

# Dashir Management Services, Inc.

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## Monthly Custodial / Maintenance Report May 2022 Pittsville School District

### Personnel Information

46 hours of vacation time and 7.5 hours of sick time was used in the month of April.

### Training

Ladder Safety training was completed in April.

### Inspections

- Monthly fire extinguisher inspections were completed.
- Monthly air filter checks on all air handling units was completed in April.

### Progress on Projects

- Punch list items are being completed in new CTE building.
- The AC project for the Administration building is going as scheduled. All indoor coils, piping and electrical have been installed. Roof top units are scheduled to be installed the week of May 16<sup>th</sup>.
- Warming cabinets for the high school and elementary kitchen were replaced in April. Cabinets were replaced due to age and reliability.
- BPI project that was started in March is now completed with the exception of one heating unit in the high school that is being replaced and is currently back ordered. The last BPI unit will be installed on this unit when it is installed. All other BPI has been completed.
- Plans for summer cleaning and project scheduling has begun.
- John Deere lawn tractor was taken in for routine maintenance in April. Some of the control cables had to be cleaned due to corrosion from salt build up over winter use.

### Comments

My staff and I are looking forward to another busy summer and just want to say thanks for your patients ahead of time!

Sincerely,  
Dan Giles  
Facility Manager