

GEORGE WASHINGTON HIGH SCHOOL
GECKO PREVENTION MAINTENANCE TEAM

October 27, 2016

Attendees:

Assistant Principal: Aggy Cruz-Quinata,

Administrative Officer: Bernie Perez,

Business Assistants: Marie Mafnas & Manny Molinos

Daily Operation:

- I. Daily debriefing in school facilities and safety issues
- 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 area not addressed, such as the counseling office, gym AC & lightings, panic doors for the cafeteria & gym

The team will meet next month on the 27th of November, to follow up on other issues or concerns from faculty, staff, students and parents.