



PRINT

RESET

Quarterly Uniform Complaint Form
[Education Code 35186]

District: Mt. Diablo Unified School District

Person completing this form: Dr. Nellie Meyer

Title: Superintendent

Quarterly Report Submission Date:(check one)
[checked] April 30, 2015 (Jan-Mar 2015)
[] July 31, 2015 (Apr-Jun 2015)
[] October 31, 2015 (Jul-Sep 2015)
[] January 31, 2016 (Oct-Dec 2015)

Date for information to be reported publicly at governing board meeting: April 20, 2015

Please check the box that applies:

- [] No complaints were filed with any school in the district during the quarter indicated above.
[checked] Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

Table with 4 columns: Area of Complaint, Total # of Complaints, # Resolved, # Unresolved. Rows include Textbooks and Instructional Materials, Teacher Vacancy or Misassignment, Facilities Conditions, and TOTALS.

Dr. Nellie Meyer
Print Name of District Superintendent

Signature of District Superintendent

Date

Please return completed form to Lisa Boyer, Williams Settlement Administrative Assistant
CCCOE - 77 Santa Barbara Rd. Pleasant Hill, CA 94523
FAX: (925) 942-3480 E-MAIL: lboyer@eccoe.k12.ca.us



MEMORANDUM

Maintenance & Operations Department
1480 Gasoline Alley, Concord, CA 94520

Date: March 27, 2015

To: Elizabeth Enzweiler
Cambridge Elementary

From: John Clark
Facilities and Operations

Subject: Faucet Leak Room 2

During a Williams Act Inspection at Cambridge Elementary School, on September 16, 2014, the faucet in room 2 was identified as leaking. Work order #122702, was initiated and repairs were completed on December 23, 2014.

During a site visit shortly after the repairs were completed, I inspected the condition of the sink and cabinetry in this room. The condition requires total replacement of the cabinet, sink, and faucet. The replacement of the counter will occur immediately upon completion of the school year in order to avoid classroom disruption.

I apologize for this delay and would like to thank you for bringing this matter to our attention.

Cc: Dr. Nellie Meyer, Superintendent
Julie Braun Martin, Assistant Superintendent
Jose Espinosa, Principal

UNIFORM COMPLAINT PROCEDURES

Direct to Uniform Complaint Officer:
Executive Director, Instructional Support
1936 Carlotta Drive, Concord, CA 94519

Date Received: _____
Date Contacted Complainant: _____
Date Notified of Resolution: _____

- The district shall follow complaint procedures when addressing complaints alleging unlawful discrimination based on actual or perceived or perceived age, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, mental or physical ability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.
- Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, special education programs, and federal school safety planning requirements.

MT. DIABLO UNIFIED SCHOOL DISTRICT
UNIFORM COMPLAINT FORM

NAME: Elizabeth Enzweiler PHONE: 925-686-4749 ext. 84423

ADDRESS: 1135 Lacey Lane, Concord, CA, 94520

SCHOOL/PROGRAM: Cambridge Elementary DATE: 2.27.15

In the space provided below, please indicate the nature of the problem. Please be as specific as possible.

During the Williams walk-through, it was noted that the sink area and a light ballast would need repairs. The sink can't be used without getting water all over; the sink also drips after being used. Additionally, the counter material is coming apart. The counter area next to the sink is rocky as it is unattached to the wall. Two lights are not working due to a ballast not working.

Have you discussed the problem with a staff member or administrator? If so, what was the outcome of your discussion?

Yes, I've discussed this with both my principal and office manager. A work order was put in at the beginning of this year. My principal has also shown the issue to appropriate district employees, including M+O, while they've been on campus.

Indicate below your recommendations for resolving the problem.

My recommendation is that both work orders be fulfilled so that these items are repaired.

Work Order

MO-122702

Mt. Diablo Unified School District **PROD** - Maintenance & Operations

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Location ID: 11914-22-20	Completed	Work Type: Service Request
Department:		Priority: Routine
Facility: CAMBRIDGE ELEM		
Building: 119-Rooms 14-22		Requested: 09/16/2014 17:19
Description: Classroom - 20		Completed: 12/23/2014 07:57
Ph:	Sq Feet: 947.00	Est. Start: 10/20/2014 08:00
Requester: John Williams	Ph: Ex 3822	Est. End:
MC Account:		Est. Cost: 500.00
Last Mod User: PH	Printed On: 03/27/2015 14:38	Hours: 4.50
Ref #: 55017	User Ref:	Est. Hours: 2.00

Task Code: 2003 - General plumbing repair

Supervisor: Kerry Larion
Trade: PLUMBER

Status: COMPLETE

Action Requested

Room 20-leaky faucet. Noted on the williams walk

Line	Date	Employee	Time Type	Account #	Shift	Hours	Ext'd
1	10/24/2014	LUNDHOLM, PAUL (213)	RT		1	1.00	30.60
2	12/23/2014	LUNDHOLM, PAUL (213)	RT			3.50	107.10

Line	Inv Date / #	Item Tag - Description / Supplier	Account #	Unit	Qty	Cost	Inv Amt
1	12/24/2014	- Faucet			1.00	90.00	90.00
2	12/24/2014	- Bubbler head			1.00	50.00	50.00
3	12/24/2014	- Haws base			1.00	80.00	80.00
4	12/24/2014	- Supply line			1.00	10.00	10.00

Hours	Labor	Parts	Other	Total
4.50	137.70	0.00	230.00	367.70

Approved By: _____

Signature: _____

Inspected By: _____

Tech Report: renewed faucet and drinking fountain