

P.O. Box 1330
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CHRIS MORENO
Director of Maintenance
April 8, 2026

2025-2026 GOALS FOR THE MAINTENANCE DEPARTMENT

- Encourage and foster a team oriented culture amongst maintenance/custodial staff at both schools by holding regular monthly team meetings and prioritizing checking in with each employee regularly to hear concerns, give direction, and instill a sense of comradery.
- Effectively track costs associated with maintenance activities such as labor time as it pertains to preventive and corrective maintenance, custodial supply usage, and parts and repair costs for work orders.
- Develop a process and schedule for regularly auditing and updating inventory levels of parts and supplies listed in Asset Essentials
- Maintain a value of 90% or better for percentage of work orders completed on time. Meaning the work order was completed on or before the assigned expected completion date.

CURRENT PROJECTS/CONSIDERATIONS

- Still short staffed on custodians through March and continuing into most of April. Maintenance staff is covering the bulk of custodial shifts. Some substitute help has materialized.
- Air handlers were serviced over spring break.
- The majority of work orders submitted at Mt. Eccles in March were requests for custodian for various incidents requiring custodial support outside of routine.
- Various lights were replaced, and bulbs are on order for others.
- The driver door on the blue travel van sustained damage on a trip some time ago due to wind, which caused it to not be able to open all the way. At the time, the issue was resolved by tweaking it back into place. The door has begun to have that issue again due to irreparable damage that will continue to worsen over time. The same van has also been exhibiting intermittent electrical glitches on school trips. The sporadic nature of when the issue arises makes it difficult to troubleshoot.

UPCOMING PROJECTS/CONSIDERATIONS

- Our current district passenger vans are well used and beginning to show their age with more frequent mechanical issues arising and diminishing reliability on school trips. While these are still safe vehicles with all critical systems operational, it would be beneficial to the district to begin exploring the process for sourcing replacements.

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MONTHLY DATA

District Totals

	Preventative Maintenance Work Orders Completed	Non Preventative Maintenance Work Orders Completed	Labor Hours to Complete WO's	Cost
JUL	80	9	121	16,466.34
AUG	73	37	275	12,743.30
SEPT	111	43	132	17,534.83
OCT	88	40	128	3,172.33
NOV	77	31	61	6,725.89
DEC	96	7	58	1,594.44
JAN	76	23	99	2,406.09
FEB	84	33	35	5,527.86
MAR	103	32	86	2,234.61
APR				
MAY				
JUNE				

Source Site	Origin	Work Type	WO Status	Grand Total						
				Count	Labor Hrs	Total Hrs	Labor Cost	Part Cost	Non-inv \$	Grand Total
Mt. Ecdes Elementary School	PM	Inspections	Completed	31	19.54	19.54	378.98	0.00	0.00	378.98
		Preventive Maintenance	Completed	31	17.46	17.46	348.05	0.00	0.00	348.05
	PM			62	37.00	37.00	727.04	0.00	0.00	727.04
	Non-PM	Teacher/Classroom Request	Completed	2	0.42	0.42	12.18	0.00	0.00	12.18
		Facility Request	Completed	4	2.00	2.00	55.72	0.00	0.00	55.72
		Reactive Maintenance	Completed	6	2.50	2.50	79.94	0.00	0.00	79.94
		Request for Custodian	Completed	12	4.00	4.00	59.74	0.00	0.00	59.74
Non-PM			24	8.92	8.92	207.58	0.00	0.00	207.58	
Mt. Ecdes Elementary School Total				86	45.92	45.92	934.62	0.00	0.00	934.62
Cordova JR/SR High School	PM	Preventive Maintenance	Completed	14	9.59	9.59	220.99	179.29	0.00	400.28
		Inspections	Completed	27	13.25	13.25	351.05	0.00	0.00	351.05
	PM			41	22.84	22.84	572.04	179.29	0.00	751.33
	Non-PM	Teacher/Classroom Request	Completed	1	1.00	1.00	34.72	0.00	0.00	34.72
		Request for Custodian	Completed	1	1.00	1.00	26.60	0.00	0.00	26.60
		Facility Request	Completed	2	2.25	2.25	69.44	0.00	0.00	69.44
		Reactive Maintenance	Completed	4	12.50	12.50	369.04	0.00	48.86	417.90
Non-PM			8	16.75	16.75	499.80	0.00	48.86	548.66	
Cordova JR/SR High School Total				49	39.59	39.59	1071.84	179.29	48.86	1299.99
Grand Total				135	85.51	85.51	2006.46	179.29	48.86	2234.61