

Engineering Services Meeting
Penn Hall
January 13, 1970

Present: T. Allen, V. Buhl, E. Cable, S. Eagle, H. Erbe, A. Errington, C. Frick, C. Fry, A. Guest, R. Hallman, O. Hartman, F. Herman, W. Honse, N. Jackson, M. Jones, E. Kerr, W. Karp, N. Klein, C. Kokenakis, M. Kovatch, D. Kramer, R. Kramer, R. Lightcap, J. Marcavage, W. Mauger, R. Montrose, G. Mulligan, F. Mungin, R. Myers, T. Newett, E. Poling, U. Radisic, W. Reilley, J. Rock, H. Sandler, M. Schmidt, F. Sconely, M. Skinner, E. Smith, P. Smith, W. Smith, E. Staszko, R. Sutton, J. Swier, E. Wallis, J. Walters, M. Weaver, E. Weber, L. Weikel, R. Yeager

Mr. Kovatch said the main reason for the meeting today is to more or less familiarize everyone with the expectations of them as maintenance personnel within the Institution. A month ago, Mr. Kovatch talked to the men briefly in the Carpenter Shop. He wants to acquaint everyone with what he has observed, what has been done in the past, and what is expected in the future. He has been taking tours with Mr. Rock and this gives him an idea of the conditions at the Institution. It gives him an idea of the job of the maintenance department - this is a pretty big job. The more that he makes these tours, the more he finds out what is wrong with the maintenance department. This meeting is not to discuss personal views. You may not like Mr. Rock, you may not like me, or you may not like other people, but you should not let personal feelings conflict with the job you have to do at this Institution. Mr. Kovatch said he wanted the men to take what he says as constructive criticism. He said he will go over what he expects and then throw it open for discussion. If there are no comments, he will take for granted that there are no objections to his expectations.

The purpose of your employment here - You should consider Pennhurst as a small city where you have 2600 patients and 1100 employees, approximately 4,000 people, which you are depended upon for maintaining. The employees and patients are completely dependant on you. This is their home, and your main job is to see that they are comfortable and satisfy them. It is mainly your responsibility to maintain this city or this Institution. Anything on the grounds that is broken down is a reflection on you as individuals and as a department. We are going to be an organization - we are going to be a team. One department is reliant on the other and visa versa. Approximately 9,000 jobs were completed last year - this is a lot of work. We have to organize to get these jobs done. We have garbage grinders being installed at the Institution, which cost approximately \$25,000 to install. You will be responsible for \$25,000 worth of maintenance when these garbage grinders are installed. It is the maintenance department's responsibility to keep these and other things that are installed in good repair. We are not only responsible for buildings that are here, but also the 5 $\frac{1}{2}$ million dollar building that is being constructed now. We have to set up a program we can depend on. We have initiated this program this week with Mr. Kramer's group. We have a certain number of people who are responsible for various buildings throughout the Institution. These people are just as important to the Institution as the craftsmen are. Once this maintenance program is in effect, these 9,000 job orders should be cut practically in half. If we keep getting these job orders in, we will know that you people are not doing your job. If they are doing this routine maintenance and checking daily, there will be little need for work orders. This will leave more time for major jobs that the craftsmen must do.

You do the best you can with what you have. If you have to send 3 plumbers out to unclog toilets, this takes them away from doing major repair work. Every job is equally important. Progress - we have to see progress. If everything is taken care of daily like it is supposed to be done, we will have more time to make the patients more comfortable and for other maintenance. This is a long way off, but this is the way it should be.

We should all contribute to the cause of the Institution. Overtime was approved for the maintenance department, and it was not even half used. Mr. Kovatch does not understand this chance to earn a little extra money and at the same time be conscientious about your job being passed up. For the majority of the men, this is your livelihood - your bread and butter. You spend as much time here as you do at home and the time you spend here should be put to full use. You are getting paid for $7\frac{1}{2}$ hrs. and your lucky if you are putting in 3 hours. A full days work for a full days pay is what Mr. Kovatch expects. Mr. Kovatch asked if anyone in the room is overworked and nobody answered. There are a lot of excellent men here, but there are some sliders here also (that is people who do just enough to get along on). The foremen are responsible for you and Mr. Kovatch will back these men up 100% as he expects them to back their own men up. He does not think it is too much to expect a days work for a days pay. Mr. Kovatch does not mean that there is anything wrong with a 10 minute coffee break, but if you are not going to put in a full days work for a full days pay, you can leave this room right now and you'll never be missed. The fault lays - and we have to pick it up.

He asked the men what they expected. He said we will try to get away from starting a job and then having to leave it. It will not happen overnight, but we will try to correct this. Max Schmidt said you go over on a work order that says to replace a window and then you find the whole sash is broken. You go to fix it and you don't have the material. If you could plan the job and have what you need when you go to do it, you could get it done in $\frac{1}{2}$ the time. Frank Herman said you order what you need and then somebody in A Building cuts it down or changes it. Then, when it comes in, you have to accept it whether you need it or not.

Mr. Rock said that prior to the present set-up, we had to wait for someone to put a work order in. There are doors in the Female Colony that were in horrible shape. They should have been replaced months or years ago. Doors should be ordered in the proper sizes and then fit. We should not have to make doors. This is due to a system, this is nobody's fault - not yours and not mine, and there is nothing we can do about it. We have to wait until what we order comes in. We should have doors on hand and when one needs to be replaced, we will have a replacement. This is what we are trying to get into preventive maintenance.

Max Schmidt said the windows are in rotten shape and they are told to fix them and they cannot be fixed. There is nothing else to do but make a new window. Mr. Kovatch said it takes a lot of time to manufacture windows and doors.

Frank Herman says you order something and if it is wrong, you have to accept it. Mr. Kovatch said you cannot order something on verbal authority. It has to be written down. Mr. Erbe said it takes 10 months or a year to get his lock supplies in. Mr. Kovatch said the only thing we can do is to try to remedy the situation. Anything you men want will have to come through Mr. Kovatch and he will keep a copy. He will take

the responsibility of checking to see if it was ordered and when it will be delivered.

Mr. Kovatch said anything we order has 2 codes. Code 390 is for immediate use (direct turnover to you). This is for a special job and you have to accept it. Code 82 is to stock the shelves and for routine maintenance.

Mr. Frick said he used to come in at 7:00 A.M. and start the Laundry. Now he comes in at 8:00 A.M. and it takes him more time to get the ironers ready. The people have to wait for an hour for him to get the ironers running. One of the ironers needed clutch adjustment. Mr. Kovatch said it has been established that Mr. Frick's hours are from 8 A.M. to 4 P.M. and until something is resolved, these hours will stand as they are.

Discussion of weekend duty was held. Mr. Schmidt said he would like to work the two days instead of just one. Mr. Rock said a vote was taken on this in July 1969 and the majority of the men wanted to work just 1 day. Another vote may be taken and whatever the majority decides will be done.

Mr. Erbe said he is coming in to work on weekend duty only because he has to. He is a locksmith and carpenter and he knows nothing about plumbing or electrical problems. Mr. Rock said the procedure is that when the man on weekend duty runs into a problem he cannot handle, he is to call the switchboard operator and she has a list of the proper people to notify. The man on duty is to call nobody but the operator. The switchboard operator will handle it. Mr. Schmidt said if they have to work weekend duty, they should be told what they are supposed to do. He said he doesn't mind working but he would rather have the day off. Mr. Guest said he thinks there should be two men working weekend duty for safety sake. Mr. Kovatch said he will talk this out with Mr. Rock and get back to the men on it. Mr. Kovatch said the rules have been layed down and we must abide by the rules. Mr. Rock said you are to be available to work any time you are needed. He said there is no sense in having a man work weekend duty and then give him a day off during the week. You have to be paid for the overtime you work.

Mr. Kovatch re-emphasized the condition of the shops. Everything should be put in order. Friday afternoons should be spent cleaning the shops up and putting everything in order except for emergency calls.

cc: Mr. McSurdy
Mr. Kovatch
Mr. Kraner
Mr. Marcavage
Mr. Mauger ✓
Mr. Montrose
Mr. Newett
Mr. Hartman
Mr. Walters
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