

September 16, 1970

To : Dan Cox, Teacher Education Advisor

From : Myron G. Kinsman, Maintenance Advisor

*Myron G. Kinsman*

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Problems:

1. There are no pressing problems at the present time. When the two maintenance trainees return to work at the end of September I suspect that before the new system of responsibilities gets into full swing there will be many frustrations and minor problems.

Progress:

Have been working closely with Mr. Done, to develop job descriptions and the working lines of action for the two maintenance supervisors who will start their new jobs on 28 September, when their training is completed.

A meeting of all functionaries was held on 4 August at the EMI with Dr. Sampson, Director of Teacher Training of the Ministry of Education, outlining the plans regarding maintenance of the school and grounds for the coming year. He announced that the Carpenter Shop and Farm would be under the direction of the Director of the EMI and the Plumbing, Electricity and Motor Pool would be under the Director of the ESP. I would have liked to have had all of these service areas under one Director of Public Works, and can visualize many problems, especially in priorities, that may develop with the splitting of the maintenance functions in this fashion but it is a beginning and the lines of authority have been drawn up and we can only wait to see what problems develop. At the same meeting the boundaries of the two schools were delineated.

The WMA heavy equipment training school worked for about two weeks removing fallen trees and pulled down some others that were precariously located. Because of the wet ground some damage was done to the roads. When things dry out some they will come back to do some grading and road repair. This work did much to improve the looks of the grounds. Some work done by the Farm personnel in cutting grass. Most of this has been at the back of the school and is not so apparent. We hope to have everything completely cut before the school year begins.

The student summer work program is nearly over and their work has also enhance the physical appearance of the school buildings and grounds. Several buildings have been painted inside and out. Roof repair and minor carpentry has been performed, defective screening replaced, and school furniture sanded and varnished. The big need at present is for the school electrician to catch up with switch repair and bulb replacement and for the school carpenters to rehang some of the doors in the various buildings. One of the girls dormitories has been converted to classrooms and the large dormitory areas have been converted to classrooms by the addition of partitions. This change of usage also required much relocation of furniture.

The inventory section had had five men working at the K-9 warehouse and the inventory will be completed this week. Four of the summer student workers were assigned to assist in this work and Mr. Knapp of this office has also been working at the warehouse in the morning.

Plans and rough cost estimates for cattle proof fencing were developed and sent to OICG. OICG has also had surveyors working on the school grounds for the last couple of weeks to verify the distances I submitted. Upon request, OICG Agriculture Division has submitted to us plans for varnished cattle proof cable wards to be used at fence openings.

Plans and rough cost estimates were developed for asphalt on the main roads of the school.

The school furniture contract for the school furniture for the Ban Keun Hill was completed and most of it delivered to Ban Keun. The last two loads were unable to get through because of the flooded roads and so 7 dining tables and 5 double bunks are presently being stored at K-9. The contractor will not be paid for these items until they have been delivered to Ban Keun.

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