

Facilities Manager Report

December 2017

Leak in the roof over custodial closet and storage area has been addressed by Phil Cato Thursday December 14th. He applied rubber coating (Gaco) to cracks in the roof and to the chimney where it meets the roof. He recommends a new roof for a long term solution to the fix the damage, and age of the roof.

Men's Bathroom has been repainted, floors stripped and refinished.

The doors on the North entrance have not had any problems not latching that I have noticed. I suggest that some weather stripping be applied to the gap in the middle of the doors.

The right corner above the doors that enter into the Multi-Purpose room from the City side needs repair and paint. Estimated cost \$200.

Most of the doors in the building have not been repainted. I suggest they be painted to match the rest of the building. Estimated cost \$100 a door.

I would like to install two coded lock boxes, to put keys in for users of special events, so as keep track of keys that go out to the public better. To also apply a deposit to the reservation if keys are not returned, broken or lost. Each reservation can have a specific code that can be changed after their event.

The Commons has many weekly events that are occurring like clockwork. As well as Larger events for the community to participate in like the Wind ensemble, Del Shores, Central Coast Chorale, Winter Solstice bonfire and much more. We are receiving many more reservations for the New Year to be just as busy as this one.

I am having the opportunity to go over equipment with users to allow for a more hands on approach to their event.

I am encountering many of the users of the Multi-Purpose room expect Room 8 as well to use as a staging area.

Many of the heaters keep being turned off, or turned up to high. The remotes are open to the public. This seems to me a hazard to the wear and tear of the machines and to our electric bill. I have set all machines to 62 degrees and taken the remotes, and am keeping them in my office. I have been turning the heat off for the exercise classes and turning them back on when they have finished.

Respectfully Submitted

Heather Hoen

