

Yorktown Central School District
Office of Operations & Maintenance

DATE: May 31, 2007
TO: Board of Education
FROM: Dennis Verboys – Director of Facilities
RE: Building Maintenance Projects – May 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. Met with Miracle Playground Equipment Company, including a tour of the existing site.
2. Repaired exterior door at K wing.
3. Repaired faculty bathroom exhaust fan.
4. Addressed boiler tube leak (#2).
5. Reviewed PRC Summer Camp program.
6. Set-up/break-down for Grade 2 concert, K screening, Art Show, and District ELA meeting.
7. Performed traffic control/safety measures as necessary for above.
8. Grass mowing as needed.
9. Replaced various lighting fixture lamps and ballasts.

Tasked to be done

1. Further playground addition plans with committee.
2. Meeting with Building Bond Committee.
3. Finalize plans for new kitchen design/equipment purchases.
4. O&M assistance required for traffic control on 6/15.
5. Replace faucets in boys' toilet room near cafeteria.
6. Investigate/repair plumbing concerns at gym water fountain, Room 13 sink bubbler, and HW pump.
7. Gym vestibule exterior door does not close properly.
8. Transport choral risers to/from MS.
9. Need district lift to change HVAC filters in gym and to replace light bulbs.
10. Repair shingles on shed roof.
11. Re-roofing work at canopy and cooling tower.
12. Install/replace exterior wall-mounted lights.
13. Address gym equipment repairs.
14. Wood mulch for 1 of 2 playgrounds.
15. Installation of new surveillance / no skateboarding, etc. signs.
16. Paint gym walls (Summer 2007).

Brookside:

Completed

1. Coordinated pick-up of stage props and risers for school play.
2. Set-up/break-down for library presentation, science lab testing, grade 4-5 assemblies, 2nd grade orientation, GT presentation, family math night, PTA luncheon, DI presentation, 3rd grade concert, and 4th/5th grade concerts at YHS.
3. Installed totem-pole in main lobby.
4. Erected 'wall of kindness' in main lobby.
5. Lubricated roof-top HVAC unit servicing Library. Adjusted air dampers to minimize noise level.
6. Planted six (6) trees with 3rd grade class.

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

7. Sealed Big Toys' Playground structure.
8. Hung window blind in Book/Conference Room.
9. Organized storage on stage.
10. Mowed and trimmed grounds as needed following repairs to JD mower.
11. Picked-up garbage on ball fields as needed.
12. Hung picture in Library.
13. Cleared sink drain in Room 15.
14. Replaced parking light pole bulb.

Tasked to be done

1. Repair/replacement of gym fixed-glass block.
2. Re-configure water piping to domestic hot water tank.
3. Continue installation of accent classroom lighting surrounding new ceiling mounted UV's.
4. Replace 'missing' accent tile in front lobby.
5. Repairs to classroom sink faucets and piping (in approx. 8 classrooms).
6. Install lobby mirror to observe gym/cafeteria corridor from reception desk.
7. Installation of new surveillance / no skateboarding, etc. signs.
8. Replace misc. stained ceiling tile – need to order more 2x4 revealed.
9. Monitor possible septic pipe break outside building line.
10. Install new door/frame for collaborative classrooms (Rooms 38/39).
11. Continue smart board installations in Computer Room, and two (2) other classrooms.
12. Investigate cooling needs and additional ventilation for Room 19.
13. Install air conditioner for Book/Conference (and copier) Room.
14. Remove/replace Book/Conference Room furniture.

Mohansic:

Completed

1. Security audit inspection.
2. Fire Marshal walk-thru.
3. Assembled classroom furniture.
4. Front Playground Big Toys' sealed and mulch surfacing added.
5. Assist with Fun Night Set Up.
6. Assist in High School Court Yard.
7. Installed art kiln motor.
8. Installed new toilet paper dispensers in both faculty and gang bathrooms.
9. Replaced all stained ceiling tiles in library.
10. Prepped grounds and school for Budget Vote.
11. Supplied traffic control for Budget Vote.
12. Set up Cafeteria for Spring Concerts.
13. Supplied traffic control for Spring Concerts.
14. Assembled Smart Board.
15. Distributed wood chips for outdoor classroom and trails.
16. Repaired broken receptacle in faculty room.
17. Completed check of phone system roll over.
18. Redirected lighting at entry sign
19. Replaced phone in Main Lobby.
21. Planted ceremonial trees in front of school.
22. Assembled chair for main office.

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

Tasked to be done

1. Replace grass in front of UV air in-takes with gravel and stone – weather permitting.
2. Seal rear Playground Big Toys'.
3. Install mulch for swing sets and re-bury footings as necessary.
4. Cover tree roots with topsoil near rear swing sets.
5. Furnish 3 new computer drops for reading suite on 2nd floor (terminate in Computer Lab).
6. Re-route computer cables in center stairwell (enclose in existing electrical raceway).
7. Sand and refinish stage.
8. Install new classroom whiteboards (Rooms 18 and 23).
9. Fix exposed pipes located in the Kindergarten Room 120 and Speech/Lang. Office (Room 105).
10. Coordinate gym equipment repairs.
11. Installation of new surveillance / no skateboarding, etc. signs.
12. Paint computer lab, classroom doorframes, and misc. classrooms (Summer).
13. Repair/replace operating mechanisms for gym windows.
14. Trim-back overgrowth in front planting beds (safety concern).
15. Lobby floor mats ordered.
16. Deliver case of 2-lamp ballast to school.
17. Clean-out Book Room.
18. Order and install fire station pull covers (Special Projects).
19. Obtain proposal for Art Room Kiln repairs.
20. Contact IPM service for mice/bee problems.

Crompond:

Completed

1. Reviewed art mural project for installation in cafeteria.
2. Delivered district lift for cafeteria/gym lamp/ballast replacements.
3. Installed new library shelving.
4. Repairs to HVAC unit servicing the library.
5. Sealed Big Toys' Playground structure.
6. Set-up/break-down for misc. building functions.
7. Patched roofing leak at gym.
8. Replaced misc. lamp ballasts.
9. Mowed and trimmed property as needed.
10. Assembled classroom furniture as needed.
11. Furthered discussions for completion of library presentation front wall.

Tasked to be done

1. Obtain price to facilitate ductwork intake (via exterior window) servicing HVAC unit in classrm 8.
2. Furnish and install magnetic hold-openers for annex corridor doors.
3. Replace 2 basketball backboards and possible support polls.
4. Repairs to existing door closures in cafeteria.
5. Install new smart board in Rooms 15, 21, Computer Room, and Library.
6. Replace lights in cafeteria and gym.
7. Investigate UV installation in band and art rooms, and Room 18 for possible outside air infiltration.
8. Sheetrock over former opening in library presentation wall.
9. Installation of new surveillance / no skateboarding, etc. signs.
10. Re-configure data drop in Principal's Office.
11. Re-seed/grade area over fuel oil tanks following roofing work.
12. Install hand-held eye wash in Nurse's Office.
13. Have architect review sound attenuating boards for library presentation room.
14. Replace entry sign cardinal.

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

15. Frame and install student art murals in cafeteria.
16. Monitor “Big Toys” Playground for safety defects.

YHS:

Completed

1. Completed coping repairs at new library.
2. Replaced UV filters as needed.
3. Continued paving work for Courtyard Memorial Garden.
4. Repaired wall opening in faculty dining room.
5. Painted wall in conference room.
6. Installed door core in amphitheater computer lab.
7. Installed new hose bibb in courtyard.
8. Insulated exposed heat piping in main lobby.
9. Repaired/painted main lobby heater cover.
10. Set-up/break-downs as necessary.
11. Investigated/eliminated mold concerns at two locations.
12. Replaced battery in exterior local door alarms (LGI).
13. Installed chair rail in cafeteria.
14. Trapped and rid school of stray animals.
15. Patched beneath roofing soffit at new library.
16. Reorganized classroom 327.

Tasked to be done

1. Complete coping repairs at new library.
2. Order/install shelves for former ISD room (current location for ‘seeing impaired’ workroom).
3. Discussed plans for future Life Skills Classroom – more information to be sought.
4. Repairs to center mullion at front doors.
5. Furnish and install new window A/C for Business Office – weather permitting.
6. Investigate air circulation at Math Office.
7. Replace window screens at misc. locations throughout building.
8. Investigate PA system needs for gym.
9. Installation of new surveillance / no skateboarding, etc. signs.
10. Repair damaged corridor columns.
11. Install electric/data to science room demonstration desks – Summer 2007.
12. Continue work for Courtyard Memorial Garden.
13. Install filter housing in supply air ductwork to social worker’s office.
14. Replace/repair door locks at music practice rooms.
15. Install new sink in Science Dept. Office (Room 405).

MESMS:

Completed

1. Installed portable A/C unit in Room 112A.
2. Repaired misc. student lockers.
3. Started cooling tower. Made repairs as necessary.
4. Cleaned grounds surrounding building.
5. Repaired spawling concrete sidewalk.
6. Set-up/break-down for Community Day.
7. Replaced misc. lamp ballasts.
8. Repaired misc. student desks and chairs.

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

9. Completed fire inspection violations.
10. Performed minor door lock repairs.
11. Commenced installation of gym vestibule A/C unit.
12. Replaced drain in Room 208.
13. Replaced pool chlorine line in filter room.
14. Repaired safety system on gym partition doors.
15. Assembled list of hazardous materials for year-end disposal.
16. Changed filters on rooftop HVAC units.
17. Repaired toilet in Nurse's Office.
18. Set-up/break-down of numerous building activities.
19. Installed mulch in front planting beds.
20. Replaced broken gym door glass.
21. Cleaned stairwells as necessary.
22. Installed new technology shop exterior door cores.

Tasked to be done

1. Replace roll-type filters in penthouse HVAC equipment – possible bond work.
2. Replace misc. stained ceiling tile.
3. Girls toilet room door repairs (near classroom 112A).
4. Install dedicated electric for A/C's serving (2) Home Economic Rooms.
5. Continue capping/testing of abandoned propane piping throughout bldg.
6. Repairs to ramp corridor vinyl wall covering.
7. Replace stained ceiling tile in Room 324.
8. Investigate front vestibule door closure for possible repair/replacement.
9. Furnish/install cabinetry for Art Room.
10. Correct roofing leaks over Room 325.
11. Install floor tile at removed UV location in Room 308.
12. Create gym storage at former dryer/washer room adjacent to locker rooms.
13. Clean-out acid neutralizing tank in prep. room 101.
14. Troubleshoot window A/C in Room 310.

cc: COA