

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

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DATE: April 30, 2008  
TO: Board of Education  
FROM: Dennis Verboys – Director of Facilities  
RE: Building Maintenance Projects – March 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. Boiler burner motor for fuel oil replaced.
2. Met with MS Teacher regarding historic landmark sign.
3. Plan to house all academic Summer 2008 programs at French Hill was developed.
4. Put up signs indicating "not to open" on designated non-egress windows in K area.
5. Secured outdoor shed.
6. Cleaned up boiler room.
7. Heating problem in Room 19 was diagnosed – UV motor ordered.
8. Cleared exterior sidewalk drain near K-entrance.
9. Began spring clean-up (removing downed limbs, picking up garbage, etc.).
10. Completed computer programming for surveillance system.
11. Fixed smoke door which was not closing properly.
12. Completed annual fire inspection.

*Tasked to be done*

1. Relocate smart board in Room #7.
2. Feedback from staff and faculty with regards to gym re-surfacing line work (i.e. mascot).
3. Install reflective tape on classroom window edges near blacktop areas.
4. Replace emergency lighting battery back-ups as required.
5. Investigate permanent fix to K-entrance drainage issues with contractor.
6. Investigate possible fireproofing of quilt displayed in library.
7. Install new phone line in Nurse's Office.
8. Classroom (8) counter at window wall needs to be repaired.
9. Repair shingles on shed roof – Spring 2008.
10. Remove basketball hoops/poles from rear playground.
11. Re-roofing work at canopy and painting – Special Project (July 2008).
12. Re-roofing at cooling tower – Bond work for Summer 2008.
13. Install/replace exterior wall-mounted lights.
14. Paint additional curbs and parking stalls - Spring 2008.
15. Relocate lobby door buzzer/intercom at front desk.
16. Investigate/monitor roof drain over stage area.
17. Re-position signage in front of school.
18. Repairs to scrubbing machine.
19. Aerate and seed soccer field.
20. Discuss white board installations for Special Projects (2008/09 school year).
21. Re-heat coil installation for kitchen refrigerator – proposal from vendor forthcoming.
22. Replace HW circulating pump servicing Rooms 1 and 2.
23. Replace UV motor in Room 19.

**Brookside:**

*Completed*

1. Assembled classroom furniture.
2. Completed alarm wiring for kitchen ansol system.
3. Installed floor tile in front lobby corridor.
4. Cleared sanitary line from annex bathrooms.
5. Corrected smoke detector in annex.
6. Buffed and sealed 5<sup>th</sup> grade corridor.
7. Misc. set-ups/break-downs for various events in cafeteria, gym, and science lab.
8. Replaced UV filters as required.
9. Posted AED signage throughout building.
10. Replaced kitchen wall phone.
11. Repaired rolling food cart in cafeteria.
12. Service to JD mower for mowing season.
13. Replaced ceiling tile as required.
14. Repairs to gym folding partitions.
15. Repaired sheetrock wall in stage vestibule area.
16. Corrected printer problem in Room 9.
17. Completed computer programming for surveillance system.
18. Completed annual fire inspection.

*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 – Spring/Summer 2008.
6. Furnish electric and venting for new art kiln.
7. Continue smart board & projector installations in classrooms (#43, #46, #10, #16, #18, #5, & #41).
8. Camera adjustments to surveillance system.
9. Furnish and install grade 4/5 corridor drinking fountain.
10. Adjust grade 3 corridor clock.
11. Continue discussions of Phase III bond work scheduled for Summer 2009.
12. Install A/C for computer server room – SP for 2008/09 school year.
13. Repair window crack in Room #7 and 4<sup>th</sup> grade door.
14. Investigate PA needs in conference room and Room #36.
15. Re-install exit light in annex corridor.
16. Address parking lot lighting – replace bulbs.

**Mohansic:**

*Completed*

1. Replaced all worn and broken belts on roof exhaust fans.
2. Replaced broken paper towel dispenser in the boy's bathroom.
3. Resurface mulch surrounding the outdoor swing set.
4. Replace miscellaneous ballast and lamps.
5. Secured fallen electrical panel cover.
6. Repaired broken table in Room 11.
7. Repaired univent blower in Room 17.
8. Installed matting for gym climbing wall.

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

9. Removed toilet in room 120; unclogged sewer line; reseated toilet.
10. Installation of new boiler drain piping.
11. Replacement of stain ceiling tiles.
12. Cleared roof drains.
13. Installed Nurse's Office hand-rail for bathroom.
14. Installed new sump pump in boiler room.
15. Completed computer programming for surveillance system.
16. Completed annual fire inspection.

### 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 station pull covers (Special Projects).
5. Close wall opening (window wall location) in Room 13 and Psy. Office.
7. Monitor/investigate further potential skylight leaks in main corridor.
8. Relocate light fixture in center stairwell to the wall above the stairwell.
9. Install door louver in nurse's office.
10. Replace suspended ceiling in main office bathroom.
11. Address sprawling concrete sidewalk at location of buried site lighting lines.
12. Mount portable smart board and projector in Rooms 203 and 213 (with IT).
13. Install 4 Purell hand sanitizing dispensers in the gym and cafeteria.
14. Replace girl's bathroom sink faucets.
15. Repairs to JD mower as required.
16. Replace lighting fixtures and/or ceiling tiles in the main corridor (SP) – 2008/09 school yr.
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.
19. Prune tree in front of main office.
20. Repair HV unit servicing the cafeteria.
21. Install an additional dedicated circuit for Nurse's Office.
22. Re-point the storage area in Room 212. Investigate with structural engineer.

### **Crompond:**

#### Completed

1. Install weather-stripping on exterior doors near kitchen.
2. Repairs to boiler #1 burner.
3. Installed replacement exit signs in gym and cafeteria.
4. Installed furniture molding in Library Office.
5. Patched driveway pot-holes as required.
6. Corrected overheating in Room 24.
7. Ordered UV motor for Room 5.
8. Replaced misc. lighting ballasts and bulbs.
9. Assembled misc. classroom furniture.
10. Buffed and sealed corridor floors.
11. Washed corridor wall tile.
12. Continued building meetings/discussions concerning IAQ testing.
13. Replaced stained ceiling tile as necessary.
14. Completed annual fire inspection.

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

### Tasked to be done

1. Replace 2 basketball backboards and possible support polls.
2. Re-seed/grade area over fuel oil tanks.
3. Review/coordinate art sculpture project with school representatives and PTA.
4. Have architect review sound attenuating boards for library presentation room.
5. Paint playground demarcation line on blacktop – Spring 2008.
6. Replace vestibule ceiling near Room 15.
7. Review possible Special Projects for next school year including, upgraded elevator communications; new kitchen hood/ansol system; vinyl wall covering at cafeteria and lobby areas; dedicated A/C unit for Room 32 and Room 33.
8. Place water softener into service.
9. Patch asphalt playground area near gym.
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. Replace microphone floor receptacles at stage.
14. Schedule meeting with PRC for Summer Camp program.
15. Install tempered safety glass in corridor opening from Room 32.
16. Design and install steam tunnel ventilation system.

### **YHS:**

#### Completed

1. Repaired controls for (2) exhaust fans servicing Room 424.
2. Relocated choral risers off stage area in preparation for musical performance.
3. Repaired propane gas pipe/valve in corridor.
4. Repairs to (3) HV units servicing gym.
5. Repairs to cafeteria decorative column.
6. Secured hardware for exterior gym doors.
7. Received proposal for replacement window binds throughout bldg.
8. Completed repairs to 'spline' classroom ceilings.
9. Replaced stained ceiling tile as necessary.
10. Replaced floor tile as necessary.
11. Corrected PA call-stations to misc. classrooms as required.
12. Replaced lighting ballasts and bulbs as required.
13. Stripped and sealed corridor floors.
14. Assembled misc. classroom furniture.
15. Removed musical props from basement storage area.
16. Completed annual fire inspection.

#### 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. Repairs to (1) gym HV unit (rental of scissor-lift is required).
9. Erect portrait in auditorium.
10. Construct wood frame over abandoned PA system in attendance office.

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

11. Continue Memorial Garden plans for Spring completion.
12. Discussed possible Special Projects for 2008/09 including; classroom split/partition, A&S lab partition, showcases near library, and wall tile in cafeteria corridor.
13. Review/discuss construction plans for Summer 2008 including; auditorium, locker rooms, and weight room re-habs. Locate possible storage facilities and temporary locker areas.
14. Install new suspended ceiling and lights in Room 317.
15. Recycle computer monitors with Town.
16. Install RESCUE window stickers in Rooms (321, 329, 419, 415, 410, and 406).
17. Provide access to RESCUE window in Room 402.

### **MESMS:**

#### *Completed*

1. Investigated/corrected mixing valve for domestic hot water system.
2. Cleared floor drain near ice machine in kitchen servery area.
3. Filled-in pot holes in driveway asphalt.
4. Replaced return air motor in Fan Room #4.
5. Replaced UV motor in Room 311.
6. Investigated and solicited proposals to make electrical power upgrades to gym area panel boxes.
7. Scrubbed and sealed cafeteria floor.
8. Cleaned windows and screens in corridors.
9. Buffed and sealed floors in 200 and gym corridors.
10. Scrubbed gym floors.
11. Shampooed main office carpeting and lobby walk-off mats.
12. Replaced lighting under canopy as required.
13. Corrected heating problems in Room 104 and Library.
14. Assembled misc. classroom furniture and repaired classroom desks as required.
15. Corrected heating sensor for UV in Room 425.
16. Constructed new art room cubbies for storage of art work.
17. Completed computer programming for surveillance system.
18. Completed annual fire inspection.

#### *Tasked to be done*

1. Order replacement drinking fountain near Room 105.
2. Replace (2) 6 yd. dumpsters with required 8 yd. ones.
3. Repairs to ramp corridor vinyl wall covering.
4. Mount cubbies to art room wall and relocate electrical receptacles as required.
5. Continue discussions/meetings/review of Bond Work Projects (pool, heating system, paving, and locker rooms).
6. Relocate partition wall in Room 306 – possible Special Project for Summer 2008.
7. Install new door to access former TV Cable/Filming Room for classroom space – possible Special Project for Summer 2008.
8. Provide additional Purell dispenser re-fills and wipes.
9. Investigate gym door lock/latch mechanism.
10. Library door to 100 corridor needs new panic device.
11. Furnish computer drops and smart board wiring as needed.

cc: COA