

## **Facilities Manager Report**

December 2018

**Working with M. Powell on the flooring schedule the product has been ordered and to be delivered by the 20th. After a 10 to 14 day period of it being in the building to acclimate, the work will begin around the first of the year.**

**The heat pump in room #4 failed when we had the cold snap. I was unable to get Florence Heating who installed the unit to come out before January, due to a large work load. The heat pump was repaired by a technician from Groth Gates Heating. The cause for the failure was due to the loss of the coolant in the unit. He informed me that there were no leaks that he could find, but that he would put locks on the unit, because people will drain them and use the coolant to get high.**

**All of our weekly events are going well. We received a thank you from the vegetarian thanksgiving. And I expect to move in to the New Year flawlessly.**

**Respectfully Submitted**

Heather Hoen