



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

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

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

DATE: October 21, 2024

SUBJECT: ANNUAL MAINTENANCE REPORT 2023 - 2024

For your review, the following is attached:

- A. Construction/Renovation/Capital Improvement Project Report
- B. Annual Maintenance Report – 2024

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

Capital improvements to district buildings have continued again this year. The projects were identified via the January 2024 Capital Improvement Plan, and 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 2024-2025 school year was challenging as always, but also very rewarding. Dana Hoffman, Jen Boyer, and the entire maintenance department and custodial staff have been, and continue to be the primary reason that our district facilities are so highly regarded. Each summer seems to present more obstacles, and regardless of the situation, the employees of the department find a way to get things done in time for the opening of the school year.

Along with bringing a good deal of new staff up to speed on how summer cleaning and preventative maintenance tasks are performed each year, the magnitude of some of the projects was imposing. The replacement of the chillers at the high school and Shafer, were time consuming jobs that caused a great deal of inconvenience for people in the buildings. For the better part of 4 weeks, most of the buildings were without air conditioning. Scott Briedinger and Bill Mudlock were very understanding and accommodating with moving around planned events in the schools. Perhaps the biggest challenge of the summer occurred as teachers returned – the sinkhole in the courtyard at Shafer. The response from D'Huy was almost instant. The flexibility of Bill Mudlock and his staff allowed the repair work to take place, insuring school could open as scheduled. The dedication and professionalism of everyone involved was remarkable – from the custodians who noticed the sinkhole, D'huy and the team that was assembled, the Shafer staff, and district administration, everyone provided the support necessary to address the situation to ensure the timely and safe return of students on August, 26th.

A. PROJECT IMPROVEMENT SUMMARY

<u>SCHOOL</u>	<u>PROJECT</u>
High School	<ul style="list-style-type: none"> • Create office in Central Registration for School Police Chief
	<ul style="list-style-type: none"> • Repair sidewalk tripping hazards throughout Main & North Campus
	<ul style="list-style-type: none"> • Replace carpet in Assistant Principal's Office
	<ul style="list-style-type: none"> • Remove built in desk from Assistant Principal's Office
	<ul style="list-style-type: none"> • Replace Athletic Van with 2) Kia Carnival minivans (A1/A2)
	<ul style="list-style-type: none"> • Replace domestic hot water boiler
	<ul style="list-style-type: none"> • Replace main chiller
	<ul style="list-style-type: none"> • Repair curbing and replace fence around dust collector
	<ul style="list-style-type: none"> • Repair of fire panel
	<ul style="list-style-type: none"> • Painting of rooms: 253, 283, 609 and 610
Stadium	<ul style="list-style-type: none"> • Replace gray door on blue shed (stadium side)
	<ul style="list-style-type: none"> • Replace sever for scoreboard
	<ul style="list-style-type: none"> • Paint band storage container
Middle School	<ul style="list-style-type: none"> • Aerate, sand, topdress and overseed, football practice fields
	<ul style="list-style-type: none"> • Repair generator
	<ul style="list-style-type: none"> • Install exhaust system for wood shop
	<ul style="list-style-type: none"> • Painting of block wall: bottom of main stairs and hallway near rooms 206 and 235
Intermediate School	<ul style="list-style-type: none"> • Replace softball field bleachers
	<ul style="list-style-type: none"> • Install ceilings on softball dugouts and closets
	<ul style="list-style-type: none"> • Install homerun netting at solar field (left side of baseball field)
	<ul style="list-style-type: none"> • Replace Matrix playground equipment
	<ul style="list-style-type: none"> • Replace 4th Street Gate
	<ul style="list-style-type: none"> • Repair vandalism in classrooms 108 and 123
	<ul style="list-style-type: none"> • Painting of rooms: 103, 109, 122, 303, 319 and 323
Butz Elementary School	<ul style="list-style-type: none"> • Install backflow preventer on fire hydrant line
	<ul style="list-style-type: none"> • Crack patch and seal parking lot
	<ul style="list-style-type: none"> • Pressure wash modular
	<ul style="list-style-type: none"> • Repair ramp and deck of modular
	<ul style="list-style-type: none"> • Continue painting of blue stripe in old gym lobby through hallway into office lobby
Lower Nazareth Elementary	<ul style="list-style-type: none"> • Crack patch and seal parking lot
	<ul style="list-style-type: none"> • LED lighting upgrade to exterior of building and parking lot
	<ul style="list-style-type: none"> • Painting of room 222 and hallway near rooms 210-260

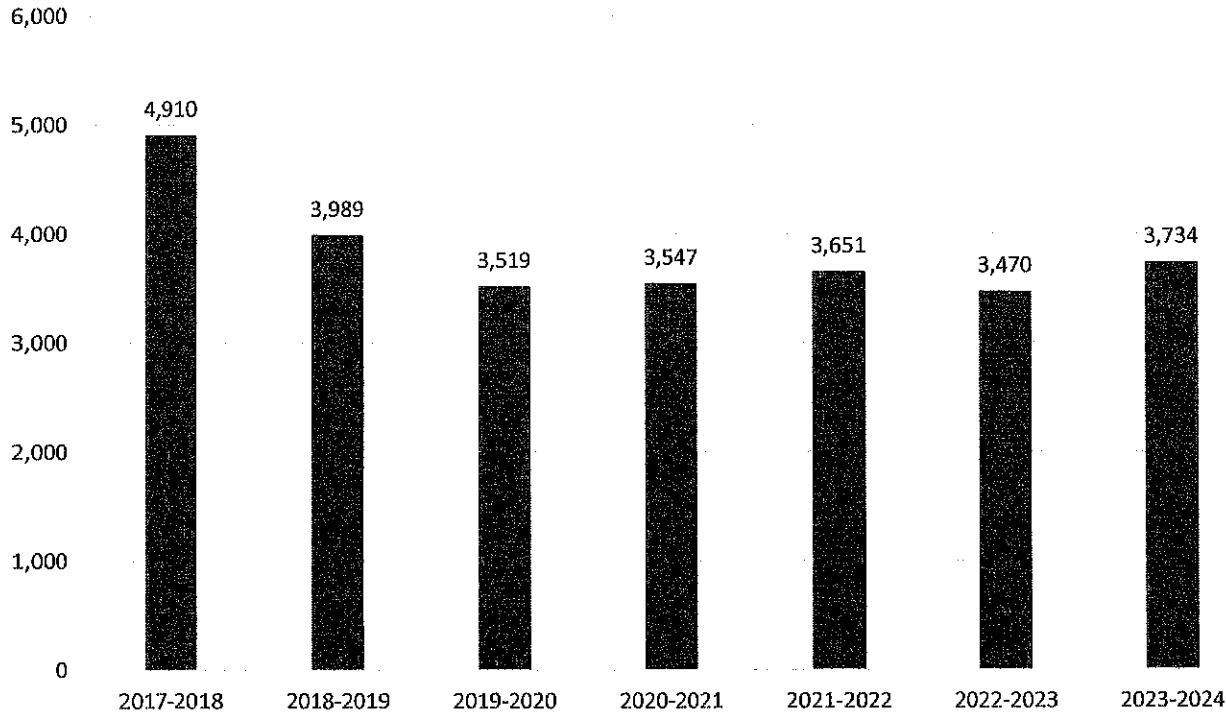
Shafer Elementary School	<ul style="list-style-type: none"> • Replace backstop fence at softball field
	<ul style="list-style-type: none"> • Replace playground equipment
	<ul style="list-style-type: none"> • Replace chiller
	<ul style="list-style-type: none"> • Level floor in kitchen
	<ul style="list-style-type: none"> • LED lighting upgrade to exterior of building and parking lot
	<ul style="list-style-type: none"> • Painting of rooms: 101, 236 and 237
	<ul style="list-style-type: none"> • Replace storage container at softball field
	<ul style="list-style-type: none"> • Painting of fire doors and handrails near rooms: 220, 221, 236 and 237

B. ANNUAL MAINTENANCE REPORT – 2024

The following represents all projects completed 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 Brightly.

During the period of July 1, 2023 through June 30, 2024, approximately 3,734 regular work orders were completed. The total work orders from last year was 3,470.

ANNUAL WORK ORDERS



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
- Clean and PM all HVAC equipment
- HVAC air filters changed 3x/year
- All classroom unit ventilators were cleaned and PM 2x/year
- Preventive maintenance and inspections of all emergency generators and electrical transfer switches
- Preventive maintenance was performed on kitchen equipment and ice machines
- Prepare and maintain all athletic fields
- In-house building inspections completed at all buildings
- Inspections of all roofs, drains, etc.
- Grease traps checked, 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

GENERAL WAREHOUSE

- Receiving and distribution of supplies to all District Facilities
- Annual inventory audit completed

LAWN CARE

- Under contract (Cut-N-Vac Lawn care)

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
- 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

- Clean and service clay traps in art rooms
- Pump and clean grease traps for building
- Clean and service acid neutralization tank in courtyard
- Clean and service catch basins and storm sewers around entire complex

HVAC

- PM crawl space fans
- Replace filters on spray booth, foundry, room 290, in shop areas, etc.
- Clean and service dust collector in wood shop and install new filters
- Maintain and repair kitchen equipment 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
- Pump and clean grease traps for building
- Clean and service art room traps
- Check and service acid neutralization tanks for science labs
- Clean and service catch basins and storm sewers around entire complex

HVAC

- Maintain and repair kitchen equipment as needed
- Clean chiller coils
- Clean and service dust collector in wood shop and install new filters

GROUNDS

- Clean up and weed flower beds and mulch as needed
- Apply weed killer and preemergent in courtyard/entrance/driveway/sidewalks
- 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
- Clean and service catch basins and storm sewers around entire complex

HVAC

- Maintain and repair kitchen equipment as needed
- Clean chiller coils
- 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 baseball and softball fields once per week
- Add infield mix, laser grade, edge softball field
- 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

HVAC

- Maintain and repair kitchen equipment as needed
- 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
- Repaint crosswalks and pavement markings as needed throughout complex

LOWER NAZARETH

CARPENTRY

- 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

HVAC

- Maintain and repair kitchen equipment as needed
- 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 courtyard
- Spray weed killer and preemergent in front of building (sidewalk, etc)

SHAHER

CARPENTRY

- Resurfaced white boards in various classrooms throughout building

PLUMBING

- Pump and clean grease traps for building
- Clean clay trap in the art room

HVAC

- Maintain and repair kitchen equipment as needed
- 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
- Replenish 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/SUPPRESSION 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 2024-2025

- *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.*
- *Provide opportunities for staff to cross train and enhance knowledge of the District and its operations.*
- *Promote training and leadership opportunities for aspiring staff.*