



**NAZARETH AREA SCHOOL DISTRICT
MAINTENANCE DEPARTMENT**

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

FROM: Rob Zemanick, Director of Facilities and Operations
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DATE: October 4, 2022

SUBJECT: ANNUAL MAINTENANCE REPORT 2021 - 2022

For your review, the following is attached:

- A. Construction/Renovation/Capital Improvement Project Report
- B. Annual Maintenance Report – 2022

**A. CONSTRUCTION/RENOVATION/CAPITAL IMPROVEMENT
PROJECT REPORT**

Capital improvements to district buildings have continued again this year. The projects were identified via the January 2022 Capital Improvement Plan, selected using the priority matrix formula, and input from D’Huy Engineering, Inc., Administration and the Board.

B. ANNUAL MAINTENANCE REPORT

Preparing the buildings for the 2022 – 2023 school year has been challenging as always, but also very rewarding. I would like to thank Dr. Kaskey in particular, for taking the time early in his transition as Superintendent to get a general understanding of how our department works and the kind of work that takes place during summer cleaning. Dana Hoffman, Jen Boyer, and the entire maintenance department and custodial staff have also been integral, not only for the success of the summer cleaning and projects, but also throughout the year to keep things afloat and push forward. D’Huy Engineering and building administrators have been great to work with and very cooperative in completing projects and preparing for a successful opening of a new school year.

As I mentioned at the 9/13/2022 Facilities and Operations Committee meeting, the most notable change from last year has been the rotation back to a sense of normalcy. Normalcy in the problems we help to solve and in the manner in which we operate on a daily basis. While we take with us a renewed expectation of cleanliness and hygiene, not having COVID be the issue at the forefront of everyone’s mind has been such a welcomed relief. We were able to resume our preventative maintenance measures, complete typical repairs, and complete a list of smaller projects that are handled in house that are beneficial to the students and teachers of the district.

Supply chain issues and cost pressures continue to be a substantial challenge that we are constantly trying to find relief from. Our family of vendors that we use have been very helpful in finding alternate parts/supplies as well as being somewhat flexible on pricing in many situations. I would like to recognize Alan Davis at the high school for his cooperation and creativity in the north campus HVAC replacement project. This project is still on going and required several teachers and classrooms to be relocated until completion. Alan assembled a team last spring and came up with a plan that while being an inconvenience to many, still manages to deliver quality instruction to our students.

Ultimately, we were able to start the year with all schools ready to welcome teachers, students and parents to buildings that were clean, updated, safe, and ready for teaching and learning to take place.

A. PROJECT IMPROVEMENT SUMMARY

<u>SCHOOL</u>	<u>PROJECT</u>
High School	<ul style="list-style-type: none"> • Renovate classrooms: 221, 222, 223, 224, 225, 349 • Painting of rooms: 239, 368, 617 • Painting of: stairwell (near Art Room) • Renovate Gym Lobby • Renovate Faculty Restrooms (near Cafeteria) • Replace North Campus HVAC • Treating and sealing of Terrazo floors in Art hallway
Stadium	<ul style="list-style-type: none"> • Powerwash bleachers
Middle School	<ul style="list-style-type: none"> • Painting of rooms: 206, 207, 208 • Painting of Security Office and hallway near Pool entrance • Regrouting of pool, acid wash pool deck • Modify cabinetry and install new ovens in Family Consumer Science Room
Intermediate School	<ul style="list-style-type: none"> • Replace carpet in room 314 • Replace curb joint caulking around building • Replace Cafeteria tables • Painting of handrail and ramp leading to stage (Main Hallway) • Painting of rooms: 110, 111, 112, 117, 119, 121, 203, 211, 214, 221 and 224
Butz Elementary School	<ul style="list-style-type: none"> • Repaired roof in various areas • Replace concrete at Pavilion • Painting of old Gym Lobby and hallway near room 300 • Replace parking lot lighting with LED fixtures

Lower Nazareth Elementary	<ul style="list-style-type: none"> • Applied seal coat and repainted lines to Playground Area • Remove tile and asbestos in short hallway outside of Cafeteria • Install new tile in short hallway outside of Cafeteria • Remove knee wall and power poles in Computer Lab • Painting of hallway near room 220
Shafer Elementary School	<ul style="list-style-type: none"> • Install 3 roll down security gates around Gym • Painting of Sensory Area • Removed trees and bushes from Courtyard • Painting of rooms: 213 and 217

B. ANNUAL MAINTENANCE REPORT – 2022

The following represents all projects completed or in progress at various buildings. Presently, 72% of work orders are completed in less than (7) days, which puts our department in the top 20% of all peers using School Dude.

During the period of July 1, 2021 through June 30, 2022, approximately 3,651 regular work orders were completed. The total work orders from last year was 3,547.



ALL BUILDINGS & DISTRICT WIDE SERVICES

- Preventive maintenance was performed on all boilers – HS, MS, IS, & SES
- State inspections of all boilers and pressure vessels completed
- Preventive maintenance was performed on HVAC equipment
- All classroom unit ventilators were cleaned and PM 2x/year
- 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.
- 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 and Eastern Suburban Water Authority.
- Repairs to school furniture district wide
- Fire suppression system inspections at all District buildings
- Fire extinguisher inspections at all District building

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 (Cut-N-Vac Lawncare)

TREE & SHRUB TRIMMING

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

ROUTINE/PREVENTATIVE MAINTENANCE SUMMARY

HIGH SCHOOL

CARPENTRY

- Repair student lockers throughout the building as needed
- PM all door closers and locks on exterior doors
- Resurfaced white boards in various classrooms throughout the building

ELECTRICAL

- Repair/replace parking lot lights as needed
- Clean dimmer racks in auditorium
- Conduct safety inspections of equipment in training rooms – tables, whirlpool, ice, etc.

PLUMBING

- Pump and clean grease traps for building
- Clean and service clay traps in art rooms
- Test backflow prevention devices and fill out certification paperwork
- Test backflow assembly at stadium
- Clean and service acid neutralization tank in courtyard
- Clean and service catch basins and storm sewers around entire complex

HVAC

- Clean and PM HVAC units in North Campus and install new filters
- Clean and PM HVAC units in Main Campus and install new filters
- PM crawl space fans
- Replace filters on spray booth, foundry, etc. in shop areas
- Replace filters for spray booth in room 290
- Clean and service dust collector in wood shop and install new filters
- Clean and PM kitchen equipment and complete equipment repairs as needed
- Clean chiller coils
- Replace belts and PM RTUs and exhaust fans

GROUNDS

- Clean up and weed all flower beds and courtyards, mulch as needed
- Spray weed killer and preemergent as needed in mulch beds and sidewalks, etc.
- Apply preemergent to area on retention wall behind auditorium
- Clean up marquis/preemergent, weed matting, and mulch marquis
- Spray weeds on patio in big courtyard
- Repaint parking lot lines and crosswalks as needed
- Straighten sign posts as needed

MIDDLE SCHOOL

CARPENTRY

- Repair student lockers throughout the building
- Resurfaced white boards in various classrooms throughout the building

ELECTRICAL

- Clean dimmer racks in auditorium
- Repair/replace parking lot and building perimeter lights as needed
- Repair/replace gym, wrestling room, and auditorium lights as needed

PLUMBING

- Clean and service science room traps
- Clean and service art room traps
- Pump and clean grease traps for building
- Check and service acid neutralization tanks for science labs
- Test backflow prevention devices and fill out certification paperwork
- Send pool vacuum out for PM service
- Clean and service catch basins and storm sewers around entire complex

HVAC

- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment and walk-in cooler and freezer
- Clean chiller coils

GROUNDS

- Clean up and weed flower beds and mulch as needed
- Weed killer and preemergent in courtyard/entrance/driveway/sidewalks
- Spray weeds in loading dock area
- Repaint crosswalks and pavement markings as needed throughout complex

INTERMEDIATE SCHOOL

CARPENTRY

- Repair student lockers throughout the building
- Resurfaced white boards in various classrooms throughout the building

ELECTRICAL

- Repair/replace parking lot and building perimeter lights as needed
- Clean dimmer racks

PLUMBING

- Pump and clean grease traps for building
- Clean and flush acid tank for the science rooms
- Clean traps in science rooms
- Test backflow prevention devices and fill out certification paperwork
- Clean and service catch basins and storm sewers around entire complex

HVAC

- Clean and PM kitchen equipment
- Clean and PM all HVAC equipment and install new filters
- PM and change belts on RTUs and exhaust fans
- Clean chiller coils
- PM all exterior door closers and locking mechanisms
- Change belts and PM RTUs and exhaust fans

GROUNDS

- Apply preemergent around marquis and spray for weeds in sidewalk cracks
- Replenish mulch around marquis
- Replenish mulch on playground
- Fertilize and weed treat fields and water as necessary
- Spray weed killer along bottom rails of dugouts
- Pin drag softball fields once per week
- Add infield mix, laser grade, edge Softball field
- Install clay bricks at mound and batter's box areas
- Repaint crosswalks and pavement markings as needed throughout complex

BUTZ

ELECTRICAL

- Repair parking lot lights and perimeter lights as needed

PLUMBING

- Pump and clean grease traps for building
- Pump and clean septic tanks
- Clean clay trap in the art room
- Test backflow prevention devices and fill out certification paperwork

HVAC

- Clean and PM all HVAC equipment and install new filters
- Clean and PM kitchen equipment
- Change belts and PM RTUs and exhaust fans

GROUNDS

- Pull weeds and clean up flower beds and mulch as needed
- Spray weed killer and preemergent in front of building (sidewalk, etc)
- Spray weeds in Be Safe courtyard
- Pull weeds in courtyard
- Replenish mulch on all playgrounds
- Weed whack areas around curbing/sidewalks
- Repair walks and curbs
- Repaint crosswalks and pavement markings as needed throughout complex

LOWER NAZARETH

CARPENTRY

- PM all door closers and locking mechanisms on external doors
- Straighten sign posts as needed

ELECTRICAL

- Repair/replace exterior lights as needed
- Repair/replace parking lot lights as needed

PLUMBING

- Pump and clean grease traps for building
- Pump and clean sewer plant tank (Miller Environmental & Yeska)
- Clean clay trap in the art room
- Test backflow prevention devices and fill out certification paperwork

HVAC

- Clean and PM all kitchen equipment
- Clean and PM all HVAC equipment and install new filters
- Change belts and PM RTUs and exhaust fans

GROUNDS

- Pull weeds and clean up flower beds and mulch as needed
- Replenish mulch in beds by main entrance
- Paint parking lot lines and crosswalks as needed
- Weed and trim trees in court yards
- Spray weed killer and preemergent in front of building (sidewalk, etc)

SHAFER

CARPENTRY

- Resurfaced white boards in various classrooms throughout building

PLUMBING

- Pump and clean grease traps for building
- Clean clay trap in the art room
- Test backflow prevention devices and fill out certification paperwork

HVAC

- Clean and PM all HVAC equipment and install new filters
- Clean and PM kitchen equipment
- Change belts and PM RTUs and exhaust fans
- Clean chiller coils

GROUNDS

- Pull weeds and clean up flower beds and mulch as needed
- Spray weed killer on basketball court playground
- Spray weed killer and preemergent in front of building (sidewalks, etc)
- Replenish mulch on playground
- Repaint parking lot lines as needed

MAINTENANCE

- Clean and PM all HVAC equipment and install new filters
- Test backflow prevention devices and fill out certification paperwork
- Pull weeds as needed
- Spread mulch as needed

ENVIRONMENTAL & SAFETY SERVICES

AHERA (ASBESTOS HAZARD EMERGENCY RESPONSE ACT)

- Six month and three year 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

SAFETY DATA SHEET (SDS)

- SDS audit completed annually for all products in use by the District
- Converted to electronic version for all buildings

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
- Shafer server room tested and inspected

FIRE ALARM TESTING (DISTRICT STAFF)

- Completed weekly at all NASD Facilities

GENERATORS

- Inspected and PM yearly

PLATFORM LIFTS

- Conducted annual inspection

STADIUM TURF / MS TURF

- Professionally groomed once a year G-max testing performed annually each fall

IPM PROGRAM

- Integrated Pest Management– update and record as required

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

ELEVATOR INSPECTIONS

- Annual inspection at all NASD Facilities

STAGE RIGGING INSPECTIONS

- Conducted annually at High School, Middle and Intermediate Schools

STADIUM BLEACHER INSPECTION

- HS stadium structure/bleachers inspected

RECYCLING PROGRAM

- Under Contract

FOUR PILLARS OF DEPARTMENT

1. Deliver outstanding Customer Service

2. Improve efficiency across the board

3. Focus on Preventative Maintenance

4. Modernization of work force

GOALS FOR 2022-2023

- *Continue working with building principals to help improve building appearances.*
- *Continue to grow my professional network and knowledge by attending workshops, visiting other facilities, reading trade specific literature, and doing internet research on facility management related topics.*
- *Continue to research, identify and test new products to improve efficiency to reduce costs of custodial supplies.*
- *Continue to improve the customer service aspect of the custodial/maintenance department.*
- *Continue to replace aging equipment as needed and to look for new technology to improve efficiency.*
- *Expand training for custodial and maintenance staff.*
- *Expand use of technology with maintenance staff to improve efficiency.*
- *Work with vendors, both old and new, to keep price increases as small as possible.*
- *Identify methods to assist in attracting new applicants and retaining current employees.*