

Yorktown Central School District
Office of Operations & Maintenance

DATE: January 25, 2008
TO: Board of Education
FROM: Dennis Verboys – Director of Facilities
RE: Building Maintenance Projects – December 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. Ductwork for HVAC system servicing front portion of building cleaned and sanitized.
2. All classroom toilet rooms scrubbed and cleaned thoroughly.
3. Cafeteria floors scrubbed and sealed.
4. Tube plugged in Boiler #2.
5. Window blinds in cafeteria and Room 23 replaced.
6. Music room ceiling investigated – to be painted in the Summer 2008 (Special Project).
7. Acoustical sound tiles in Music Room investigated – to be replaced in the Summer 2008.
8. Supervised parking for Winter events and concerts.
9. Set-up/break-down of Winter events and concerts.
10. Removed/surplused couch and club chair from lower garage.
11. Repaired hot water heating pump leak.
12. Installed dedicated electrical outlet in front office.

Tasked to be done

1. Install new phone line in Nurse's Office.
2. Install new smart boards (library, room 7, and art room).
3. Flush-out boiler room floor drain.
4. Classroom (8) counter at window wall needs to be repaired.
5. Pre-heat coil for new refrigerator and locking glass doors - ordered.
6. Repair shingles on shed roof – Spring 2008.
7. Re-roofing work at canopy and painting – Special Project (July 2008).
8. Re-roofing at cooling tower – Bond work for Summer 2008.
9. Install/replace exterior wall-mounted lights.
10. Furnish/install exit light covers in gym.
11. Monitor boiler #1 for possible tube leak.
12. Repairs to toilet flushometer in main office.
13. Paint additional curbs and parking stalls - Spring 2008.
14. Have discussions with landscape architect concerning front walkway.
15. Install reflective tape on classroom window edges near blacktop areas.
16. Dispose of 55 gal. hazardous waste drum in boiler room.
17. Sink replacement (new one on-hand) in girl's toilet adjacent to cafeteria.
18. Prepare new equipment lists and special projects for 2008/09 school year.
19. Relocate lobby door buzzer/intercom at front desk.
20. Make security camera adjustments as necessary.
21. Prune front tree by kindergarten wing.
22. Remove/surplus 4 cafeteria tables.
23. Sheetrock corridor to former girls locker room.
24. Construct display case for quilt in library.

Brookside:

Completed

1. Set-up/break-down of Winter events and concerts.
2. Supervised parking for Winter events and concerts.
3. Repaired electrical outlet in corridor near Room 13.
4. Repaired wood molding in principal's office.
5. Hung bulletin board in library.
6. Completed smart board mounting of screens in Rooms 6, 13, 43, and 46.
7. Repaired cover on strobe light in gym.
8. Replaced paper towel dispenser in nurse's office.
9. Shampooed main office carpet.
10. Mopped and buffed all corridors.
11. Assembled new computer desk in faculty room.
12. Repaired rings/wall climb in gym.
13. Investigated possible steam leak near stage vestibule.
14. Repaired electrical panel circuit between room 14/15.
15. Relocated (2) basketball polls to Crompond.

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. Furnish spot coolers for overheating problems in Room 19.
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. Continue smart boards installations in misc. classrooms.
9. Furnish computer training/programming for surveillance system and adjust camera.
10. Furnish and install grade 4/5 corridor drinking fountain.
11. Adjust grade 3 corridor clock.
12. Repairs to main office bathroom door lock.
13. Review Phase III bond work scheduled for the Summer 2009.

Mohansic:

Completed

1. Installed new computer drops at misc. locations.
2. Replaced 3-bay sink in kitchen servery.
3. Repaired leaking roof soffit at library penthouse.
4. Painted cafetorium and mail room.
5. Installed new exterior time clock for parking lot lighting (bond).
6. Listed surplus equipment items for sale on InterSchola (e-bay).
7. Repaired fan motor bearing for cafeteria HV unit.
8. Set-up/break-down of Winter events and concerts.
9. Supervised parking for Winter events and concerts.
10. Investigated/reviewed IPM recommendations to avoid pest problems.
11. Repaired outside air dampers on penthouse HV unit.
11. Reviewed playground designs with committee (Excel Aid).
12. Identified possible Special Projects for next school year including, floor replacement in Room 122, concrete sidewalk repairs in front, and additional network drops for computer lab.

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

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 and psychologist's office.
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. Monitor potential skylight leaks in main corridor.
12. Relocate light fixture in center stairwell.
13. Install new climbing wall in gym.
14. Flush-out boiler room floor drain.

Crompond:

Completed

1. Installed ductwork intake and window in Room 8.
2. Installed magnetic hold-openers for annex corridor doors (bond).
3. Vented server closet in computer lab.
4. Painted presentation room in library.
5. Continue monitoring/investigating odors near nurse/psychologist's offices.
6. Removed ice from rear playground and walkway.
7. Sealed around UV's in art and band room to prevent outside air infiltration.
8. Repaired exterior door lock/latch at kitchen area.
9. Set-up/break-down of Winter events and concerts.
10. Supervised parking for Winter events and concerts.

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. Install frame around student art murals in cafeteria.
5. Paint playground demarcation line on blacktop – Spring 2008.
6. Investigate odors in science lab (Room 37).
7. Investigate telephone issues with main office phones.
8. Replace vestibule ceiling near Room 15.
9. Paint smoke doors and frames in annex corridor.
10. Order/deliver Purell handi-wipes and additional (5) hand sanitizers.
11. Review possible Special Projects for next school year including, upgraded elevator communications and new kitchen hood/ansol system.
12. Place water softener into service.
13. Investigate Room 1 overheating complaint.
14. Investigate possible make-up water and steam pipe leak in boiler room.
15. Patch asphalt playground area near gym.
16. Install weather-stripping on exterior doors near kitchen.
17. Install electrical strip outlet beneath windows in nurse's office.
18. Install new window air conditioning unit in nurse's office.
19. Complete mold remediation work in area of nurse/psychologist's offices including; new ceilings, painting, new cove base molding, and floor re-finishing.

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

YHS:

Completed

1. Investigated heating issues in guidance offices.
2. Repaired/replaced damaged door closer near Room 309.
3. Replaced fan motor for toilet room near Room 420.
4. Replaced stairwell smoke doors leading to Memorial Garden.
5. Repaired leaking sink and drain line in Room 404.
6. Replaced center stairwell smoke doors.
7. Picked-up/returned wrestling mats following tournament.
8. Returned concrete benches to upright positions in Grove.
9. Repaired smoke doors in basement elevator lobby.
10. Installed exit sign over egress door in basement.
11. Repaired loose electrical pull box cover at front of building.
12. Replaced door saddle at Room 423.
13. Replaced motors in multiple exhaust fans servicing science rooms.
14. Installed Purell hand sanitizers in misc. locations.

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. Complete window tinting in cafeteria – Spring 2008.
5. Ordered repair parts for egress windows at Room 415 and fitness/weight room.
6. Continue discussions/meetings/review of Bond/Excel Projects.
7. Install sink in faculty dining room.
8. Complete projector mounts (for smart boards) in misc. science rooms (403, 406, 431, 422).
9. Investigate new microscopes in Room 404 for possible manufacturer defect.
10. Install Smart Board in Room 430.
11. Relocate classroom lights in Rm. 429 to accommodate new ceiling mount smart board projector.\
12. Replace lighting ballast in misc. classrooms.
13. Investigate floor heaving in Room 402.
14. Re-position concrete benches in Grove.
15. Repair hole in base of cafeteria decorative column.
16. Install ceiling projector in Science Research Room.

MESMS:

Completed

1. Painted TV studio.
2. Replaced flooring in TV studio.
3. Erected new computer workstation countertops in TV studio.
4. Installed 7 white boards in misc. classrooms.
5. Repaired fire system 'trouble' sensor.
6. Cleaned ductwork in kitchen.
7. Stripped and waxed cafeteria floor.
8. Repaired UV's in misc. classrooms.
9. Repaired washing machine in home economics room.
10. Repaired snow blower.
11. Replaced 3 pull-down projector screens.

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

12. Serviced boiler issues.
13. Assembled classroom furniture as necessary.
14. Installed AED directional and door signs.
15. Replaced stained ceiling tile throughout.
16. Performed misc. plumbing repairs, including new toilet in boy's gang bathroom.
17. Relocated sand/salt pile off 4-bay garage play area.

Tasked to be done

1. Repairs to 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. Address potential roof leak at stairwell near Room 425 as weather permits.
5. Order additional 2x4 revealed ceiling tile.
6. Replace roll-type filters in penthouse HVAC equipment – Bond Work.
7. Repairs to ramp corridor vinyl wall covering.
8. Purchase cabinetry for Art Room – Special Project.
9. Remove surplus roller skates from gym locker room storage area.
10. Continue pipe insulation throughout building as needed.
11. Furnish computer training/programming for surveillance system.
12. Investigate Room 207 classroom door closure.
13. Continue discussions/meetings/review of Bond Work Projects (pool, heating system, paving).
14. Relocate partition wall in Room 306 – possible Special Project for Summer 2008.
15. Continue TV Studio renovations (i.e. painting and flooring in former 'dark' room, strip and wax floors, and located additional electrical outlet in office).
16. Install new door to access former TV Studio/Filming Room for classroom space – possible Special Project for Summer 2008.
17. Investigate door closure issues at library and faculty toilet room.
18. Tighten diving platforms in the pool area.
19. Remove handicap swing from pool following its closure in February.
20. Replace door to closet off pool area.

cc: COA