

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Brent Stephens Ed.D, Superintendent
FROM: Stephen Collins, Facilities Maintenance Manager
DATE: March 23, 2022
SUBJECT: Maintenance and H Second Quarter FY 2021-2022 Report

SUMMARY AND DISCUSSION

This report is an update of the Maintenance Department for the Second quarter of the 2022 Fiscal Year. The reporting period covers October 1st 2021 through December 31st 2021. The stated goals of the Annual Plan are not listed in this report, but certain areas of these goals will be referred to as we evaluate progress in these areas. We will also continue to report on specific areas of previously approved plans as we make progress on those goals.

COMMUNICATION/REPORTING

The committee met on November 16, 2022.

MAINTENANCE

- Our Plant Operations site has been closed for use due to safety concerns. Our operations have been split into two. Our office and management staff are in a leased office space while our supervisors and operations staff are at the Berkeley Adult School. We expect to have a new permanent site within five to seven years.
- There were no Fire Inspection during this period.
- There were five (5) Elevator Inspection in this period. We have completed all tasks called out in the inspections. The State has issued two permits and three are pending.

TRAINING

Two Grounds Gardeners attended a four-day training and are now certified as Bay-Friendly Landscape Professionals. Grounds staff attended a workshop on Smart irrigation controllers.

GROUND

Grounds staff participated in planting three Miyawaki forests, one each at King, Cragmont and Malcolm X. We plan to plant more over the next several years.

A Grounds Supervisor position is currently vacant.

VEHICLES AND EQUIPMENT

As a part of our vehicle replacement plan we purchase two new vehicles per year. This year we have not been able to purchase any due to lack of inventory.

STAFFING

Manager	1.64 permanent
Maintenance Supervisor	2 permanent
Grounds Supervisor	1 vacancy
Administrative Assistant III	1.90 permanent
Facilities Analyst	0.25 permanent
Lead Maintenance Engineer	3 permanent
Security Engineer	1 permanent
Network Engineer	0.40
Maintenance Engineer	10 permanent, 2 vacancies
Telecommunications Specialist	1 permanent
Maintenance Technician	2 permanent, 1 vacancy
General Maintenance Worker	2 permanent
Lead Grounds Gardener	2 permanent
Irrigation Specialist	1 permanent
Grounds Gardener	7 permanent
Custodian II	.75 permanent
Vehicle Mechanic	0.45 permanent
Facilities Security Officer	1 permanent (0.5 FTE of two positions)
Total	43.39 FTE

CUSTODIAL

Nothing to report at this time.

UTILITY REDUCTION AND MONITORING

We pay a company to service and monitor our seven solar power systems. As part of the monitoring we receive regular reports regarding the efficiency of the systems. Currently all systems are operating well.

PROPERTY MANAGEMENT

Staff has processed 20 permits from October 1st 2021 till December 31st 2021. The gross revenue received in this time period was \$54,356.59.

WASTE MANAGEMENT

Our Sustainability Coordinator has been working with the Nutrition Services department to eliminate the use of disposable dishes and utensils. We have received grants to pay for the new equipment required to do this. The department is prepared to implement a pilot program at three schools as soon as students start eating in the cafeterias again.

HAZARDOUS MATERIALS

Nothing to report at this time.