



Alum Rock Union Elementary School District

MOT Work Orders Report

November 12, 2020



Maintenance Staff and Budget

► Employees by Trade

- 1 Maintenance Lead
 - 1 Landscaping Lead/Pest Control
 - 1 Day Custodial Lead/Special Projects Support
 - 1 Night Custodial Lead
 - 4 Grounds/Landscapers
 - 2 Irrigation
 - 1 Turf Mower
 - 1 Day Electrical
 - 1 Night Electrical
 - 1 Low Voltage
 - 1 HVAC
 - 1 Plumber
 - 2 Carpentry
 - 2 Painters
 - 1 Locksmith
 - Various general maintenance subs through out the year as needed
 - Total = 21 permanent staff
- Budget of approximately \$4M per year as required by the State



Work Order System Background

- ▶ Prior to October 2017, IT and MOT experienced challenges and limitations with the old work order system.
 - ▶ Field technicians could not easily work on tickets using their phone due to unavailability of app access.
 - ▶ Technicians had to print the work order and get a wet signature from requestor and submit the paper back to MOT office.
 - ▶ Reports were not user friendly and were limited in functionality .

New UpKeep system

- Since implementing our UpKeep work order system, we have experienced the following:
 - ✓ Increased productivity
 - ✓ Increased efficiency
 - ✓ Increased accountability
 - ✓ Ability to incorporate pictures
 - ✓ Ability for tech to communicate directly with requester
 - ✓ User-friendly interface through app/website
 - ✓ Ability to generate reports using a wide variety of filters



Order of Priorities

- ▶ Emergencies
- ▶ Safety Call-Ins
- ▶ Safety Mandatory Monthly Inspections
 - ▶ Generated into work orders which take priority
- ▶ School Accountability Report Card (SARC State Mandated)
 - ▶ Uses FIT report (Facility Inspection Tool)



Work Orders Summary

- ▶ Work orders cover approximately 60% of work preformed by maintenance staff
- ▶ How many work orders closed?
 - ▶ 6,806 issues resolved and closed to date
- ▶ How many work orders pending closure (still open)?
 - ▶ 1,044 remain open
 - ▶ Number is skewed due to various factors, such as:
 - ▶ Some work order requests require vendor contracts
 - ▶ Duplications of requests, i.e., FIT repairs already completed, multiple entries of same request
 - ▶ Undoable requests, i.e., need additional parking spaces, paint entire school, etc...



Additional Work Performed Outside of Work Orders

2018-2020 Projects

- 110 projects completed through Project Initiation Forms:
 - ✓ Installation of window shakers at Cureton and Adelante II
 - ✓ Verizon Innovative Learning Labs at Sheppard and Ocala
 - ✓ Re-flooring of classrooms at Cureton
 - ✓ Re-flooring of kitchens at Adelante I, Sheppard, Fischer
 - ✓ Creation of FRCs at Hubbard, Painter, Chavez and Cureton
 - ✓ Creation of Co-Op TK program at Painter and Adelante I
 - ✓ Upkeep of former MACSA building (includes graffiti, board up, weeds control)
 - ✓ Relocation of Pre-School Assessment Center from Sheppard to the Presley building at Chavez



Additional Work Performed Outside of Work Orders

Collaboration with U.S. Soccer Foundation to create mini-soccer pitch at Hubbard Elementary





Additional Work Performed Outside of Work Orders

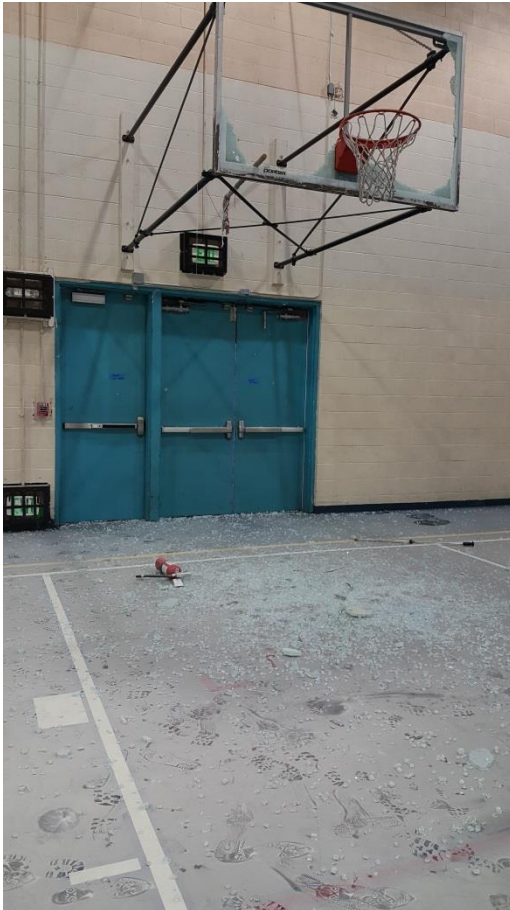
- ▶ Collaboration with U.S. Soccer Foundation to create mini-soccer pitch at Painter Elementary





Additional Work Performed Outside of Work Orders

- ▶ Installation/repair of exterior lights due to vandalism at MACSA Center

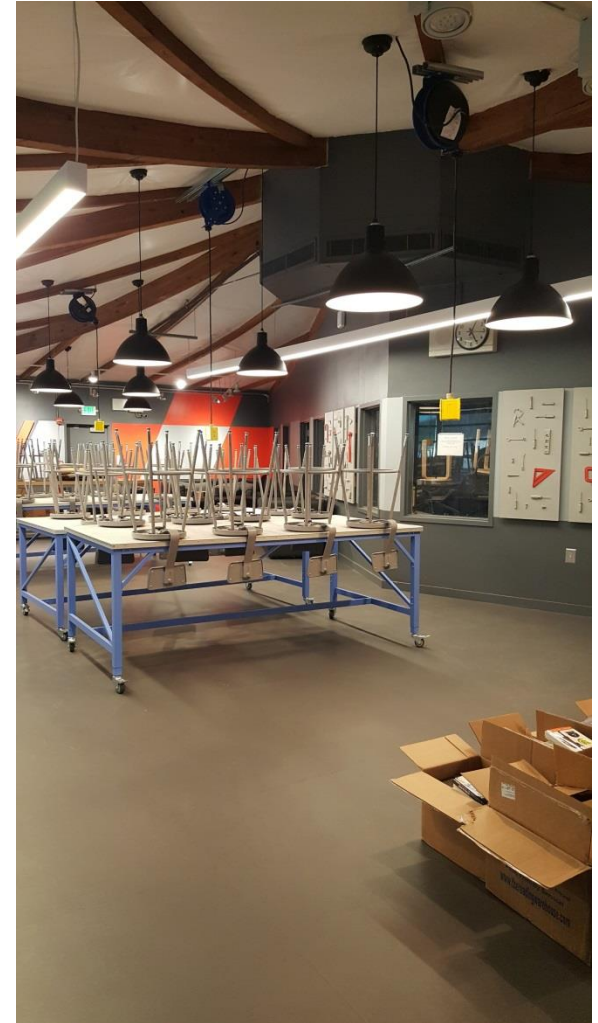




Additional Work Performed Outside of Work Orders



Verizon
Innovative
Learning
Lab at
Ocala





Additional Work Performed Outside of Work Orders

▶ **Verizon** Innovative Learning Lab at Ocala





Additional Work Performed Outside of Work Orders

▶ **Verizon** Innovative Learning Lab at Sheppard





Additional Work Performed Outside of Work Orders

▶ Verizon Innovative Learning Lab at Sheppard





Additional Work Performed Outside of Work Orders

► CarePod setup at Lyndale Elementary





Additional Work Performed Outside of Work Orders

► CarePod setup at Adelante I





Additional Work Performed Outside of Work Orders

- ▶ **State Compliance of D.O. and District Wide (Hazardous compliance)**
 - ▶ California Environmental Reporting System
 - ▶ Water Board
 - ▶ Storm Drains/Water Run-off
 - ▶ School Site Fire safety
 - ▶ School Electrical/Custodial/HVAC/Storage clean up and compliance



Additional Work Performed Outside of Work Orders

- ▶ **Response to off-hour emergency calls**
 - ▶ General maintenance issues (water losses, power outages)
 - ▶ Police responses
 - ▶ Fire issues



Additional Work Performed Outside of Work Orders

▶ **Continued Year-round Projects**

- ▶ End-of-year event set ups and logistics
- ▶ Extended year summer programs assistance and coordination
- ▶ Involuntary/voluntary teacher movements
 - ▶ Intra-school and Inter-school
- ▶ Partner/shareholder planning and assistance (Kidango, Headstart, Charters, San Juan Bautista, Parks & Recreations)
- ▶ Safety Meeting/Evacuation/Earthquake/Disaster planning
- ▶ Use of Facilities (Request, Coordination and Staffing)



Current Projects

- ▶ Set up CarePods district wide
- ▶ New Verizon Innovative Learning Labs under construction for Ren. I @ Fischer and Ren. II @ Mathson
- ▶ District-wide assessment of trip hazards
- ▶ Installation of window shakers at McCollam
- ▶ On-going support of issues related to COVID-19



Thank you and Questions

