTENANCE SUPERVISOR WILL PROVIDE A PROPOSAL OUTLINING COSTS TO PURCHASE EQUIPMENT AND COMPLETE THIS WORK IN HOUSE.
9. **SNOW CLEARING CONTRACT** – THE COMMITTEE WAS INFORMED THAT AN RFP IS BEING ADVERTISED AS THE CURRENT CONTRACTS HAVE EXPIRED.
10. **SAFETY OFFICER** – THE COMMITTEE WAS INFORMED THAT THE POSTING FOR THIS POSITION CLOSES SEPTEMBER 22, 2014.

MEETING ADJOURNED AT 7:30 P.M.

COMMITTEE CHAIRPERSON

SECRETARY-TREASURER