



NAZARETH AREA SCHOOL DISTRICT MAINTENANCE DEPARTMENT

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TO: Dr. Riker, Superintendent of Schools
Board of School Directors

FROM: Lewis F. Lengyel, Director of Facilities and Operations
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DATE: September 11, 2012

SUBJECT: MAINTENANCE REPORT 2011 - 2012

For your review, the following is attached:

- A. Construction/Renovation/Capital Improvement Project Report
- B. Summer Maintenance Report - 2012

A. CONSTRUCTION/RENOVATION/CAPITAL IMPROVEMENT PROJECT REPORT

Capital improvements to district buildings have continued again this year. The projects were identified via the January 2012 Capital Improvement Plan and selected using the priority matrix formula.

B. SUMMER MAINTENANCE REPORT

In an ongoing effort to reduce operating costs, the number of part-time summer help and student workers were again scaled back this summer. This presented the department with many challenges in preparing the buildings for the 2012-2013 school year. The custodial and maintenance employees, as well as the student workers, are to be commended for their continued hard work and dedication in accomplishing the task.

Additionally, I would like to thank Ms. Crane and our secretarial staff, Mr. Grice of D'Huy Engineering, Inc., as well as the building administrators and their staff for their cooperation in preparing for a successful opening of the new school year.

Should you have any questions, please call my office at your convenience.

A. CAPITAL IMPROVEMENT PROJECT REPORT

<u>SCHOOL</u>	<u>PROJECT</u>
High School	<ul style="list-style-type: none"> • Install safety end rails and PM bleachers in the main gym
	<ul style="list-style-type: none"> • Replace one Siemens unitary controller with a PXCC24
High School (North Campus)	<ul style="list-style-type: none"> • Replace two HVAC units for the gym • Repair fascia and downspouts on east side
Middle School	<ul style="list-style-type: none"> • Install scoreboard at the track field
Intermediate School	<ul style="list-style-type: none"> • Replace one Siemens unitary controller with a PXCC24
Bushkill Elementary	<ul style="list-style-type: none"> • Replace one Siemens unitary controller with a PXCC24 • Restore roof membrane over the 1989 classroom addition • Clean and PM switchgear and transformers
Lower Nazareth	<ul style="list-style-type: none"> • Replace two Siemens unitary controllers with PXCC24's • Complete various upgrades to sewer plant
Shafer	<ul style="list-style-type: none"> • Replace five Siemens unitary controllers with PXCC24's • Install fire suppression system in network room

B. SUMMER MAINTENANCE REPORT – 2012

The following represents all projects completed or in progress at various buildings. This list does not include the daily work orders that are submitted by appropriate building personnel. Pending projects are highlighted.

During the period of July 1, 2011 through June 30, 2012, approximately 3,171 regular work orders were completed.

ALL BUILDINGS & DISTRICT WIDE SERVICES

- Preventive Maintenance was performed on all boilers (Burners to be completed during fall start-up) – HS, MS, IS, & SES
- Preventive maintenance was performed on HVAC equipment
- Preventive maintenance and inspections of all emergency generator and electrical transfer switches
- Preventive maintenance was performed on kitchen equipment and ice machines
- Preparation of all athletic fields for Fall season
- In-House building inspections completed at all buildings
- Inspections of all roofs, drains, etc.
- State inspections of all boilers and pressure vessels
- Grease traps checked and cleaned as necessary
- Inspections of all elevators completed
- Testing of all backflow prevention devices at all buildings and results submitted to Pennsylvania American Water Company
- Repairs to school furniture district wide

MAIL PROGRAM

- Distribution of Intra-District Mail continued throughout Summer

GENERAL WAREHOUSE

- Receiving and distribution of all supplies to all district facilities
- Annual inventory audit completed

LAWN CARE

- Under contract (Greenleaf and Cut-N-Vac)

TREE & SHRUB TRIMMING

- Completed at all NASD Facilities on an as needed basis by contractors and Maintenance Department

HIGH SCHOOL

- Clean and PM all HVAC units in North Campus and replace filters
- Clean and PM all HVAC units in Main Campus and replace filters
- Clean and service dust collector in wood shop and install new filters
- Clean and PM kitchen equipment and complete equipment repairs as needed
- Clean clay traps for the art rooms
- Clean and repair traps in the science labs
- Clean and service acid neutralization tank in courtyard and repair floats
- Pump and clean grease trap for building
- Clean catch basins and storm sewers around entire complex
- Re-lamp main campus & north campus gym lights
- Repair/replace parking lot and building perimeter lights as needed
- Install motion sensor switches in north campus bathrooms
- Remodel Superintendent's suite and relocate files, furniture, and personnel
- Paint C. Director of Support Services' office and relocate files, furniture and personnel
- Construct walls and install counter in Central Registration Office
- Renovate senior center area in cafeteria – remove cabinets and counter
- Repair casework (doors & drawers) and rebuild faucets in room 373
- Fabricate and install additional shelving in room 246
- Install white boards in rooms 344, 606, 407, and 252
- Install power cord access holes in counters in room 285
- Repair student lockers throughout the building as needed
- Re-lamp parking lot and building perimeter lights as needed
- Relocate Promethean board from 317 to 350
- Install new banners and records boards in main campus gym
- Remove inactive and obsolete Simplex detectors and install new ceiling tile
- Install mounts and wiring for projectors in rooms 622 & 224
- Reorganize and clean maintenance field house and haul items for scrap
- Clean up and weed all flower beds and courtyard areas and mulch as needed

STADIUM

- Turf field professionally cleaned and groomed
- Oversee installation of new deep fryers and hood system in concession stand (FB side)
- Oversee lettering of field house to be dedicated in honor of Dr. Victor B. Lesky

BORO PARK

- Fertilization and weed treatment applied
- Grub control and fertilizer to be applied in fall

MIDDLE SCHOOL

- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment and walk-in cooler and freezer
- Clean and service art room and science room traps
- Clean and service acid neutralization tanks in the science labs
- Pump and clean grease trap for building
- Clean and service catch basins and storm sewers around entire complex
- Repair/replace parking lot and building perimeter lights as needed
- Install new banners on light poles along main driveways
- Install steel and wiring for new scoreboard at track stadium
- Water, fertilize, and weed treat track field as necessary
- Clean up and weed flower beds and mulch as needed

INTERMEDIATE SCHOOL

- Inspect acid neutralization tank for science labs – (not in use)
- Clean and service catch basins and storm sewers around entire complex
- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment including refrigeration units
- Re-lamp gym lights
- Repair/replace parking lot and building perimeter lights as needed
- Install new fan motor on chiller B
- Replace bearings in chiller pump D and relocate disconnect
- Pump and clean grease trap for building
- Clean and service traps in art and science rooms
- Rototill and top dress playground area with mulch
- Water, fertilize, and weed treat performance field as necessary
- Clean up and weed flower beds and mulch as needed

BUSHKILL

- Pump and clean grease trap for building
- Pump and clean septic tanks
- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment including refrigeration units
- Repair T1-11 on rear of pavilion
- Repair/replace gym lights as needed
- Repair/replace parking lot and building perimeter lights as needed
- Install wiring and disconnect for new dishwasher
- Clean clay trap in the art room
- Clean up and weed flower beds and mulch as needed
- Rototill playground areas (3) and top dress with mulch as needed

LOWER NAZARETH

- Pump and clean sewer plant filtration and holding tanks and prepare for contractors to paint and restore all surfaces
- Rebuild pumps and replace floats and switches in pump house
- Clean pump house and concrete floor around tank and pour garage door apron
- Pump and clean grease trap for building
- Clean and service the clay trap in the art room
- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment
- Remove old whiteboard material and install new Everase material in four classrooms
- Renovate computer room – reconfigure layout and construct new partitions and rewire entire room as necessary
- Repair racks and buggies in kitchen
- Repair/replace parking lot and building perimeter lights as needed
- Remove timer for security lighting and install a photocell
- Rototill and top dress playground areas (2) with mulch
- Clean up and weed flower beds and mulch as needed

SHAHER

- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment including refrigeration units
- Repair backflow preventer on the steam table in kitchen
- Pump and clean grease trap for building
- Clean the clay trap in the art room
- Rototill playground and top dress with mulch as needed
- Spray infield on softball field and drag to maintain
- Clean up and weed flower beds and mulch as needed
- Trim and prune all trees around the entire complex
- Assist with maintaining Memorial Garden

MAINTENANCE

- Clean and PM all HVAC units and install new filters
- Clean and PM walk-in freezer and cooler
- Continue organization of blue prints and building information on an as needed basis
- Clean up rear storage area and haul items for scrap
- Clean up and weed flower beds and mulch as needed

ENVIRONMENTAL & SAFETY SERVICES

AHERA (ASBESTOS HAZARD EMERGENCY RESPONSE ACT)

- Six month periodic surveillance inspection report completed and filed with the State of Pennsylvania

RIGHT-TO-KNOW

- Labeling of all chemicals and necessary paper work has been completed for all buildings and all personnel received their annual training as required

MATERIAL SAFETY DATA SHEET (MSDS)

- MSDS audit completed annually for all products in use by the District and binders distributed to all buildings with master copies in each Main Office

FIRE EXTINGUISHER INSPECTIONS

- Completed at all District Facilities with upgrades and replacements as needed

FIRE SPRINKLER SYSTEM INSPECTION

- High School Auditorium System tested and inspected
- High School Science Lab storage areas tested and inspected
- High School Tech-Ed areas tested and inspected
- Middle School system tested and inspected
- Shafer server room tested and inspected

FIRE ALARM TESTING (DISTRICT STAFF)

- Completed weekly at all NASD Facilities

IPM PROGRAM

- Integrated Pest Management– under contract as needed

IAQ TESTING

- Indoor Air Quality Testing was completed in September 2011 in all buildings and will continue during the school year as needed

POOL WATER TESTING

- Pool water is tested daily by certified NASD personnel
- Pool water is tested weekly by an outside lab in accordance with state regulations

RECYCLING PROGRAM

- Under Contract

