



**NAZARETH AREA SCHOOL DISTRICT
MAINTENANCE DEPARTMENT
357 Tatamy Road, Nazareth, PA 18064
610-759-1367 FAX 610-759-7028**

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

FROM: Rob Zemanick, Director of Facilities and Operations
E-mail: rzemanick@nazarethasd.org

DATE: September 13, 2016

SUBJECT: MAINTENANCE REPORT 2015 - 2016

For your review, the following is attached:

- A. Construction/Renovation/Capital Improvement Project Report
- B. Summer Maintenance Report – 2016

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

Capital improvements to district buildings have continued again this year. The projects were identified via the January 2016 Capital Improvement Plan, selected using the priority matrix formula, and input from D'Huy Engineering, Inc., Administration and the Board.

B. SUMMER MAINTENANCE REPORT

Preparing the buildings for the 2016-2017 school year, has presented many challenges, but has also been very rewarding. I would like to thank Dr. Riker, Ms. Grube, Mrs. Crane, the 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 and their staff for their cooperation in completing projects and preparing for a successful opening of the new school year.

In particular, I would like to thank the entire staff at Butz and Shafer Elementary Schools for their cooperation and patience with the flooring replacements, as this created a good deal of additional work and altered cleaning schedules. Their perseverance and dedication allowed for everything to be completed and ready for the first day of school.

It is through the collective efforts of the people mentioned above that several major projects were able to be completed on time, schools cleaned and prepared for new year, and equipment maintained in a fashion that is consistent with the District's mission.

A. CAPITAL IMPROVEMENT PROJECT REPORT

<u>SCHOOL</u>	<u>PROJECT</u>
High School	<ul style="list-style-type: none"> • Install safety straps on hoops and install new key operated winches in North Campus Gym
	<ul style="list-style-type: none"> • Replacement of McQuay chiller
	<ul style="list-style-type: none"> • Infrared roof scan
Middle School	<ul style="list-style-type: none"> • Track field top dressing/slit seed/aerate
	<ul style="list-style-type: none"> • Regrouting of pool
Intermediate School	<ul style="list-style-type: none"> • Dugout construction
	<ul style="list-style-type: none"> • Removal of replaced windows
	<ul style="list-style-type: none"> • Carpet tile in library
	<ul style="list-style-type: none"> • Infrared roof scan
Butz Elementary	<ul style="list-style-type: none"> • Carpet tile replacement in 8 rooms
Lower Nazareth	<ul style="list-style-type: none"> • Infrared roof scan
Shafer Elementary	<ul style="list-style-type: none"> • Tile/Carpet in LGI and library and (31) classrooms
	<ul style="list-style-type: none"> • Sidewalk joint replacement
Maintenance	<ul style="list-style-type: none"> • JCI server upgrade
	<ul style="list-style-type: none"> • Siemens server upgrade
Boro Park	<ul style="list-style-type: none"> • Infield renovation

B. SUMMER MAINTENANCE REPORT – 2016

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 and those in progress are highlighted.

During the period of July 1, 2015 through June 30, 2016, approximately 3,385 regular work orders were completed.

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
- 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

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

HIGH SCHOOL

- Clean and PM HVAC units in North Campus and replace filters
- Clean and PM HVAC units in Main Campus and replace 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 and service acid neutralization tank in courtyard and repair floats
- Clean chiller coils
- Evacuate refrigerant from McQuay chiller
- Pump and clean grease trap for building
- Replace all Main Campus parking lot lights with LED's
- Repair student lockers throughout the building as needed
- Clean up and weed all flower beds and mulch as needed
- Repaint parking lot lines near main entrance and Mitchell lot
- Clean and service clay traps in art rooms
- Test backflow prevention devices and fill out certification paperwork
- Repair security lights in stadium
- Spray weed killer and pre-emergent as needed in mulch beds and sidewalks, etc.
- Apply pre-emergent to area on retention wall behind auditorium
- Conduct safety inspections of equipment in training rooms – tables, whirlpool, ice, etc.
- Trim pine tree branches next to auditorium
- Clean up marquis/pre-emergent, weed matting, and mulch marquis
- Paint handrail on home side bleachers in stadium
- Install corner molding on pillars in the cafeteria
- Attach hook/hangers to store easels in cabinet in room 246
- Install new oven in room 283
- Install knee wall in music labs
- Connect Siemens panel to the generator
- Replace various street signs
- Install 220 volt line for panini machine in cafeteria
- Replace floor tile in room 362
- Sharpen paper cutter blades including industrial cutter in room 246
- Move copier from 317 to 351 – 220v power needed
- Move projector and screen in art room
- Repair metal casework in room 238
- Label main disconnects in outdoor switchgear
- Drill holes in decking from 2nd floor to 3rd floor for data lines
- Tighten lab table faucets
- Remove sinks from Home Ec. rooms 283-285
- Install new cooktops on demonstration tables and countertops.
- Run power and cable to TV in FCS room 284
- Repair curb by main entrance – canopy/temp repair
- Spray weeds on patio in big courtyard
- Paint LGI lobby, cafeteria, library windows, and (7) classrooms
- Relocate office furniture in guidance and assistant principals' offices

- Pressure wash tennis courts and sealed cracks
- Complete renovations to photo lab area

STADIUM

- Turf field professionally cleaned and groomed
- Repair security lights in stadium/storage shed

BORO PARK

- Fertilization and weed treatment applied

MIDDLE SCHOOL

- Clean and PM all HVAC units and install new filters
- Clean and PM kitchen equipment and walk-in cooler and freezer
- Clean chiller coils
- 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
- Repair/replace parking lot and building perimeter lights as needed
- Repaint crosswalks and pavement markings as needed throughout complex
- Paint gym lockers as needed
- Paint windows in media, cafeteria and main staircase areas
- Paint stairway doors
- Paint woodshop ceilings
- Clean up and weed flower beds and mulch as needed
- Weed killer and pre-emergent in courtyard/entrance/driveway/sidewalks
- Spray weeds in loading dock area
- Test backflow prevention devices and fill out certification paperwork
- Assemble football goalpost
- Repair/replace gym, wrestling room, and auditorium lights as needed
- Replace chalkboards with whiteboards in Mr. Cunningham's room
- Connect Johnson Controls panels to the generator
- Water track field as necessary throughout summer
- Send pool vacuum out for PM service
- Install motion sensor in generator room
- Install motion sensor in switchgear room
- Install motion sensor in ice machine room
- Repair student lockers throughout the building

INTERMEDIATE SCHOOL

- Clean up and weed flower beds and mulch as needed
- Replenish mulch on playground
- Repaint parking lot lines and in teacher parking lot
- 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 PM kitchen equipment
- Clean and PM all HVAC equipment and install new filters
- PM and change belts on RTU's and exhaust fans
- Apply pre-emergent around marquis and spray for weeds in sidewalk cracks
- Install mulch around marquis
- Fertilize and weed treat fields and water as necessary
- Spray weed killer along bottom rails of dugouts
- Remove old plants and shrubs, clean up area around flag pole
- Move bookshelves from storage room to LNES
- Pin drag softball fields once per week
- Plant grass seed around dugouts
- Connect Siemens panel to the generator
- Run emergency power to MDF
- Clean chiller coils
- Paint library showcase
- Paint blue line at drop off and repaint blue line in back of building
- Repair/replace parking lot and building perimeter lights as needed
- Replace lights at flag pole
- Install emergency power for sound system

BUTZ

- Pull weeds and clean up flower beds and mulch as needed
- 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
- Clean and PM all HVAC equipment and install new filters
- Clean and PM kitchen equipment
- Repair perimeter and parking lot lights
- Sidewalk repair – 2 places
- Straighten sign posts as needed
- Connect Siemens panels to the generator
- Place stone where blacktop meets jungle gym
- Run emergency power to office area for power outages
- Repair tile near front office
- Connect emergency power to IDF – A
- Replace door on Be Safe trailer
- Replace faded exterior signs as needed
- Paint white line along bus pickup area
- Paint and straighten sign posts
- Paint curbs yellow
- Paint (8) classrooms (400-407)
- Paint courtyard shed
- Paint basketball poles and backboards
- Install emergency power to sound system
- Remove power pole in room 404
- Install LED lights for flag pole
- Install new lettering for Kenneth L. Butz Jr. Elementary School
- Remove dead pine trees around property and courtyard

LOWER NAZARETH

- Pull weeds and clean up flower beds and mulch as needed
- Install mulch by main entrance
- 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
- Repair/replace gym, cafeteria, parking lot, and perimeter lights as needed
- Clean and PM all kitchen equipment
- Clean and PM all HVAC equipment and install new filters
- Replace 'No Parking' signs along bus lane
- Install backer rod along back of building, make drainage modifications
- Install buzzer at gym entrance for new child care area
- Paint hallway walls by room 215 to 225
- Repair modular decks as needed
- Replace buckled floor tile by gym
- Repair insulation in cold water pipe by exit to modular
- Connect Siemens panel and door swipe to generator

SHAFER

- Pull weeds and clean up flower beds and mulch as needed
- Pump and clean grease trap for building
- Clean clay trap in the art room
- Test backflow prevention devices and fill out certification paperwork
- Clean and PM all HVAC equipment and install new filters
- Clean and PM kitchen equipment
- Spray weed killer on basketball court playground
- Spray weed killer and pre-emergent in front of building (sidewalks, etc)
- Replace mixing valve in boiler room
- Clean chiller coils
- Re-level steamers in kitchen
- Move furniture and reassemble and hook up electric in library
- Repair cracked floor tile on ramp by the library

MAINTENANCE

- Clean and PM all HVAC equipment and install new filters
- Clean up rear storage area and haul items for scrap and pallet run
- 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 and awaiting binders to be 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
- 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

- Professionally groomed 2x a year G-max testing performed in Oct. 2015

WATER TESTING

- Samples from all buildings to test lead in Spring 2016.

IPM PROGRAM

- Integrated Pest Management– under contract as needed

IAQ TESTING

- Indoor Air Quality Testing was completed in May 2016 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

ELEVATOR INSPECTIONS

- Annual inspection at all NASD Facilities

STADIUM BLEACHER INSPECTION

- HS stadium structure/bleachers inspected

RECYCLING PROGRAM

- Under Contract

GOALS FOR 2016-2017

- *Continue to look for ways to save money and increase efficiency to help control utility costs, which account for roughly half of the operating budget.*
- *Look for additional opportunities 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.*
- *Move the maintenance department to mobile application within SchoolDude for work order creation and completion. We have begun to pilot this with 3 maintenance staff on their cell phones and it is going well. It decreases the amount of time spent on paperwork and allows for real time tracking of job completion.*
- *Continue and expand the preventative maintenance program that has been established with the goal of reducing the number of emergency repairs to the equipment as well as extending the life of the equipment.*
- *Improve the conditions of athletic fields that have been neglected for several years.*
- *Work 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.*