

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

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DATE: September 29, 2006  
TO: Board of Education  
FROM: Dennis Verboys – Director of Facilities  
RE: Building Maintenance Projects – October Update

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. A/C repaired in computer lab.
2. Drip/leak in small group instruction room observed, with no new leaks reported.
3. Wood border on 2 playgrounds removed and replaced with new PVC borders.
4. Curbs and lining completed (with exception of area adjacent to John Well's space).
5. Canopy roof investigated and 2 of 3 proposals for repairs received.
6. Canopy painting bids received (special project).
7. New physical therapy swing in classroom installed.

*Tasked to be done*

1. Investigate canopy roof and section of roof beneath cooling tower for leaks.
2. Repair shingles on shed roof.
3. Install/replace exterior wall-mounted lights.
4. Investigate/remove any/all poison ivy from premises.
5. Further discussion on possible boy's locker room renovation/conversion (special project).
6. Building meeting with commercial equipment representative to discuss proposal for new kitchen stove and possible sink – school lunch fund program.
7. Spruce-up flower beds in front of school.
8. Start-up of boilers.
9. Solicit repair quote for Ford tractor (plow and deck assembly).
10. Discussion regarding card swipes to be installed with Phase I bond work (security upgrades).
11. Discussion regarding Enrichment use of exterior door equipped with door latch strike and buzzer.

**Brookside:**

*Completed*

1. White boards installed in classrooms (10 and 16).
2. Front steps painted with reflective stripe for safety purposes.
3. Asphalt painting of driveway and parking stalls.

*Tasked to be done*

1. Install new chair railing in annex corridor (special project).
2. Paint lower half of wall, following chair rail installation (over school recess).
3. Seal-off duct opening in wall at band room.
4. Repair sheetrock around light fixture in center of library (high ceiling).
5. Demolish vacated concrete block structure in rear parking lot (former fueling depot).
6. Install mulch border along pressure-treated wood trim surrounding playground (per NYSDEC).
7. Replace rubber playground surfacing material with wood mulch.
8. Perform Big-Toy inspection/reports.
9. Fill-in gym glass block that is broken.
10. Discussion regarding card swipes to be installed with Phase I bond work (security upgrades).
11. Discussion regarding Enrichment use of exterior door equipped with door latch strike and buzzer.

## Building Maintenance Projects – October Update Cont’d.

### **Mohansic:**

#### *Completed*

1. PTA submitted and BoE approved designs for new back-lit welcome sign.
2. Drain unclogged in Room 213.
3. New medicine cabinet installed in Nurse’s Office.
4. Ordered and picked-up parts for misc. classroom faucets.
5. Misc. door repairs in 2 classrooms.

#### *Tasked to be done*

1. Repair deteriorated concrete block in Speech/Lang. Office and install heating valve access panel.
2. Repair leak in domestic H.W. line in main corridor (temporary patched) and install isolation valves.
3. Trim/prune front shrubs and planting overhanging sidewalk.
4. Furnish and install additional mulch for playgrounds.
5. Install mulch border along pressure-treated wood trim surrounding playground (per NYSDEC).
6. Install additional ‘rubber’ playground surfacing at kindergarten area.
7. Install electric to new welcome sign once it is installed.
8. Discussion regarding card swipes to be installed with Phase I bond work (security upgrades).
9. Discussion regarding Enrichment use of exterior door equipped with door latch strike and buzzer.
10. Furnish 3 new computer drops for reading suite on 2<sup>nd</sup> floor (terminate in computer lab).
11. Re-route computer cables in center stairwell (enclose in existing electrical raceway).
12. New phone-line installation following COA approval in room 213.
13. Relocate electrical outlet for A/C in Psychologist’s Office.
14. Discussion regarding card swipes to be installed with Phase I bond work (security upgrades).
15. Discussion regarding Enrichment use of exterior door equipped with door latch strike and buzzer.

### **Crompond:**

#### *Completed*

1. Seal-coat asphalt playground and bus loading area and re-line.
2. Relocated ‘no parking sign’ at front of building.
3. Obtained proposals for ‘Big Toys’ repairs at playground.
4. Repaired light switch in girls gang bathroom.
5. Ordered (6) new walk-off entry/exit mats (special projects).
6. Repairs to gym roofing leak (at test core location for new roofing project).
7. Changed electrical outlets in room 29.
8. Repaired faucets in rooms 16 and 34.
9. Installed servery area décor and new vinyl wall panels for kitchen ‘re-opening’ Oct. 4<sup>th</sup>.
10. Installed shelves in rooms 29 and 30.

#### *Tasked to be done*

1. Repairs to ‘Big Toys’ playground, following timber failure (temporary closed area).
2. Furnish and install additional mulch for swing sets.
3. Obtain price to facilitate ductwork intake (via exterior window) servicing HVAC unit in classrm 8.
4. Furnish and install magnetic hold-openers for annex corridor doors.
5. Repairs to gym supply fan motor required.
6. Repairs to toilet exhaust fan in gang bathroom.
7. Run fan in evening hours to disperse floor painting odors.
8. Water PTA donated ‘mums’ in front planting beds.
9. Replace 2 basketball backboards and possible support polls.
10. Repair/re-secure coyote fence at rear of building.
11. Replace exit signs in gym and cafeteria.
12. Secure door locks for classrooms 33 and 34 (for lock-down drill).
13. Discussion regarding card swipes to be installed with Phase I bond work (security upgrades).
14. Discussion regarding Enrichment use of exterior door equipped with door latch strike and buzzer.

## Building Maintenance Projects – October Update Cont’d.

### **YHS:**

#### *Completed*

1. Received prices for new driveway gate.
2. Completed thru-wall A/C installation in art room 317.
3. Installed new window A/C at ISD room.
4. New suspended ceiling, lights, and electric at ISD room.
5. New electrical outlet installed at parking lot lighting pole for Bon-fire use (Homecoming).
6. Reconfigured telephone lines in attendance office.
7. Hung ‘Homecoming’ sign at exterior wall of gym.

#### *Tasked to be done*

1. Install shelves in former ISD room (current location for ‘seeing impaired’ workroom).
2. Install new driveway gate.
3. Install “all-call” speaker system in principal’s office.
4. Complete building survey for fire alarm system.
5. Install split-rail fence at new ‘grove’ location at rear of building (special project).
6. Obtain prices to have 5 showcases installed in new library wing (including; adjustable shelving, tamper-proof and lockable sliding glass doors, corkboard backing and lighting).
7. Install lockset for new LGI classroom.
8. Install new window at ISD room.
9. Convert former locker room behind Women’s Bathroom (off main corridor) for office for Social Worker including; new suspended ceiling and lights, new doorway, phone line, and computer drop.
10. Repairs to electronic message board in cafeteria.
11. Discussed plans for faculty dining room expansion – complete by X-mas recess.
12. Re-key exterior LGI doors to existing master key.
13. Repairs to center mullion at front doors.

### **MESMS:**

#### *Completed*

1. Ordered new classroom whiteboards (special projects).
2. Reconfigured computer lab set-up.
3. Mowed, weeded and pruned interior courtyards for ‘Open House’.
4. Received proposal for locker room floor tiling repairs.
5. Removed/inspected 4 fan unit and 1 uni-vent motor for repairs by others.
6. Removed fan unit housing and delivered to sheetmetal vendor for repairs.

#### *Tasked to be done*

1. Install new classroom whiteboards (special projects).
2. Erect new art room partition with double doorway.
3. Replace roll-type filters in penthouse HVAC equipment.
4. Obtain quotes for gym partition vinyl facing.
5. Complete locker room floor tiling repairs (by Contractor).
6. Discussion regarding card swipes to be installed with Phase I bond work (security upgrades).
7. Discussion regarding Enrichment use of exterior door equipped with door latch strike and buzzer.