



Maintenance & Operations

Board Presentation

October 20th, 2021

SEE THE IMPACT

Maintenance & Operations

Who We Are

Rich Vela

Executive Director



John Prestigiacomo

Maintenance Director

Javier Lara

Operations Manager



Julie Carson

Operations Coordinator



Mr. Vela has been our fearless leader for the past 4 years

Javier has been with Facilities going on 15 yrs.

Julie has been with HCDE 13 yrs.

JP has been here for 18 yrs

Maintenance Highlights 2021

Winter Storm Uri Devastation and Cleanup

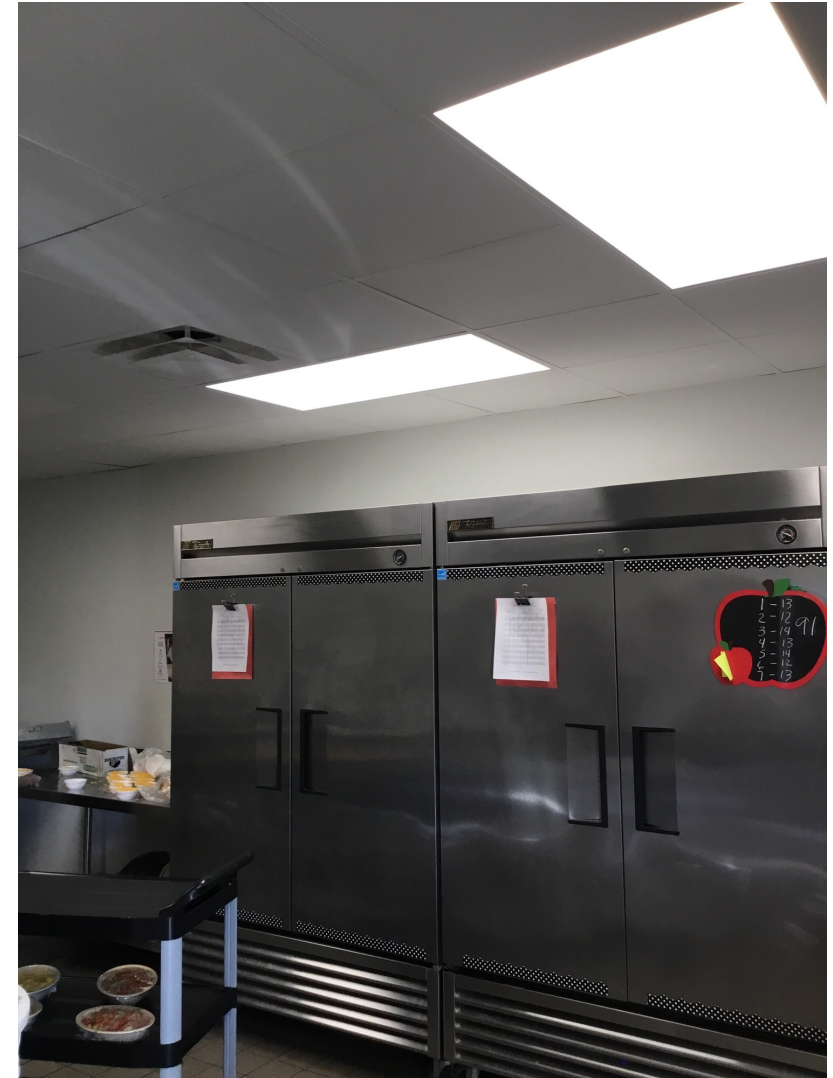
➤ Sheffield Head Start



Sheffield Build Back



Sheffield Finished!



Maintenance Statistics

3,444 Work Orders Completed

9 Maintenance field technicians

30 sites maintained with a combined total of 782,809 sq. ft.

- Irvington Administration Building
- North Post Oak Building
- Adult Education Facilities
- High Point East Campus
- AB West Campus
- Fortis Academy
- AB East Campus
- Head Start Centers

Introducing our Maintenance Staff

Lloyd Compton	Juan Joseph
Andrea Colbert	Pat Bilski
Will Parsons	John Hart
Juan Lira	Michael Turner
Robert Pina	Chris Prince
Juan Carlos	
Anibal Rodriguez	
Sebastian Velazquez	

And serving our Administration Building:

Layne Thomas-Faust	Joshua Garza
Rudy Benavides	Justin Murillo

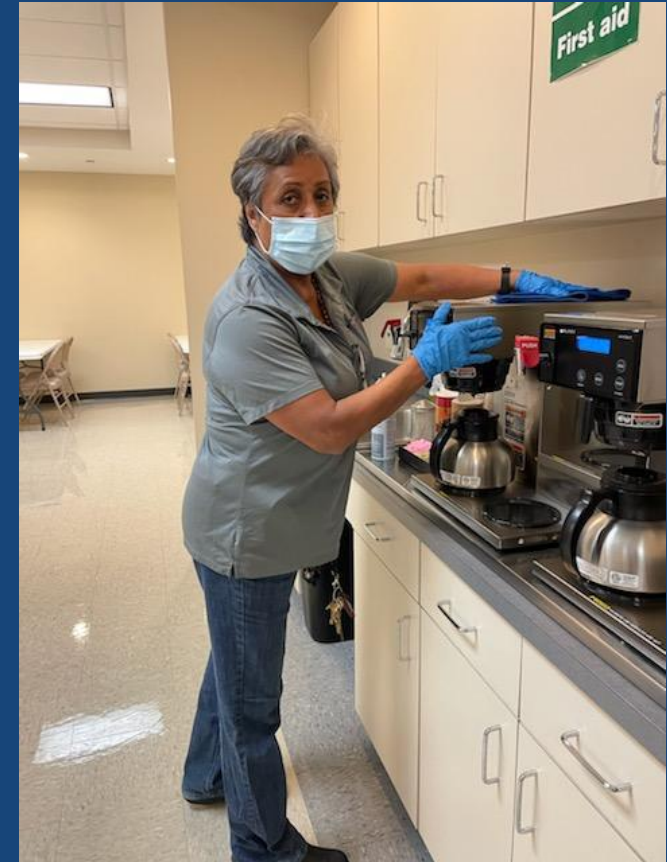
Our Maintenance Techs in “Action”



Our Operations Staff

- Currently on staff:
- 20 Custodians – located at our 4 schools; Adult Education, NPO & Irvington Buildings
- Two Front Desk Receptionists
- One Mail Clerk
- One Meeting Room Manager
- One Parking Lot Monitor

Operations



Operations Protocols & Procedures

Our operations staff has implemented the following protocols to protect the employees and visitors at HCDE:

- All locations are sanitized daily

- All locations receive a deep clean weekly

- All locations are cleaned / sanitized at the end of every school year

- All locations are cleaned / sanitized again at the beginning of every school year

- Floors are buffed / waxed on a quarterly basis

- Carpets are cleaned on a set schedule

Meetings for fiscal year 2020/2021

- This past fiscal year HCDE had 20,753 attendees in their conference rooms; which includes the Conference Center, 100 Rooms, and our North Post Oak location.



Maintenance & Operations

Questions?