

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

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DATE: October 10, 2007  
TO: Board of Education  
FROM: Dennis Verboys – Director of Facilities  
RE: Building Maintenance Projects – September 2007

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. Traffic control for Parent Orientations.
2. Work associated with new kitchen continued and is near completion.
3. Set-up/break-down of stage and choral risers.
4. Replaced misc. lighting ballasts and bulbs.
5. Delivered materials/supplies to teachers and classrooms.
6. Outside maintenance of lawn, fields, and parking lot.
7. Assembled misc. classroom furniture.
8. Added and spread mulch in both playgrounds.
9. Painted curbs and parking lot markings.
10. Installed additional playground border for new equipment (Special Project).
11. New playground equipment partially erected.
12. Gym equipment repairs performed.
13. Additional surveillance camera installed.

*Tasked to be done*

1. Broken gym egress door needs to be addressed (parts have been ordered).
2. (2) classroom egress windows need to be addressed (14 and 17).
3. Classroom (8) counter at window wall needs to be repaired.
4. Playground new equipment needs to be completed with extension to border as needed.
5. Install new circuit breaker for kitchen equipment warmer (part has been ordered).
6. Pre-heat coil for new refrigerator has to be ordered.
7. Install (2) additional lights in kitchen; sink (surface mount) and refrigerator (recessed).
8. Repairs to sink bubbler/fountain in Room 13.
9. Lawn mower repairs (currently at JD dealership).
10. Repairs/replacement of door closure (corridor smoke door).
11. Additional front curb painting (red) and (2) parking stalls (white).
12. Repair shingles on shed roof.
13. Re-roofing work at canopy and cooling tower – to be included in Phase II bond work.
14. Install/replace exterior wall-mounted lights.
15. Painting of front canopy – Special Projects (hold for roofing work in Bond).
16. Furnish/install exit light covers in gym.
17. Order new building equipment for 2007/08.

**Brookside:**

*Completed*

1. Removed shelves from Room 36.
2. Assembled misc. office and classroom furniture.
3. Installed white board in Room 31.

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

4. Installed bulletin board in Room 39.
5. Set-up/break-down of gym and outdoor assemblies.
6. Installed misc. parking signs in rear lot.
7. Repairs to file cabinet in Room 24.
8. Repairs to gym wall padding as needed.
9. Set-up gym for vote and Back-to-School Night.
10. Replaced misc. lighting ballasts and bulbs.
11. Delivered materials/supplies to teachers and classrooms.
12. Outside maintenance of lawn, fields, and parking lot.
13. Replaced flushometers and repaired toilet in Room 5 and kitchen bathroom.
14. Repaired leaking pipe in boiler room.
15. Replaced towel dispenser in Room 3.
16. Repaired bathroom lock in Room 14.
17. Installed fire extinguisher labels/signs as needed.
18. Erected bookcase in Room 10 and misc. clocks throughout.
19. Installed dedicated circuit for kitchen appliance.
20. Re-configured domestic water piping to facilitate kitchen service.
21. Addressed wooded area concerns near rear driveway.

### Tasked to be done

1. Repair/replacement of gym fixed-glass block.
2. Continue installation of accent classroom lighting surrounding new ceiling mounted UV's.
3. Repairs to classroom sink faucets and piping (in approx. 8 classrooms).
4. Install lobby mirror to observe gym/cafeteria corridor from reception desk – ordered.
5. Monitor possible septic pipe break outside building line.
6. Investigate cooling needs and additional ventilation for Room 19.
7. Scrape and paint exterior classroom doors – Special Project.
8. Install additional surveillance cameras.
9. Furnish electric and venting for new art kiln.
10. Relocate lighting fixture in presentation room.
11. Correct fire system/monitoring company 'trouble' at alarm panel.
12. Install (12) smart boards (boards only) in misc. classrooms.
13. Furnish computer training/programming for surveillance system.
14. Removal of Bond Port-A-Johns.
15. Relocate (2) basketball polls to Crompond.

### Mohansic:

#### Completed

1. Painted front curbs and driveway speed bumps in parking lot.
2. Pruned, weeded, and added mulch to front planting beds.
3. Completed misc. classroom key requests.
4. Assembled and mounted swing in O/T room.
5. Installed new fax machine in Nurse's office.
6. Replaced misc. lighting ballasts and bulbs.
7. Delivered materials/supplies to teachers and classrooms.
8. Outside maintenance of lawn, fields, and parking lot.
9. Installed classroom hooks in Rooms 12 & 14.
10. Reviewed and addressed IPM concerns.
11. Cleaned-out book room.
12. Assembled misc. classroom furniture.

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

13. Installed new phone line in Room 213 and relocated phone extension for Room 122.
14. Installed ice machine in kitchen pantry.
15. Installed new hand-sink in kitchen servery.
16. Completed gym equipment repairs.
17. Additional surveillance camera installed.

### Tasked to be done

1. Sand and refinish stage – capital projects 2008.
2. Repair/replace operating mechanisms for gym windows.
3. Order and install fire station pull covers (Special Project).
4. Fix exposed pipes in room 120.
5. Close wall opening (window wall location) in Room 13.
6. Conceal electrical conduit piping and reconfigure coat rack in Room 208.
7. Install new computer drops at misc. locations.
8. Replace 3-bay sink in kitchen servery – ordered.
9. Furnish computer training/programming for surveillance system.
10. Install electrical outlet strip in principal's office for building walkie-talkies.
11. Install gate at footpath at rear parking lot.
12. Install additional mulch at playground.
13. Make ready building heating system.
14. Replace lighting fixtures and/or ceiling tile in main corridor.
15. Address exterior window crack in room 25.

### **Crompond:**

#### Completed

1. Installed smart board in Room 21.
2. Replaced entry sign Cardinal.
3. Relocated oversized white board.
4. Installed dedicated electrical outlet for copier in Room 34.
5. Reconnected flue for hot water heater.
6. Reviewed and addressed IPM concerns.
7. Replaced misc. lighting ballasts and bulbs.
8. Delivered materials/supplies to teachers and classrooms.
9. Outside maintenance of lawn, fields, and parking lot.
10. Assembled misc. office and classroom furniture.
11. Installed new faucets and supply piping in Room 2 and PE office.
12. Installed dedicated outlet in kitchen servery for appliance.
13. Repaired science room air conditioning unit.
14. Reviewed building HVAC systems for proper operation.
15. Painted curbs and parking lot markings for buses.
16. Set-up/break-down of stage and choral risers.

#### 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. Investigate UV installation in band and art rooms, and Room 18 for possible outside air infiltration.
6. Re-seed/grade area over fuel oil tanks following roofing work.

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

7. Have architect review sound attenuating boards for library presentation room.
8. Install frame around student art murals in cafeteria.
9. Investigate exterior lighting via photo-cells.
10. Move phone extension x8149 to ring in room 32 and 34 and provide new phone.
11. Installation of new surveillance cameras.
12. Furnish computer training/programming for surveillance system.
13. Hang poster in cafeteria.
14. Vent server closet in computer room.
15. Remove surplus furniture from stage – misc. surplus equipment inventoried.
16. Paint playground demarcation line on blacktop.
17. Replace no parking sign at front curb location.

### **YHS:**

#### Completed

1. Replaced misc. lighting ballasts and bulbs.
2. Delivered materials/supplies to teachers and classrooms.
3. Outside maintenance of lawn, fields, and parking lot.
4. Assembled misc. classroom furniture.
5. Hung new sport banners on existing team signs in gym.
6. Repaired misc. heat piping leaks.
7. Unclogged toilet near cafeteria.
8. Repaired faulty toilet adjacent to Math Office.
9. Removed wood pallets from cafeteria patio.
10. Set-up for Homecoming events (athletics, parade, bon-fire, etc.).
11. Installed new electrical outlet in Room 404 and new GFI in Room 428.
12. Installed new electrical outlet in Room 413.
13. Adjusted smart board setup in Room 424.
14. Installed new eyewash spray nozzle in Room 431.
15. Secured loose wall-mounted sink in Room 403.
16. Set-up/break-down for Back-to-School Night.
17. Assembled new field hockey nets.
18. Lined and maintained athletic fields for sporting events.
19. Coordinated plan for completion of Memorial Courtyard.
20. Additional surveillance cameras installed.
21. Installed air filter in social worker's office exhaust fan.
22. Addressed air conditioning concerns in Room 412.

#### Tasked to be done

1. Awaiting design plans for Life Skills Classroom.
2. Repairs to center mullion at front doors.
3. Furnish and install new window A/C for Business Office.
4. Replace window screens at misc. locations throughout building.
5. Address PA system needs for gym – already investigated.
6. Install electric/data to science room demonstration desks – Bond Work.
7. Monitor/coordinate continuing work in Memorial Courtyard.
8. Correct fire system/monitoring company 'trouble' at alarm panel.
9. Complete window tinting in cafeteria.
10. Investigate potential heating pipe leak at gym HV unit.
11. Replace missing or stained ceiling tiles as needed.
12. Review IPM concerns at Math Office, PE Offices, and Guidance.

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

13. Address egress window concerns at Room 415 and Weight Room.
14. Provide evacuation signs for DARE team – ordered.
15. Continue discussions/meetings/review of Bond Work Projects (auditorium, locker room, fields).

### **MESMS:**

#### Completed

1. Completed various requests in Main Office Log Book.
2. Repaired misc. student lockers.
3. Repaired art room table.
4. Replaced misc. lighting ballasts and bulbs.
5. Delivered materials/supplies to teachers and classrooms.
6. Outside maintenance of lawn, fields, and parking lot.
7. Assembled misc. classroom furniture.
8. Cleared all roofing drains.
9. Shut down and start-up of building cooling system to address piping insulation work.
10. Abated and installed new pipe insulation in Technology Classroom.
11. Replaced toilet seat and performed misc. plumbing repairs.
12. Repaired/replaced window screens.
13. Repaired misc. student desks and chairs.
14. Performed minor unit ventilator repairs in misc. classrooms.
15. Addressed bee infestation problem in new wing.
16. Performed minor pool chemical system repairs.
17. Replaced GFI outlet in Rooms 101, 201, and 208.
18. Repairs to wall mounted toilet in 200 corridor.
19. Replaced EMF cancellation system amplifiers.
20. Repaired outside lighting fixtures at loading dock.
21. Installed electric for water cooled drinking fountains at gym.
22. Disassembled washer and dryers in locker room storage area for relocation.
23. Pool roofing membrane to be reviewed with Bond Work.

#### Tasked to be done

1. Replace roll-type filters in penthouse HVAC equipment – Bond Work.
2. Install dedicated electric for A/C's serving (2) Home Economic Rooms.
3. Repairs to ramp corridor vinyl wall covering.
4. Investigate front vestibule door closure for possible repair/replacement.
5. Purchase cabinetry for Art Room – Special Project.
6. Create gym storage at former dryer/washer room adjacent to locker rooms.
7. Continue pipe insulation throughout building as needed.
8. Installation of new surveillance cameras.
9. Furnish computer training/programming for surveillance system.
10. Alterations to TV studio office and teaching stations per Communications Director.
11. Science room hot plates – investigate purchase under Special Projects.
12. Electrical outlet required for motorized gym backboard.
13. Boys toilet room door closure needs adjustment at Guidance Wing.
14. Replace door glass in Room 118.
15. Order new projection screen for Room 216.
16. Relocate sand/salt piles at 4-bay garage and sweep driveway.
17. Storage room at gym needs new door lock.

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

18. Investigate Room 207 classroom door closure.
19. Continue discussions/meetings/review of Bond Work Projects (pool, heating system, paving).

**ALTERNATIVE HIGH SCHOOL:**

Completed

1. Window and screen replacements.
2. Reinforcement of all exterior doors.

cc: COA