

Part VI - One Working Day with...

Tuesday 21 October. Meet the Head of Logistics Department Dita Müllerová, who has been working at the Academy for 25 years.

Dita lives in a village 4 km far from the Academy. She arrives at work at about 5:30 every day. She starts her day reading her emails while drinking coffee. After that routine, she signs documents on the Academy assets and material flow.

6:00. Dita has a call from the hostel custodian Filip Kraemer who needs some information to get ready for the today's meeting. Then she answers to the most important emails.

6:30 Dita and Jana Sedláková, an inventory accountant, consult the preparations of irreparable assets discarding process that will take place next Monday.

7:00 Dita meets the Deputy Director Inka Mery to inform her about the recent activities of Logistics Department. Dita's superior was out of office for the last two weeks.

7:30 Academy Director Col. František Vlach appears at the door. It is urgent. One of the teachers has reported fever. The system of set hygienic measures is immediately activated.

7:45 Dita and Radek Michal, an electrician, move an automatic ozone generator to the teacher's office. Ozone generators can be used in empty rooms only. The room must be aired after the set cycle is over.

Dita calls her administrative assistant Simona Macháčová to ask her to ensure disinfection of all handles and banisters. In a short time, Simona and a prisoner start to perform the task. They need to be cautious because the floor is wet.

8:00 Dita meets her subordinates and gives them their tasks. And back to the emails.

9:00 Dita and Lenka Kohoutová, an assets management officer, inspect the ongoing reconstruction of the future simulation centre. Dita is pleased to see that the external firm sends more workers to this construction than the previous week. Repairs continue in a faster way.

After that, Dita goes to the Academy hotel. She consults changes that are going to take place next week with Alena Sočinská, the hotel custodian. The Covid-19 pandemic has an impact on the Academy accommodation facilities. There are no guests; therefore the receptionists will not work in shifts. The hotel will operate from 6:00 to 14:30 only. What are the plans for the nearest future here? 166 new mattresses will be distributed by prisoners to 83 rooms on 8 floors. All rooms will be equipped with new sets of energy saving lamps. Logistics Department will use the time when no face-to-face education activities are allowed for minor repairs and redecorations.

10:00 Dita moves to the hostel where Filip Kraemer is the custodian. She checks the state of the reconstruction of the bathrooms on the eighth and ninth floors. She believes that modernized bathrooms will be available for the new guests at the beginning of December. Dita goes down to the first floor to random check fully reconstructed rooms. Room number 8 is clean and nice. She looks satisfied and proud. Her team works hard and the results are really good.

Dita continues inspecting the hostel. She meets Anna Antořová, an economic administration officer, who shows her round the stockrooms she is responsible for. Recently, Anna changed the spaces to the better. The stockrooms are in a very good shape. Everything is carefully and systematically placed and filed. Dita praises Anna for her good job.

Back to the Academy, because lunch from the closest prison arrives in no time and it is necessary to prepare the food carriers for those who have ordered their lunch today. Lunch is transferred from the prison by a service engineer Miroslav Purlík. Dita checks the delivery and her colleagues ticket the carriers containing three different menus with the colleagues' names. Lunch is available to the Academy staff at 11:00. Dita also has her lunch in her office.

11:30 Dita asks her team members to update her with their remaining holiday days for this year. It takes her over half an hour to solve problems with one of the prisoners assigned for work at the Academy.

The Academy cooperates with the nearest prison in the field of employment of prisoners. Ideally, 12 prisoners work in three Academy workplaces (the school, the hostel and the hotel). A designated logistics worker manages and controls their work. Prisoners do the cleaning and simple maintenance such as painting the rooms, grass mowing or hedge clipping. Due to the Covid regime, there are only six prisoners in three buildings today. *

12:15 Dita fills in a seminar application. One of her colleagues will participate in the Ministry of Justice regular seminar on the construction administration, which is held online this year. In the meantime, she makes several decisions and informs her colleagues about them. Among others, it is necessary to decide how to purchase ceiling beams or calendars considering that some shops may be closed by the government soon. Simona brings the ozone generator from the ill teacher's office and informs that the room is aired.

13:45 Dita does her paper work. She glances at the sewing machine used for masks making in March. At the moment, the Academy is supplied with masks, gloves and disinfectants thanks to Dita's team work. The staff can work in a safe and clean environment.

Dita switches her computer off at 14:25. She leaves at 14:42. Tomorrow, she expects another demanding day. One hundred very old covers and pillows in the hostel need to be replaced by new ones. The prisoners will start carpeting in the fitness room. After the total reconstruction, the fitness room will be ready to serve prison professionals at the better times.

**Since Monday 26 October, no prisoners are allowed to work at the Academy due to the worsening pandemic situation.*