

OFFICE MEMORANDUM

November 6, 1970

TO : Mr. Dan Cox, Teacher Education Advisor

FROM : Myron C. Thomas, Maintenance Advisor

SUBJECT: Monthly Report, October 1970

Problem:

A permanent arrangement needs to be made for transportation for Mr. Keur, IVS/EDU Maintenance advisor. Mr. Keur is capable, willing and enthusiastic. In order for him to be most effective he needs a jeep full time for transporting pipes, lumber, plywood, cement, sand and gravel, and tools from the shops to job-sites all over the grounds. This has been discussed with Mr. Fields but what is needed is a clear cut written directive from Mr. Fields to turn over one of the IVS jeeps for maintenance use.

WILL CONTINUE  
to push this  
w/Fields  
MCT

Progress:

Over a thousand pounds of paper and other school supplies have been shipped from the K-9 warehouse to each of the ENIs at Luang Prabang and Savannakhet. The Pakse ENI order for school supplies was serviced by OSM on a Common Use requisition. Requisition for the tools for the Savannakhet ENI work shop has gone in to SMB. The order has been prepared but not yet shipped.

Several jeep loads of used replacement parts, disassembled engines, old engine blocks and one complete used Holden engine has been turned over to MTB motor pool at K-2 for use, rebuilding or disposal. These parts came from the K-9 motor pool and the place is now practically barren. There are still some things to be moved out but will require disposal.

paper work. Expect all junk will be moved out by the end of the month.

In the wake of the inventory many more spare parts have been turned over to SMB/Central Supply and other items over to SMB/Supply Warehouse Section. This process will be a continuing one until the warehouse supplies are down to more logical levels.

Mr. Khanh of this office has been spending mornings at K-9 to positively identify and positively locate all non expendable items in the three schools at K-9. This will continue until we know where everything is.

Three contracts for school furniture have been let. One for furniture for each of the new demonstration schools at Pakse and Savannakhet and one for student desk chairs for the ESP at K-9.

New toilets have been installed in the English Section building and a small toilet building built for the Sam Thong ENI.

Considering the fact that both maintenance men are new at the job the maintenance program is running tolerably well. There seems to be some problem regarding the priorities involved. It obviously depends on who turns in the work request, but requests are being turned in and job orders are made out and jobs get done. There are some school officials who do not go through the procedures set up and again depending on who they are, the work is done or they are sent back to fill out the necessary forms. A program has been set up to collect the trash around the grounds but as yet this is not working. There is a reluctance to get the tractor from the farm, or the tractor is temporarily out of order or is needed by the farm. With luck this will be set up on a weekly basis during the coming month without hurting anyone's feelings.

EDU/TT;MCThomas:ei