

Yorktown Central School District
Office of Operations & Maintenance

DATE: December 14, 2007
TO: Board of Education
FROM: Dennis Verboys – Director of Facilities
RE: Building Maintenance Projects – November 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. Order new building equipment for 2007/08.
2. Fill-in 'critter' holes surrounding building.
3. Install window air conditioning unit for special needs classroom.
4. Drain/winterize cooling tower.
5. Repaired misc. pieces of classroom furniture.
6. Replaced/repared misc. lights and ballasts.
7. Made ready snow removal equipment.
8. Fire alarm system upgrades.
9. Set-up/break-down of holiday displays.
10. Removed all loose parking curbs from lower lot.
11. Repairs to classroom #13 and #15 heating systems.
12. Secured suspended ceiling tile in gym corridor.
13. Parking/traffic control for 'open house'.

Tasked to be done

1. Classroom (8) counter at window wall needs to be repaired.
2. Pre-heat coil for new refrigerator has to be ordered.
3. Repair shingles on shed roof.
4. Re-roofing work at canopy and cooling tower – to be included in Phase II bond work.
5. Install/replace exterior wall-mounted lights.
6. Painting of front canopy – Special Projects (hold for roofing work in Bond).
7. Furnish/install exit light covers in gym.
8. Monitor boiler #1 for possible tube leak.
9. Repairs to toilet flushometer in main office.
10. Paint additional curbs and parking stalls (Spring 2008).
11. Have discussions with landscape architect concerning front walkway.
12. Install reflective tape on classroom window edges near blacktop areas.
13. Order and install replacement window blinds for cafeteria.
14. Dispose of 55 gal. hazardous waste drum in boiler room.
15. Locking mechanism for sliding glass door in cafeteria.
16. Sink replacement (new one on-hand) in girl's toilet adjacent to cafeteria.
17. Prepare new equipment lists and special projects for 2008/09 school year.
18. Investigate Music Room ceiling – possible SP.
19. Replace acoustical sound tiles in Music Room – possible SP.
20. Boiler cleaning and tube plug in Boiler #1.
21. Relocate lobby door buzzer/intercom at front desk.
22. Make security camera adjustments as necessary.

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

Brookside:

Completed

1. Discussed schedule for smart board installations and obtained materials to facilitate install.
2. Corrected fire system/monitoring company 'trouble' at alarm panel.
3. Ordered replacement art room kiln.
4. Installed new faucets in grade 3 toilet room.
5. Set-up/break-down of holiday displays and assemblies.
6. Repaired misc. pieces of classroom furniture.
7. Replaced/repared misc. lights and ballasts.
8. Cleared sanitary piping of clog in annex.
9. Replaced gym scoreboard light bulbs.
10. Installed CAT 5 computer cable to Faculty Room.
11. Made ready snow removal equipment.
12. Repaired outdoor light pole lighting.
13. Buffed and waxed corridor and front lobby flooring.
14. Replaced ceiling tile in misc. locations.

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 – 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 – scheduled cleaning.
5. Investigate cooling needs and additional ventilation for Room 19 – possible SP.
6. Scrape and paint exterior classroom doors – SP (received proposals for work) – Spring 2008.
7. Furnish electric and venting for new art kiln – upon arrival.
8. Schedule smart boards installations in misc. classrooms.
9. Furnish computer training/programming for surveillance system and adjust camera.
10. Relocate (2) basketball polls to Crompond.
11. Furnish and install grade 4/5 corridor drinking fountain.
12. Adjust grade 3 corridor clock.
13. Repairs to electrical outlet (room 15/16).

Mohansic:

Completed

1. Reconfigured coat rack in Room 208.
2. Removed rubber pebbles from playground area and added mulch as needed.
3. Classroom soap dispensers are being replenished on a nightly basis by the custodial staff.
4. Exterminator is continually monitoring IPM program on a regular basis.
5. Repaired exterior window crack in Room 25.
6. Unit ventilator repaired in Room 116.
7. Completed boiler training seminar.
8. Completed trouble shooting for fuel oil pumps.
9. Installed new ice machine and sink in kitchen.
10. Installed defibrillator signs (need additional signs).
11. Installed remaining 2 White Boards (Multi-Purpose and Enrichment Rooms).
12. Completed fire extinguisher inspection.
13. Reassembled book shelving in Library.
14. Mounted Smart-Boards on wall in Computer Lab and Room 209.

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

15. Miscellaneous repairs of lamps and ballasts.
16. Prepped and sealed gym floor.
17. Removed mower deck from tractor and attached snow plow.

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 state pull covers (Special Projects).
4. Get radiator covers for pipes in room 120.
5. Close wall opening (window wall location) in Room 13.
6. Install new computer drops at misc. locations.
7. Replace 3-bay sink in kitchen servery. Sink was delivered and will be installed holiday break.
8. Furnish computer training/programming for surveillance system.
9. Install gate with latch (no lock) at footpath at rear parking lot.
10. Replace lighting fixtures and/or ceiling tile in main corridor (SP) – Spring/Summer 2008.
11. Reviewed playground designs with committee (Excel Aid).
12. Repair leaking roof soffit at library penthouse.
13. Install new clock/timer for outside lights (bond work).
14. Listed items for InterSchola (E-Bay) auction.
15. Repair fan motor bearings for cafeteria heating.

Crompond:

Completed

1. Repaired existing door closures in cafeteria.
2. Commenced UV investigation in band/art rooms, and Room 18 for possible outside air infiltration.
3. Completed boiler training seminar.
4. Set-up/break-down of holiday displays and assemblies.
5. Repaired misc. pieces of classroom furniture.
6. Replaced/repared misc. lights and ballasts.
7. Repaired exterior lighting pole.
8. Installed new parking signs at front curb location.
9. Cleaned refrigerator coils.
10. Investigated HVAC controls for heating.
11. Created planting 'beds' for red tulips.
12. Delivered PE gym mats from Brookside.
13. Installed poster in cafeteria.
14. Ordered additional hand sanitizers.
15. Moved phone extension in room 32/34.

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. Re-seed/grade area over fuel oil tanks following roofing work – Spring 2008.
5. Have architect review sound attenuating boards for library presentation room.
6. Install frame around student art murals in cafeteria.
7. Vent server closet in computer room.
8. Paint playground demarcation line on blacktop – Spring 2008.
9. Completion of misc. bond construction work.
10. Paint presentation room enclosure.

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

YHS:

Completed

1. Received preliminary designs for new Life Skills Classroom.
2. Repaired center mullion at front doors.
3. Coordinating work in Memorial Courtyard.
4. Repaired sink in Science Dept. Office.
5. Patched sheetrock wall opening in Room 319.
6. Secured 1x1 ceiling tile in Room 415.
7. Stripped and waxed gym floor.
8. Repaired heating controls in Room 424.
9. Serviced rooftop HVAC unit over main offices.
10. Installed AED signs throughout.
11. Installed sheetrock at wall opening in kiln room.
12. Replaced gym fire strobe.
13. Repaired misc. pieces of classroom furniture.
14. Replaced/repared misc. lights and ballasts.

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 – already investigated.
4. Install electric/data to science room demonstration desks – Bond Work.
5. Complete window tinting in cafeteria – Spring 2008.
6. Commenced repairs to egress window concerns at Room 415 and fitness/weight room.
7. Continue discussions/meetings/review of Bond/Excel Projects.
8. Install sink in faculty dining room.
9. Commenced service to science room exhaust fans – misc. locations (new motors req'd.).
10. Complete projector mounts in misc. science rooms (403, 406, 431, 422).
11. Repair dripping sink faucet in Room 403.
12. Investigate new microscopes in Room 404 for possible manufacturer defect.
13. Install Smart Board in Room 430.
14. Install Purell hand sanitizers in misc. locations.

MESMS:

Completed

1. Painted primer coat in TV studio.
2. Repaired wall pad in gym.
3. Cleared roofing drains.
4. Serviced oil pumps/burners on boilers.
5. Replaced misc. bulbs and ballasts.
6. Installed (7) pull-down projector screens in classrooms.
7. Completed misc. requests in log book.
8. Installed Purell hand sanitizers throughout.
9. Completed various plumbing repairs.
10. Continued locker room and wrestling mat cleanings (MRSA).
11. Replaced misc. broken electrical outlets.
12. Repaired misc. student lockers.
13. Completed fire extinguisher inspection.
14. Complete pool filter tank repairs.

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

15. Installed electric for gym backboard.
16. Relocated sand/salt piles at 4-bay garage location.
17. Replaced air handler pump and motor assembly.
18. Replaced leaking flange on pool circulator pump.
19. Listed items for InterSchola (E-Bay) auction.

Tasked to be done

1. Replace roll-type filters in penthouse HVAC equipment – Bond Work.
2. Repairs to ramp corridor vinyl wall covering.
3. Purchase cabinetry for Art Room – Special Project.
4. Create gym storage at former dryer/washer room adjacent to locker rooms.
5. Continue pipe insulation throughout building as needed.
6. Furnish computer training/programming for surveillance system.
7. Investigate Room 207 classroom door closure.
8. Continue discussions/meetings/review of Bond Work Projects (pool, heating system, paving).
9. Relocate partition wall in Room 306 – possible Special Project for Summer 2008.
10. Continue TV/Computer Lab renovations (i.e. flooring, painting, network drops, electric and plumbing needs).
11. Install new door to access former TV Studio/Filming Room for classroom space – possible Special Project for Summer 2008.

cc: COA