

Matt Klimczak
March – April 2017

Current Projects:

Our CSD-1 test is complete for the boiler system; the state inspector was in to check them.

Still working on office 365 with Paul.

Paul and I have erased the memory on all the computers and installed windows 10 with office 365. All the computers seem to be running better than they previously were.

All the staff have direct numbers to their offices thanks to skype for business. This means we are only paying frontier for two phone lines. One for the elevator 911 and the second is the alarm company for the building.

Applied imaging delivered our new copier on 3-16-17 in the afternoon. It sure is nice to have a good quality machine.

We purchased a new cash register at the cost of \$367.00 because our current one is not holding programed keys. John Grochowski will help program it. Should have it ready to go by May.

I started to set up one note with building measurements and maintenance on equipment

Capital Projects:

HVAC filter system **Can we get board approval to punchers the pre-filters** at a cost of \$170.00 then the other ones after the new fiscal year. In the amount of \$1750.00 both are from R.A. Townsend.

Meridian Restoration will be here when we start to see more consistent warm weather. To repair the back patio.

Back loading dock, front walk way and handicap ramp: Zann Bros. construction was the only that turned in a bid for \$23,963.00 If we are going to make this happen we need to approve it and schedule it with them before he is booked for the season. I have called five other contractors and none of them showed up to give an estimate.

Upcoming projects:

- Our CSD-1 test is due March 1st 2018 for the boiler system. They charge \$70.00 an hour
- Elevator inspection is coming up along with the weight test in October 2017
- Audit/ inventory of computers and equipment.

- Reaccreditation I still need to get you prices on flashlights and supplies for first aid boxes.
- Fire extinguisher check done by Alpena Fire and equipment 6-17
- State elevator in due 9-17
- Annual fire sprinkler test 12-17
- John Grochowski is going to build a platform under the stairs to display doll house and some toys.
- Continue building the one note.
- July 4th parade
- Getting things ready for log cabin day
- ACC graduation May 11th reception

Janitorial:

I still have Rodger cleaning two days a week. I still make time to double check everything or do some cleaning that he cannot do.

The office floors were steamed clean.

When I have some time, I would like to look at some floor cleaning machines to find prices and how they work. A gentleman that retired from aps said that sometime the schools or collages sells them at a cheap price because they upgrade to new ones.

Gift store: I did a reorder of inventory and Sami and I put together the consignment checks. Will need a volunteer in June to do inventory count working programing the new register will have it all set to go by May.

Membership:

New membership brochures were made up and they can be printed off the copy machine.

Volunteer:

All volunteer application has been updated and names were check on the national sex offender list.

Grounds care:

Will be getting ready to pull the mowers out and cross our fingers they run. Chuck from C&S lawn care will turn on the sprinkler system in May.

Historic Buildings

- Bliss painting plans on returning to finish the ban when the weather breaks.