**PALISADES CHARTER HIGH SCHOOL
BOARD OF TRUSTEES MEETING**

**Director of Operations Report**

**January 17, 2017**

1. ALICE training conducted for Faculty and Staff with a campus security assessment walkthrough and recommendations for improvement.
2. The final build out of the Main office business area has been completed to include new cabinets, repaired plumbing, paint, etc.
3. Women’s restroom located in the Copy room has been refreshed.
4. Mercer Hall door edge guards have been installed and the entire room refreshed and repainted.
5. A security gate for Mercer Hall box office has been installed.
6. The underground steam line loop that carries hot water to every building on campus for heat has been repaired.
7. A broken underground main water valve has been removed and replaced at Temescal.
8. The gymnasium floors have been cleaned and resurfaced.
9. Recent perimeter fencing vandalism has been repaired.
10. Over 150’ of new fencing with gate has been installed at the ball field.
11. Air handlers were serviced over the winter break.
12. A bleacher quote has been received for repairs to the seating and rails in the gymnasium. Expect to green light shortly.
13. The gutters have been cleaned and repaired in various spots around campus.
14. Met with LAUSD engineers again to go over the gymnasium air conditioning design and the phasing for installation.
15. Venting for air circulation was installed in the Data Management office with finish work expected next week.
16. Replaced (8) electrical key switches to a modern style flip switch in “A” Building.
17. Replaced (2) defective ballast in U110.
18. Upgraded (4) light fixtures to LED flush mount with occupancy sensors in copy room restrooms and main office kitchen.
19. Repaired (8) door closers, including E109, E207, A202, and F201.
20. Mounted (4) new speakers for the Tech Dept. in rooms D204, F206.
21. Removed fence gate in the girls’ basketball office per LAUSD inspection.
22. Replaced the casters on the librarian book carts.
23. Installed (10+) new tampon stations in all of the girl’s restrooms per leadership request.
24. Repainted the cafeteria kitchen, patched walls where needed, and replaced the missing ceiling tile.
25. Refreshed the cafeteria kitchen storeroom in accordance with the recent health inspection findings.
26. Installed (10) new corkboards on the 1st & 2nd level hallways per leadership request.
27. Repaired the HR shredder.
28. Replaced (2) broken electrical outlets in the gym and snack shop.
29. Installed new sink water hoses, new faucet, dual flush handles, and the valve diaphragms in the Women’s copy restroom.
30. Replaced the damaged floor tile and repaired the concrete sub floor in the Women’s copy room restroom.
31. Patched and repainted the Men’s copy restroom.
32. Replaced (10) damaged floor tiles in G101 identified during the LAUSD inspection.
33. Demolished the storage room next to football stadium visitor Men’s restroom to expand for wheelchair access.
34. Repaired G201 sink from damage caused by student projects with sand.
35. Installed a new water valve for the Pure Water Technology fountain located in J110.
36. The emergency water supplies were distributed to classrooms and offices.
37. Repairs made to the Girl’s gym locker room restroom, to include new valves and faucet.
38. Replaced all of the lights in both gyms with new energy efficient.
39. Installed new wall brackets for projector screens in (5) rooms. C206, C203, U111, F102, U101.
40. Repaired Mercer Hall restrooms.
41. Installed (6) new hanging wires in F201 for student projects in accordance with LAUSD guidelines.
42. Large Quad outside columns fully painted from D – G buildings.
43. Renovated and refreshed Boys building E and G 1st floor restrooms.
44. Painted and refreshed PE ballroom.
45. The Temescal Boys & Girls restrooms have been painted and refreshed.
46. The gym and snack shop has been painted in our school colors.
47. Painted the Cafeteria entrance doors.
48. The “A” building 2nd floor boy’s restroom stalls and entrance door has been painted.
49. All outdoor school benches have been repainted.
50. Johnson Tree was brought in to remove the dead trees from the baseball outfield and trimmed the palm trees in same area.
51. Cleared the mudslide from an overflow of the city drain on Sunset that caused damage to the outfield fence during the winter break rainstorm.
52. Trimmed trees as a good neighbor above football stadium for Erskine Street.
53. Refreshed bark/chips in our planters along Bowdoin in front of school.
54. Reseeded grass areas Quad, Gilbert, and the sections along “C and D” buildings.
55. Repaired the (3) damaged sprinklers located to the rear of the blacktop bleachers.
56. Repaired and replaced large water valve that caused massive flooding to the secondary baseball field entrance.
57. Detailed and cleaned all classrooms and offices during winter break.
58. Machine scrubbed all student and faculty restroom floors.
59. Machine scrubbed the cafeteria floor.
60. Shampoo vacuumed library carpet
61. Stripped and waxed Mercer/Mercer Music, Gilbert Hall, “A” building, Faculty lounge, and the gymnasium hallways.
62. Power washed the covered eating area and outside walkways.
63. Installed 3 new time clocks in main office, J building, and the pool.
64. Repaired the PA volume controls.
65. Added additional electrical outlets for A205.
66. Added electrical outlets for gymnasium snack shop.
67. Installed electrical outlets in the basketball locker room.
68. Installed additional light covers for stadium lighting parking lot.
69. Repaired the light timers in “C” “F”, and “A” buildings.
70. Repaired the emergency lights in Gilbert Hall.
71. Installed the new Rose Gilbert brass plaque in Gilbert Hall.
72. Installed new circuit breakers in “J” building mechanical room.