

Facilities Manager Report

January 2018

Lock boxes have been purchased and installed. They are working great for the larger Events.

The right corner above the doors that enter into the Multi-Purpose room from the City side will be repaired before the end of the month along with the doors that need paint.

The New Year has started out great with the Peace Hike, Agate Festival and more coming with the Winter Wonderland fundraiser, YAAS's Geological speaker and the Crab feed.

Some damage to the Multi-Purpose room floors accrued during the Agate Festival. I have Contacted Alsea Bay Granite in Waldport as they are the ones that installed the flooring for a bid and recommendation to fix the floor. I was told that they would call me in 7-10 days. Glen Zimmerman (agate Festival) came by later in the day on Monday and repaired the damage to the floor.

I have set all Heaters to 65 degrees per the request of the Mayor, and others that work in the building.

The Sump pump for downstairs has been unplugged from the electricity twice. I believe that a box to cover the outlet and pump should be made, so this no longer can happen. The pump is a very important piece of equipment and should be protected.

I am recommending a three sided box be made, for our large garbage cans as they keep getting blown over and spilling their contents.

I contacted K&K Toilets and had them secure the porta-potty with stakes into the ground as it was being blown over weekly.

I would like to purchase a carpet steam cleaner to maintain the cleanliness of the carpets throughout the buildings. \$250.00 would cover most machines.

Respectfully Submitted

Heather Hoen