

MAINTENANCE AND OPERATIONS

February 2019 update



PURPOSE OF THE PRESENTATION

- Inform the Board of Education and the public on the progress of the recent reorganization related to Maintenance and Operations
- Share the highlights and successes to date
- Discuss challenges to be addressed
- Update the Board of Education on the result of the sale of Kelley Road and the transition to the current facilities



M&O UPDATE

- Summer 2018 clean up at the high school maintenance areas began
 - Found storage of personal vehicles inside district facilities
 - On site storage of appliances, metal, and other debris
 - Unsafe and hazardous conditions
- July 2018
 - County inspection report notes major violations and safety deficiencies at M&O facility
- September 2018
 - Lead positions transformed into supervisor positions
 - Posted and interviews were held
 - Positions were filled from internal candidates
 - Grounds crews were restructured and assigned to zone areas with the high schools being the hub for each cluster
 - WHS crew continues to work from Mitchell Road facility due to limited space
 - Temporary classrooms relocated to make room for new building
 - Challenges with the crew not being on site at the high school
 - Currently making space at WHS so that we can utilize as the WL hub



M&O UPDATE

- **October 2018**
 - Maintenance operations were organized to work in the same cluster as grounds
 - Maintenance crew members were responsible for an area of schools
 - Trades crew members remained district-wide for specialty work
- **November 2018**
 - Fires took over responsibilities
- **December 2018**
 - Ongoing assessments, evaluations, and adjustments



INVESTMENT IN MAINTENANCE AND OPERATIONS

Since 2017 we have held 10 roundtable meetings to garner feedback and make improvements

- Hot water for car wash
- New piping for hoses
- Larger break room
- Offices for leads/supervisors
- Old broken equipment replaced
- Signage (directional and safety)
- Improved parking (getting city approval for street parking)
- Making sure M&O are part of safety drills and activities while on site
- Handling of petty cash
- Standardizing locks for emergency accessibility
- Holding private contractors accountable
- Inclusion of trades in planning meetings
- Professional attire
- Improved chemical storage for pesticides
- Hazardous chemical disposal district wide



CURRENT STATUS

- Coordination of maintenance has improved
- Work order system being utilized district-wide
 - Challenges remain on timing, assignment, and closing
 - Staff have an ipad/laptop and district cell phone to work remotely
- Communication between M&O, Planning, and sites has improved
- Procedures and processes are being standardized
 - Purchasing of supplies
 - Inventory of equipment
 - Inventory of tools
 - Work log sheets
 - Regular communications between those on the road and “home base”
- Equipment and fleet consolidations
- We have received positive feedback on the new structure from both staff and school sites



CHALLENGES REMAIN

- **Equipment accessibility**
 - 750 Mitchell Road
 - 667 Rancho Conejo Road
 - Conejo School Yard
 - High school maintenance areas
- **Underutilized spaces**
 - We have two buildings that are 50% vacant and cannot be utilized
 - Parking limitations
 - Roofing and other work still necessary
- **Evening custodial supervision**
 - Responsibility for high school custodians falls on maintenance supervisor rather than custodial supervisor
- Utilization of Facilitron for activities and events needs greater support from school sites
- Temporary vacancies and retirements have complicated staffing
- Overall space is inadequate for a maintenance yard/facility
- Ongoing discussions with stakeholders continues





M&O / Warehouse Printing Services



Mitchell Rd

Grounds
Mechanics
Warehouse
Printing Services

M&O
Offices
& Shops

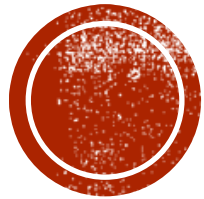
Rancho Conejo Blvd



INVESTMENT IN MAINTENANCE AND OPERATIONS

- Old CVHS and Kelley Road facility sold for \$8.9m
 - Purchased 750 Mitchell Road for \$4.15m
 - Purchased 667 Rancho Conejo Road for \$2.939m
- The District leased back the facility for CVHS/Maintenance for a total of \$1.1m
- The District spent over \$12m on the facilities and the move
- We have purchased 24 vehicles and spent over \$750k in vehicles and equipment





OVERVIEW OF FACILITIES

Current Status





