

Yorktown Central School District
Office of Operations & Maintenance

DATE: March 18, 2008
TO: Board of Education
FROM: Dennis Verboys – Director of Facilities
RE: Building Maintenance Projects – February 2008

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. Pre-heat coil for new refrigerator and locking glass doors installed.
2. Replaced exit lights in gym.
3. Replaced sink in girl's toilet adjacent to cafeteria.
4. Installed vinyl wallboard in corridor to former girls' locker room.
5. Repaired warehouse exhaust fan.
6. Cleared roofing drains.
7. Replaced (3) cases of suspended ceiling tiles due to roofing drainage problems.
8. Replaced motor bearing for HVAC unit servicing faculty dining room.
9. Investigated heating control problems in Room 1 & 2.
10. Repaired and adjusted misc. classroom furniture.
11. Unclogged art room sink.
12. Replaced misc. lighting ballasts throughout.
13. Set-up/break-down and traffic control for school concerts.
14. Completed electric for new smart board locations.
15. Investigated computer workstation in Room #7.

Tasked to be done

1. Investigate sidewalk drain at entrance to Kindergarten.
2. Install reflective tape on classroom window edges near blacktop areas.
3. Investigate possible fireproofing of quilt displayed in library.
4. Install new phone line in Nurse's Office.
5. Classroom (8) counter at window wall needs to be repaired.
6. Repair shingles on shed roof – Spring 2008.
7. Remove basketball hoops/poles from rear playground.
8. Re-roofing work at canopy and painting – Special Project (July 2008).
9. Re-roofing at cooling tower – Bond work for Summer 2008.
10. Install/replace exterior wall-mounted lights.
11. Paint additional curbs and parking stalls - Spring 2008.
12. Relocate lobby door buzzer/intercom at front desk.
13. Make security camera adjustments as necessary.
14. Burner motor for fuel oil needs to be replaced.
15. Meet with committee regarding historic landmark sign installation.
16. Investigate roof drain over stage area.

Brookside:

Completed

1. Cleared clogged sanitary piping in annex.
2. Replaced UV motor in Room #8.
3. Set-up/break-down and traffic control for school assemblies, voting and DARE graduations.
4. Replaced lighting bulbs and ballasts as necessary.
5. Scrubbed and buffed corridors throughout.
6. Replaced stained ceiling tile as needed.
7. Set-up gym and cafeteria for science fair.
8. Repaired steam leaks in front and rear vestibule areas.
9. Replaced HVAC air filters in annex.
10. Installed whiteboard in Room #11.
11. Assembled misc. classroom furniture.
12. Cleared stage for student/school competitions.
13. Installed portable spot cooler in Room #19.
14. Repaired door lock at main office bathroom.
15. Isolated overheating concerns in main office area.

Tasked to be done

1. Repair/replacement of gym fixed-glass block.
2. Continue accent classroom lighting around new ceiling mounted UV's – Spring/Summer 2008.
3. Repairs to classroom sink faucets and piping – to be reviewed w/ Bond work 2009.
4. Monitor possible septic pipe break outside building line.
5. Scrape and paint exterior classroom doors – SP (received proposals for work) – Spring 2008.
6. Furnish electric and venting for new art kiln – upon arrival.
7. Continue smart board and projector installations in classrooms (Room #43, #46, #10, #16, #18, #5, and #41).
8. Furnish computer training/programming for surveillance system and adjust camera.
9. Furnish and install grade 4/5 corridor drinking fountain.
10. Adjust grade 3 corridor clock.
11. Review Phase III bond work scheduled for the Summer 2009.
12. Investigate A/C for cooling needs in computer server room.
13. Repair sheetrock wall in rear vestibule, damaged by steam leak.
14. Repair window crack in Room #7 and 4th grade door.
15. Investigate PA needs in conference room and Room #36.
16. Re-install exit light in annex corridor.
17. Repairs to JD mower (ordered parts).
18. Controls vendor to update building floor plan.

Mohansic:

Completed

1. Painted kitchen servery area.
2. Cleaned, washed, and waxed all classrooms.
3. Surplused and removed excess furniture from building.
4. Installed new climbing wall in gym.
5. Installed new handicap support bar in nurse's bathroom.
6. Unclogged house sewer drain.
7. Installed new coat hooks and rack in Room #12.

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

8. Installed new gate and latch in rear parking lot.
9. Replaced lighting bulbs and ballasts as necessary.
10. Replaced UV motor in Room #14 and ordered new motor for Room #17.
11. Repaired toilet in boy's bathroom.
12. Repaired broken classroom electrical receptacle cover plates.
13. Repaired broken door closure at front lobby.
14. Removed all lighting sensors in grade 1 classroom toilet rooms, and replaced with new wall switches.
15. Set-up/break-down for PTA bookfair.
16. Assembled and delivered new classroom furniture.
17. Cleared drain clogs in Room #120 and boiler room.

Tasked to be done

1. Install new covers for heat registers.
2. Sand and refinish stage flooring – capital projects 2008.
3. Repair/replace operating mechanisms for gym windows.
4. Order and install fire state pull covers (Special Projects).
5. Close wall opening (window wall location) in Room 13 and psychologist's office.
6. Furnish computer training/programming for surveillance system.
7. Monitor/investigate further potential skylight leaks in main corridor.
8. Relocate light fixture in center stairwell.
9. Install door louver in nurse's office.
10. Replace suspended ceiling in main office bathroom.
11. Address spawling concrete sidewalk at location of buried site lighting lines – weather permitting.
12. Mount portable smart board and projector in Room #203 and #213.
13. Install (4) Purell hand sanitizing dispensers in gym and cafeteria.
14. Replace girl's bathroom sink faucets.
15. Repairs to JD mower as required.
16. Replace lighting fixtures and/or ceiling tile in main corridor (SP) – Spring/Summer 2008.
17. Replace library carpet and create presentation area – Special Projects 2008/09.
18. Refurbish social worker's office – Room 120/122 (i.e. new flooring, painting and removal of wall acoustical boards) – Special Projects 2008/09.

Crompond:

Completed

1. Addressed telephone issues with main office phones.
2. Painted smoke corridor doors in annex.
3. Installed new Purell hand sanitizers in misc. locations.
4. Installed new electrical stripe outlets in nurse's office.
5. Installed new air conditioning unit in nurse's office.
6. Installed exit sign in principal annex/corridor.
7. Installed electrical outlets in new partition wall between nurse/psychologist's offices.
8. Repaired leaking steam condensate pipe in boiler room.
9. Repairs to exhaust fan unit in penthouse.
10. Painted nurse/psychologist/sick room/social worker office/corridor/ and principal closets.
11. Replaced (3) sink drains/neutralizing tanks in science classroom.
12. Replaced air filters in library, gym and cafeteria HVAC units.
13. Assembled misc. classroom furniture.
14. Shampooed main office and principal's office.

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

15. Cleaned/scrubbed corridor wall tile in annex.
16. Replaced door locks in Room #43.
17. Replaced stained ceiling tile.
18. Cleaned art room drainage traps.
19. Installed new exit signs in gym and cafeteria.
20. Patched ceramic wall tile in kitchen servery.

Tasked to be done

1. Replace 2 basketball backboards and possible support polls.
2. Re-seed/grade area over fuel oil tanks following roofing work – Spring 2008.
3. Have architect review sound attenuating boards for library presentation room.
4. Paint playground demarcation line on blacktop – Spring 2008.
5. Replace vestibule ceiling near Room 15.
6. Review possible Special Projects for next school year including, upgraded elevator communications and new kitchen hood/ansol system.
7. Place water softener into service.
8. Patch asphalt playground area near gym.
9. Install weather-stripping on exterior doors near kitchen.
10. Order/install tack strips for annex corridor.
11. Replace tire track depressions in grass along sidewalk to gym and at front grove.
12. Replace smoke/heat sensor in corridor outside principal's office.
13. Repairs to boiler #1 burner.
14. Coordinate art sculpturing project with building committee.

YHS:

Completed

1. Corrected parking lot lighting problems via photo cell replacement.
2. Repaired boy's bathroom sink in 400 corridor.
3. Repaired girl's toilet and sink faucet in 400 corridor.
4. Replaced lighting fixture in stairwell near LGI.
5. Repaired leaking sink drain in science department office.
6. Installed new electrical outlets in guidance office.
7. Installed electric for new security door alarms in library.
8. Replaced lighting bulbs and ballasts throughout.
9. Relocated egress windows in Room 313 and 303.
10. Re-positioned concrete benches in Grove.
11. Revised cleaning schedule for kitchen servery area.
12. Surveyed entire building for current use/limitations of PA system. Investigated additional call stations to/from main office, attendance office and nurse's office.
13. Made repairs to 3 of 4 HV units in the gym.

Tasked to be done

1. Furnish and install new window A/C for Business Office.
2. Replace window screens at misc. locations throughout building.
3. Address PA system needs for gym.
4. Complete window tinting in cafeteria – Spring 2008.
5. Install sink in faculty dining room.
6. Investigate new microscopes in Room 404 for possible manufacturer defect.
7. Investigate floor heaving in Room 402.
8. Repair hole in base of cafeteria decorative column.

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

9. Ordered 20 new call switches for classroom PA systems.
10. Repairs to (1) gym HV unit (rental of scissor-lift is required).
11. Erect portrait in auditorium.
12. Construct wood frame over abandoned PA system in attendance office.
13. Continue Memorial Garden plans for Spring completion.
14. Discussed possible Special Projects for 2008/09 including; classroom split/partition, A&S lab partition, showcases near library, band storage room conversion, and wall tile in cafeteria corridor.
15. Review/discuss construction plans for Summer 2008 including; auditorium, locker rooms, and weight room re-habs. Locate possible storage facilities and temporary locker areas.

MESMS:

Completed

1. Replaced lighting bulbs and ballasts throughout, including under the front canopy.
2. Replaced (3) toilet seats.
3. Rebuilt (3) flushometers.
4. Assembled misc. classroom furniture.
5. Repaired overhead garage door.
6. Repairs to misc. classroom overhead projectors as required.
7. Repairs to corridor lockers.
8. Shampooed carpeting throughout.
9. Cleaned gym mats and floor.
10. Cleaned, stripped and waxed cafeteria floors.
11. Buffed corridor floors throughout.
12. Dusted and spot mopped all classrooms.
13. Repaired roof leak near Room 425.
14. Replaced stained ceiling tile as required.
15. Drained, cleaned, and pressure tested piping to swimming pool.

Tasked to be done

1. Order replacement drinking fountain near Room 105.
2. Investigate heating sensor for UV in Room 425.
3. Replace (2) 6 yd. dumpsters with required 8 yd. ones.
4. Order additional 2x4 revealed ceiling tile.
5. Repairs to ramp corridor vinyl wall covering.
6. Purchase/construct cabinetry for Art Room.
7. Furnish computer training/programming for surveillance system.
8. Investigate Room 207 classroom door closure.
9. Continue discussions/meetings/review of Bond Work Projects (pool, heating system, paving, and locker rooms).
10. Relocate partition wall in Room 306 – possible Special Project for Summer 2008.
11. Install new door to access former TV Cable/Filming Room for classroom space – possible Special Project for Summer 2008.
12. Investigate overheating complaint in Room 104.
13. Re-program controls to inner core to bring in outside air when above pre-set air temperature.
14. Furnish and install Purell dispenser re-fills and wipes.
15. Investigate gym door lock/latch mechanism.
16. Library door to 100 corridor needs new panic device.
17. Furnish computer drops and smart board wiring as needed.