

GEORGE WASHINGTON HIGH SCHOOL
GECKO PREVENTION MAINTENANCE TEAM
DECEMBER 14, 2016

Attendees:

Principal: Lynda Hernandez-Avilla

Administrative Officer: Bernie Perez,

Business Assistants: Marie Mafnas & Manny Molinos

Daily Operation:

- I. Daily debriefing in school facilities and safety issues
>Met with Mr. Inas Tainaitongo to discuss certain areas in GWHS to correct before our Public Health site visit.
>Mr. Tainaitongo to provide Ms. Hernandez-Avilla, Principal the list of areas to address before visit
- II. School Aides are assigned in wing areas for supervision and monitor facility area for any safety hazard
- III. School Aides takes pictures of hazard area and send to AO or Business Assistants
- IV. All urgency of safety is directly in attention to the administration for further guidance
- V. Faculty are also in contact with any concerns or issues in their classrooms

Reporting in Munis:

1. All reports submitted to Business office are inputted in munis for repairs or replacement
2. Follow up on request submitted within 3-5 working days unless urgent
3. Give feedback to teachers or staff on status of repairs
4. Meet with GCM regarding issues from the evening clean-up crew

Other Concerns:

1. Critical areas such as the counseling office, gym AC & lightings, panic doors for the cafeteria and gym, to include the railings.

The team will meet next month on the 18th of January, to follow up on other issues or concerns from faculty, staff, students and parents.