

# Technical Manager

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TO: Board of Directors  
Mike Fletcher, Executive Director  
FROM: Nathan Hughes, Technical Manager  
SUBJECT: May 2023 Update

- Facility
  - The three leaking skylights have been replaced.
  - The outside lights have all been replaced.
  - The regularly scheduled fire alarm inspection was performed. No issues were reported.
  - We are still waiting for the quotes to repair the exterior water damage.
- HVAC
  - One of the Bard units in the Extension stopped working. Columbia NW Heating & Air Conditioning was able to come and repair it.
  - The circuit breaker for one of the Bard units in the MICC failed. Hughes Electrical was able to replace the circuit breaker while installing the new outdoor lights.