



**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: November 3, 2020

SUBJECT: ANNUAL MAINTENANCE REPORT 2019 - 2020

For your review, the following is attached:

- A. Construction/Renovation/Capital Improvement Project Report
- B. Annual Maintenance Report – 2020

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

Capital improvements to district buildings have continued again this year. The projects were identified via the January 2020 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 2020 – 2021 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.

For all of us, in all aspects of our lives, 2020 was a very different year. When the pandemic took us by surprise in March, we quickly adapted custodial and maintenance work schedules to provide limited building coverage to ensure building safety and protection of assets. Shortly after we settled into our new schedules, we were able to schedule contractors to work on projects in a safe manner. This would prove very beneficial, as we were able to complete several different projects in the spring, thus beating the summer rush when contractors tend to get backed up with work. Ultimately, given challenging circumstances, we were able to complete over 25 projects – both contracted and in house, by taking advantage of the extra time that buildings were unoccupied.

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

A. PROJECT IMPROVEMENT SUMMARY

<u>SCHOOL</u>	<u>PROJECT</u>
High School	<ul style="list-style-type: none"> • Replace carpet in Guidance Office
	<ul style="list-style-type: none"> • Replace carpet in Business Office
	<ul style="list-style-type: none"> • Replace carpet in District Offices and hallway
	<ul style="list-style-type: none"> • Replace tile on ramp, bridge and Home Economics classrooms with MCT
	<ul style="list-style-type: none"> • North Campus painting of lockers on first and third floor
	<ul style="list-style-type: none"> • Replace bleachers in North Campus gym
	<ul style="list-style-type: none"> • Upgrade alarm panel dialer
	<ul style="list-style-type: none"> • Install three new electronic security gates around gym
	<ul style="list-style-type: none"> • Install new motor in Main Campus elevator
	<ul style="list-style-type: none"> • Renovate classrooms 202-207
	<ul style="list-style-type: none"> • Level floor and Replace vinyl tile in room 378
	<ul style="list-style-type: none"> • Pressure wash and recoating of lower exterior section of Auditorium entrance
	<ul style="list-style-type: none"> • Painting of rooms: 618, 285 and 252
	<ul style="list-style-type: none"> • Painting of art room and dark room
	<ul style="list-style-type: none"> • Painting of Men's and Women's faculty bathrooms on first and second floor
	<ul style="list-style-type: none"> • Painting of main stairwell
	<ul style="list-style-type: none"> • Install LED lighting in Board Room
	<ul style="list-style-type: none"> • Install MCT at landing of exterior door on second floor of North Campus
	<ul style="list-style-type: none"> • Repaint lines in Mitchell Ave. parking lot
	<ul style="list-style-type: none"> • Strip and apply 3M Stone Sealer in hallway outside of Cafeteria, bottom of ramp and LGI lobby
	<ul style="list-style-type: none"> • Repaint lines and numbers of Main Campus parking lot
	<ul style="list-style-type: none"> • Install moisture fan in Main Campus Gym floor
	<ul style="list-style-type: none"> • Remove cabinets, patch and paint wall, install screen in room 408
	<ul style="list-style-type: none"> • Move bookcases in Library
	<ul style="list-style-type: none"> • Painting of Lower Level Library Conference Room
	<ul style="list-style-type: none"> • Replace carpet in Lower Level of Library, steps and foyer
Stadium	<ul style="list-style-type: none"> • Powerwash bleachers
	<ul style="list-style-type: none"> • Install headwall fence at bridge
	<ul style="list-style-type: none"> • Repair fence around stadium
	<ul style="list-style-type: none"> • Install windscreen on bottom of bleachers
Middle School	<ul style="list-style-type: none"> • Upgrade alarm panel dialer
	<ul style="list-style-type: none"> • Repair and seal sidewalk and curb joints around perimeter of building
	<ul style="list-style-type: none"> • Painting of Media Center
	<ul style="list-style-type: none"> • Painting of classrooms: 112, 603, wall outside of room 113
	<ul style="list-style-type: none"> • Painting of Blizzard stairway wall, wall in room 403, Team Room doors, Locker Room doors and Gym doors

	<ul style="list-style-type: none"> • Painting of Gym hallway and hallway outside of room 242
	<ul style="list-style-type: none"> • Repair concrete at parent drop off
	<ul style="list-style-type: none"> • Painting of Volleyball practice court lines
Intermediate School	<ul style="list-style-type: none"> • Replace folding wall between Cafeteria and Auditorium
	<ul style="list-style-type: none"> • Upgrade alarm panel dialer
	<ul style="list-style-type: none"> • Install LED lighting in Gym
	<ul style="list-style-type: none"> • Install LED lighting on exterior of building
	<ul style="list-style-type: none"> • Install LED lighting in Auditorium
	<ul style="list-style-type: none"> • Sealed cracks in parking lot
	<ul style="list-style-type: none"> • Install LED tubes in Cafeteria
	<ul style="list-style-type: none"> • Replace 2 chillers
	<ul style="list-style-type: none"> • Replace walk off matting in all vestibules
	<ul style="list-style-type: none"> • Replace carpet in Faculty Room
	<ul style="list-style-type: none"> • Install warning track at Softball field
	<ul style="list-style-type: none"> • Painting of Guidance Offices and hallway
	<ul style="list-style-type: none"> • Painting of Auditorium railing, and third floor Faculty Room
	<ul style="list-style-type: none"> • Painting of classrooms: 101, 108, 213, 217, 301, 305, 307, 308, 309, 316
Butz Elementary	<ul style="list-style-type: none"> • Upgrade alarm panel dialer
	<ul style="list-style-type: none"> • Replace carpet in Library and office areas
	<ul style="list-style-type: none"> • Painting of Library, and adjacent offices
	<ul style="list-style-type: none"> • Painting of classrooms: 103, 106
	<ul style="list-style-type: none"> • Painting of swing sets
	<ul style="list-style-type: none"> • Enclose Library
	<ul style="list-style-type: none"> • Convert room 304 from Computer Lab to regular Classroom
Shafer Elementary	<ul style="list-style-type: none"> • Upgrade alarm panel dialer
	<ul style="list-style-type: none"> • Replace sound system in Cafeteria and Gym
	<ul style="list-style-type: none"> • Replace broken edging around playground
	<ul style="list-style-type: none"> • Replace carpet in Main Office and Faculty Room
	<ul style="list-style-type: none"> • Painting of classrooms: 212, 228, 233
	<ul style="list-style-type: none"> • Replace carpet with VCT tile in room 232
	<ul style="list-style-type: none"> • Painting of Swing sets and Jungle gym
Lower Nazareth Elementary	<ul style="list-style-type: none"> • Upgrade alarm panel dialer
	<ul style="list-style-type: none"> • Painting of classrooms: 203, 217, 218, 219, 231
	<ul style="list-style-type: none"> • Renovate Gym
	<ul style="list-style-type: none"> • Painting of Gym
	<ul style="list-style-type: none"> • Painting of Men's Faculty bathroom

B. ANNUAL MAINTENANCE REPORT – 2020

The following represents all projects completed or in progress at various buildings. Presently, 75% 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, 2019 through June 30, 2020, approximately 3,519 regular work orders were completed. The total work orders from last year was 3,989.



The reduction in the number of work orders completed is directly related to the COVID 19 situation. Maintenance staff worked a limited schedule for several weeks, and there were no athletic events in the spring which accounts for a good number of work orders. All things considered, we had a very good year in relation to completion of work orders, and had there been no pandemic, I expect that the number of completed work orders would be similar to last school year.

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 and repair floats

HVAC

- 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 chiller coils
- Replace belts and PM RTU's and exhaust fans

GROUNDS

- Clean up and weed all flower beds and 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

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

INTERMEDIATE SCHOOL

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 up and weed flower beds and mulch as needed
- 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
- Clean chiller coils
- PM all exterior door closers and locking mechanisms
- Change belts and PM RTU's and exhaust fans

GROUNDS

- Apply preemergent 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
- 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

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 RTU's 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
- Weed whack areas around curbing/sidewalks
- Straighten sign posts as needed

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 RTU's and exhaust fans

GROUNDS

- Pull weeds and clean up flower beds and mulch as needed
- Install mulch by main entrance
- Paint parking lot lines and crosswalks as needed
- Weed and trim trees in court yards

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 RTU'S and exhaust fans

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)

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 2020-2021

- 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.*
- Continue best cleaning and disinfecting practices to ensure student and staff safety, and to do our part to keep schools open.*
- Identify equipment and technology that will not only be effective during the current COVID pandemic, but also well into the future (cleaning equipment, indoor air quality, etc.).*