

**Yorktown Central School District**  
Office of Operations & Maintenance

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DATE: February 1, 2007  
TO: Board of Education  
FROM: Dennis Verboys – Director of Facilities  
RE: Building Maintenance Projects – February Update

Below is a list of building projects that were completed and assigned pursuant my monthly meetings with the principals and head custodians:

**French Hill:**

*Completed*

1. Received final proposal for front canopy and cooling tower roofing work.
2. Installed intercom and buzzer system at Lobby and Enrichment-entrance doors.
3. Ceiling UV in Room 21 repaired.
4. Repaired lighting pole fixture – intermittent lighting.
5. Received parts for Boiler #2 and made repairs.
6. Received cost proposal for gym equipment repairs – forwarded to COA for scheduling of work.
7. Holes for new surveillance / no skateboarding, etc. signs dug.
8. Building lockbox installed for emergency responders.
9. Misc. lighting ballast and emergency lighting fixtures repaired/replaced.
10. Sidewalks and parking lots sanded and salted on several occasions.
11. Repaired misc. equipment (teacher's supplies).
12. Received report on playground repairs.
13. Toilet and urinal repaired.
14. Domestic hot water pump and circulating pump repaired/replaced.
15. Building lockbox installed for emergency responders.

*Tasked to be done*

1. Replace faucets in boys' toilet room near cafeteria.
2. Exit signs in gym to be replaced.
3. Review scope of work for kitchen upgrades with school, food service and administration.
4. Remove portable lighting tower from its present location.
5. Address new boiler tube leaks in Boiler #2.
6. Install wall mounted electric strip outlets in principal's office (to accommodate walkie-talkies).
7. Repair shingles on shed roof.
8. Start re-roofing work at canopy and cooling tower – as weather permits.
9. Install/replace exterior wall-mounted lights.
10. Coordinate gym equipment repairs.
11. Wood mulch for 1 of 2 playgrounds – as weather permits.
12. Fixtures and partition for PE Boys' bathroom to be ordered and installed.
13. Installation of new surveillance / no skateboarding, etc. signs.

**Brookside:**

*Completed*

1. Installed intercom and buzzer system at Lobby and Enrichment-entrance doors.
2. Investigated water piping concerns with existing domestic hot water tank.
3. Replaced lamp at parking lot lighting pole.
4. Replaced light switch in kitchen storeroom.
5. Assembled cart for music room.

## Building Maintenance Projects – February Update (Cont'd.)

6. Replaced temperature sensor in Room 13 and fixed outside air damper.
7. Inspected playground.
8. Delivered music chairs to H.S. for concert. Assisted with set-up/take-down.
9. Completed painting in annex corridor.
10. Constructed side walls for new trailer assembly.
11. Repaired wood veneer paneling at librarian's desk.
12. Sidewalks and parking lots sanded and salted on several occasions.
13. Set-up cafeteria and gym for misc. assemblies.
14. Building lockbox installed for emergency responders.

### Tasked to be done

1. Repair/replacement of gym fixed-glass block.
2. Install totem pole base for front lobby.
3. Repairs to broken alarm strobe in gym.
4. Investigate/replace water piping to domestic hot water tank.
5. Continue installation of accent classroom lighting surrounding new ceiling mounted UV's.
6. Install new window blind in conference room.
7. Replace 'missing' accent tile in front lobby.
8. Repairs to classroom sink faucets and piping (in approx. 8 classrooms).
9. Plumbing 'snake' required at boys' urinal, kitchen sink drain, and Room 15 sink.
10. Install lobby mirror to observe gym/cafeteria corridor from reception desk.
11. Retreat pressure treated lumber in front play area (scheduled for the Spring 2007).
12. Installation of new surveillance / no skateboarding, etc. signs.

### Mohansic:

#### Completed

1. Installed intercom and buzzer system at Lobby and Enrichment entrance doors.
2. Replaced towel dispenser in men's bathroom.
3. Unit ventilator repaired in Room 209.
4. Performed traffic control for January concerts.
5. Installed new kitchen servery area décor.
6. Replaced two (2) lighting ballast.
7. Replaced faculty faucets in staff bathrooms.
8. Received cost proposal for gym equipment repairs – forwarded to COA for scheduling of work.
9. Building lockbox installed for emergency responders.

#### Tasked to be done

1. Replace grass in front of UV air in-takes with gravel and stone – weather permitting.
2. Install mulch for swing sets. Transfer existing rubber mulch from front playground to rear.
3. Furnish 3 new computer drops for reading suite on 2<sup>nd</sup> floor (terminate in Computer Lab).
4. Re-route computer cables in center stairwell (enclose in existing electrical raceway).
5. New phone-line installation following COA approval in room 213.
6. Take former Mohansic Entrance Sign off its frame and hang outside near Kindergarten wall.
7. Retreat pressure treated lumber in front play area (scheduled for the Spring 2007).
8. Paint main office and rear wall in principal's office and Computer Lab (February recess).
9. Sand and refinish stage floors (bid through O&M – Summer 2007 work).
10. Order new classroom whiteboards (Rooms 18 and 23).
11. Retreat pressure treated lumber in front play area (scheduled for the Spring 2007).
12. Replace faucet in Nurse's Office (paddle handles required).
13. Custodians need extra storage space – will move surplus supplies to Brookside School.

## Building Maintenance Projects – February Update (Cont'd.)

14. Fix exposed pipes located in the Kindergarten Room 120 and Speech/Lang. Office (Room 105).
15. Coordinate gym equipment repairs.
16. Installation of new surveillance / no skateboarding, etc. signs.

### **Crompond:**

#### Completed

1. Installed intercom and buzzer system at Lobby and Enrichment entrance doors.
2. Investigated potential PA problems in Computer Lab and corrected.
3. Repaired drinking fountain outside of gym area.
4. Performed chemical cleaning of boiler #2.
5. Repaired leaking pressure valve on domestic hot water heater.
6. Repaired wheelchair in Nurse's Office.
7. Replaced lighting ballast in center stairwell.
8. Assembled bookcase in Room 18.
9. Assembled music stand cart for band/orchestra room.
10. Assembled 4 carts for ELA program.
11. Cleaned art murals in Cafetorium.
12. Repaired noisy unit ventilators in Rooms 7, 9, 20, 22, and 23.
13. Repaired steam leaks at misc. corridor vestibules.
14. Building lockbox installed for emergency responders.
15. Performed traffic control for misc. building functions.

#### Tasked to be done

1. Spread additional surfacing material at swing set – weather permitting.
2. Obtain price to facilitate ductwork intake (via exterior window) servicing HVAC unit in classrm 8.
3. Furnish and install magnetic hold-openers for annex corridor doors.
4. Replace 2 basketball backboards and possible support polls – weather permitting.
5. Continuing misc. classroom repairs to noisy unit ventilators.
6. Install new VCT flooring and paint Faculty Room – February Recess.
7. Repairs to existing door closures in cafeteria.
8. Replace office Nextel/Sprint phone.
9. Provide magnets to be used as door stops for intruder safety drills.
10. Install new smart board in Rooms 15 and 21.
11. Install new florescent light fixture in school store room.
12. Replace lights in cafeteria and gym (coordinate use of district lift).
13. Repair 1 remaining steam leak in corridor vestibule.
14. Repairs to tractor tire.
15. Retreat pressure treated lumber in front play area (scheduled for the Spring 2007).
16. Investigate UV installation in band and art rooms, and Room 18 for possible outside air infiltration.
17. Further discussions for completion of library presentation room front wall.
18. Replace vandalized Crompond Cardinal on front entrance sign.
19. Install "Purell" waterless sanitizing hand cleaner dispensers in cafeteria, gym and art rooms.
20. Installation of new surveillance / no skateboarding, etc. signs.

### **YHS:**

#### Completed

1. Added parking lot signage at new H.S. drop-off area.
2. Completed surveillance camera training.
3. Repaired hot water piping leaks at Room 307 and Special Ed. Offices.
4. Repaired floor/wall hole in rear of English Department Office.

## Building Maintenance Projects – February Update (Cont'd.)

5. Completed troubleshooting of fire alarm ‘trouble’ lights and corrected.
6. Installed new outside air ductwork in art classroom 317 and Social Worker’s Office and provided new wall-mounted thermostats to control operation of these supply air fans.
7. Installed new ceiling mounted projector in math classroom 430.
8. Installed computer data drops in Social Worker’s Office and PE Offices.
9. Repaired leaking faucets in girl’s and boy’s bathroom in Sr. hallway.
10. Installed conference room sink and countertop.
11. Ordered electrical supplies for hookup of art room kilns.
12. Building lockbox installed for emergency responders.
13. Secured loose gym wall mats as required.
14. Replaced gym partition/curtain.
15. Installed new door closure at boy’s locker room and at Math Office.
16. Repaired water cooler in gym corridor.
17. Replaced drain seal at boy’s bathroom urinal in 300 hallway.
18. Supplied new 208V electric service to kitchen steamer.
19. Installed additional electrical outlets in Room 431, 307, and English Office.

### Tasked to be done

1. Refinish common-area flooring over February recess.
2. Investigate/adjust heating controls in corridors.
3. Add administration parking signs to parking lot as discussed.
4. Order/install shelves for former ISD room (current location for ‘seeing impaired’ workroom).
5. Discussed plans for future Life Skills Classroom – more information to be sought.
6. Repairs to center mullion at front doors.
7. Install electric for (2) relocated art kilns.
8. Repairs to roofing leaks at breezeway and cafeteria corridor, and coping repairs at new library.
9. Furnish and install new window A/C for Business Office – weather permitting.
10. Complete prep-room 403 renovations, including new sink/cabinet, VCT flooring, and door.
11. Install new smart boards / overhead projectors in 4 additional math classrooms.
12. Investigate lighting switches for gym at boy’s locker room.
13. Investigate air circulation at Math Office.
14. Address rodent infestation at misc. locations.
15. Replace window screens at misc. locations throughout building.
16. Repair suspended ceiling and enclose piping at English Office.
17. Install exterior door locks at both girl’s and boy’s locker rooms.
18. Investigate PA system needs for gym.
19. Replace misc. overhead lighting and fire strobe at gym.
20. Repair broken/cracked stair treads at (3) locations.
21. Provide new door hardware at Room 329/327.
22. Installation of new surveillance / no skateboarding, etc. signs.

### MESMS:

#### Completed

1. Erected new art room partition wall.
2. Hung whiteboard in Room 205.
3. Misc. toilet repairs.
4. Misc. lighting repairs.
5. Inspected over 60 classroom overhead projectors.
6. Resolved overheating issues in Room 112A.

Building Maintenance Projects – February Update (Cont'd.)

7. Repairs to boiler #2.
8. Assembled/repared classroom furniture.
9. Sidewalks sanded and salted on several occasions.
10. Assisted with set-ups/take-downs for elementary/H.S. music performances.
11. Repaired misc. student lockers.
12. Inspected/cleaned roof drains.
13. Misc. staff requests as noted in log book.
14. Received quote for gym partition repairs.
15. Building lockbox installed for emergency responders.
16. Installed intercom and buzzer system at lobby doors.
17. Investigated videoconferencing phone lines.
18. Pumped out chemical neutralizing tank in science prep. Room 201.
19. Capped all science room propane gas line where not in use.
20. Replaced interior front vestibule door closure.
21. Re-installed exhaust fan in pool filter/pump room.
22. Installed dedicated electrical outlets for Home Economics Room.

Tasked to be done

1. Install new classroom whiteboards (special projects).
2. Paint and install doorframe at new art room partition.
3. Replace roll-type filters in penthouse HVAC equipment – possible bond work.
4. Coordinate gym partition vinyl facing repairs.
5. Reinstall misc. fan motors that have been rebuilt (EF in Fan Room 5).
6. Replace drinking fountain in 200-corridor.
7. Classroom 103 sink faucet leaks.
8. Gym area water fountain leaks.
9. Asphalt playground street-sweeping required in front of 4-bay garage.
10. Replace misc. stained ceiling tile.
11. Girls toilet room door repairs (near classroom 112A).
12. Replace lighting fixtures in gym storage rooms.

cc: COA