



TO: Superintendent and Board of Education

FROM: Steve Dunn

DATE: January 6, 2010

SUBJECT: January Monthly Report

Buildings and Grounds: Air handling unit #2 has been repaired and is working fine. All other units are running without problems and are scheduled on and off during the day according to demand and outdoor temperature. All air handling units will be pressure tested for air flow this summer to document adequate air flow for the size of each classroom.

Transportation and Vehicles: All the vehicles are running good and we are trying to park two of them in the Tech. Ed. Building on weekends. I have talked with Viking Motors and everything seems o.k. on their end.

Safety and Crisis Management: The fire alarm D.C. backup batteries will be replaced this spring. They are only good for three to four years. They are located in many areas in the building where they can service the most detectors and alarms. The alarm system is D.C. current and is kept charged by A.C. so in the event of a power outage the fire alarms will work. There are 22 batteries in all.

Planning and Projecting: The winter transportation season is about to begin. I will meet with Mike Radtke and Arnie Nelson to plan the trips we need and to work on emergency procedures.

Staffing and Personnel: Nothing new to report.

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