



**NAZARETH AREA SCHOOL DISTRICT
MAINTENANCE DEPARTMENT**

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

FROM: Rob Zemanick, Director of Facilities and Operations
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DATE: October 28, 2021

SUBJECT: ANNUAL MAINTENANCE REPORT 2020 - 2021

For your review, the following is attached:

- A. Construction/Renovation/Capital Improvement Project Report
- B. Annual Maintenance Report – 2021

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

Capital improvements to district buildings have continued again this year. The projects were identified via the January 2021 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 2021 – 2022 school year has presented many challenges, but has also proved to be very rewarding. I would like to thank Dr. Riker, Ms. Hoffman, the entire maintenance department and custodial staff for all of their efforts and support over the entire year, but especially during the summer months. I would also like to thank Mr. Grice of D’Huy Engineering, Inc., as well as the building administrators for their cooperation in completing projects and preparing for a successful opening of a new school year.

As with each year, this past year has looked very different than the previous year. We dealt with COVID-19 and all the associated challenges with keeping school open as well as undertaking the construction projects at Lower Nazareth and Butz while continuing to complete our typical repairs, preventive maintenance and smaller projects. With the support and cooperation of countless people in the District and outside vendors, we were able to accomplish all of these tasks, the most important being the completion of the construction projects in time for school to open as scheduled. I would especially like to recognize Mr. Santos and Mrs. Appruzzi for their flexibility and understanding during the projects that created many situations that they had to adapt to and help find solutions for.

Additionally, moving all the fourth grade teachers, with all of their materials and furniture was a substantial task. Other moves between buildings added to the workload, but the flexible scheduling and cooperation of maintenance and custodial staff allowed this to be completed in advance of the teachers returning.

Ultimately, we were able to start the year with all schools ready to welcome teachers, students, parents to buildings that were clean, updated, 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: 214, 215, 216, 344, 345, 346
	<ul style="list-style-type: none"> • Painting of rooms: 254 (gym teacher’s office), 284, 601, 620 and North Campus stairwell
	<ul style="list-style-type: none"> • Replace audience chairs in Board Room
	<ul style="list-style-type: none"> • Complete installation of dehumidifiers in basement of North Campus
	<ul style="list-style-type: none"> • Remove trees from Auditorium retaining wall
	<ul style="list-style-type: none"> • Install LED lighting in Fieldhouse
Stadium	<ul style="list-style-type: none"> • Powerwash bleachers
	<ul style="list-style-type: none"> • Renovate and paint Weight Room
	<ul style="list-style-type: none"> • Replace Coordinated Health logos with St. Luke’s logos on turf
Middle School	<ul style="list-style-type: none"> • Painting of fire hydrants, volleyball pole covers, bollards outside bus drop off and hallways
	<ul style="list-style-type: none"> • Painting of rooms: 104, 105, 136, 137
	<ul style="list-style-type: none"> • Painting of poles located outside of Guidance and Main Office entrance
	<ul style="list-style-type: none"> • Pressure wash front of building (above Main Office)
	<ul style="list-style-type: none"> • Install new dishwashers in the Home Economics classroom
	<ul style="list-style-type: none"> • Install dust collection system in Wood Shop
	<ul style="list-style-type: none"> • Replace sidewalk lights with LEDs
	<ul style="list-style-type: none"> • Install LED lighting in Gym
Intermediate School	<ul style="list-style-type: none"> • Sand and refinish Gym floor
	<ul style="list-style-type: none"> • Painting of Nurse’s suite, handrails on ramp in Auditorium and door frames
	<ul style="list-style-type: none"> • Painting of rooms: 101, 103, 104, 201 and 208
	<ul style="list-style-type: none"> • Painting of room: 209 including door and door frame
	<ul style="list-style-type: none"> • Replace Auditorium seats
	<ul style="list-style-type: none"> • Replace Wall Pack lights with LEDs
	<ul style="list-style-type: none"> • Replace front stage curtain in Auditorium (damaged from fire)
	<ul style="list-style-type: none"> • Construct ADA walkway at Baseball field
	<ul style="list-style-type: none"> • Replace RTU D
	<ul style="list-style-type: none"> • Replace Auditorium carpet and epoxy floor in preparation for new seats

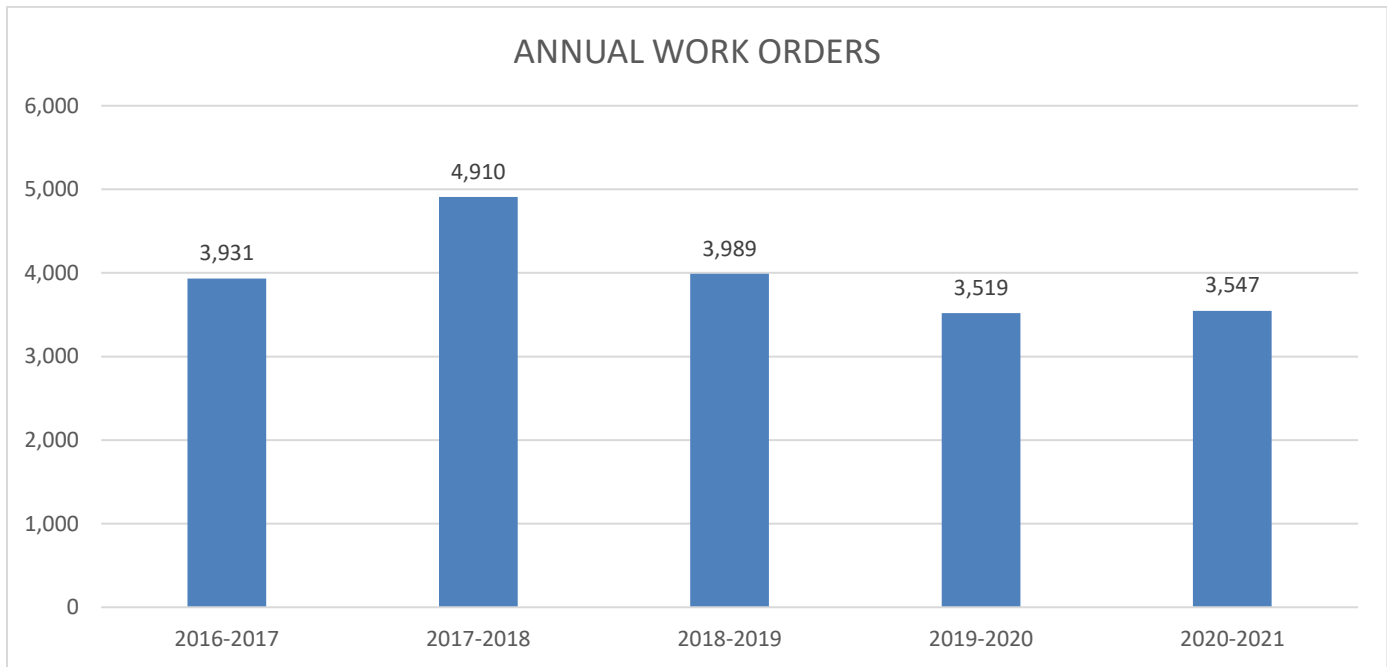
Butz Elementary	<ul style="list-style-type: none"> • Painting of Cafeteria hallway and hallway near rooms 400-407
Lower Nazareth Elementary	<ul style="list-style-type: none"> • Painting of bathrooms in rooms: 228, 229, 230, 231, 232, 233 and 234 • Painting of rooms: 204, 224, 228 and 234
Shafer Elementary	<ul style="list-style-type: none"> • Renovate Gym floor • Installation of bleachers in Gym • Install LED lighting in Gym • Sealed cracks in parking lot

B. ANNUAL MAINTENANCE REPORT – 2021

The following represents all projects completed or in progress at various buildings. Presently, 74% of work orders area 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, 2020 through June 30, 2021, approximately 3,547 regular work orders were completed. The total work orders from last year was 3,519.

The reduction in the number of work orders completed is directly related to the COVID-19 situation.



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

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 trap 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 trap 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
- Dump top soil to fill holes where ground settled

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 trap 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 trap 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
- Straighten sign posts as needed
- 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 trap 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
- Install 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

PLUMBING

- Pump and clean grease trap 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 2021-2022

- *Continue to replace existing lighting with LED's, as prices continue to come down and the life expectancy of each LED bulb increases, along with substantial energy savings.*
- *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.*