

MEMORANDUM

TO: Sandra Guryan, Deputy Superintendent

FROM: Michael Cronin, Chief of Operations

DATE: October 28, 2013

RE: Operations Status Report

Charter Maintenance Update

Maintenance projects were completed this summer in all buildings except Angier as follows: Five buildings had 1,500 square feet of epoxy floors installed in their bathrooms; nine buildings had 21,450 square feet of Vinyl Composite Tile (VCT) installed throughout classrooms and corridors; three buildings received 3,100 square feet of carpet with the majority being installed in library and auditorium spaces; 17 buildings had 48,440 square feet of painting done by a combination of summer student painters and contracted painters; three secondary schools (Newton North, Day, Brown) received a total of 600 new lockers; and two new bathrooms were added at the Ed Center pre-school bringing the total bathroom count in the district to 401. Six additional bathrooms were renovated bringing our total number of bathrooms renovated to 198 since FY07.

Since the bathroom renovation initiative commenced in FY07, there have been 241 bathrooms completed.

➤ Total bathrooms in the system - FY14	=	401
➤ <u>Minus High Schools & Ed Center new</u>	=	<u>107</u>
➤ Possible bathrooms to be renovated	=	294
➤ Completed	=	241
➤ Remaining bathrooms to be renovated	=	53

The table on page four presents a breakdown of summer projects by building including construction projects - most of which were completed to add instructional space, special projects at Day Middle School to complement the new additions, and typical summer cosmetic improvements such as painting, flooring and bathroom renovations.

Status Update on Capital Projects

The following list of major capital projects is updated monthly. Once projects are completed, they are noted as such and then removed from the list the following month.

PROJECTS	STATUS	CIP YEAR Requested by School Committee
Horace Mann Window Replacement	Windows completed; door installation in process.	FY11
Bowen School - Masonry Repairs	Repair general envelope cracks, stairs, and ramps. Public Buildings is in the process of obtaining additional quotes so that work can begin as soon as possible.	FY12
Education Center – Masonry Repairs	Brickwork repairs are complete; stair work is pending.	FY12
Lincoln-Eliot HVAC distribution system	In process to be completed this Fall.	FY13
Burr HVAC Direct Digital Controls Conversion	In process to be completed this Fall.	FY13
Bigelow - Life/Safety Upgrades	Completed	FY12
Burr - Life/Safety Upgrades	Completed	FY12
Electrical Upgrades at Countryside, Franklin, and Memorial-Spaulding	Completed	FY12
Peirce – Elevator and Accessibility Upgrades	Completed	FY12

Facilities Report

Again this year, as in the past, the custodial staff went above and beyond the call of duty to clean the school buildings this summer. Not only were summer camps in full swing, modular classrooms were added to four elementary schools, the addition/renovation to F.A. Day was completed and 152 summer project requests were finished. Thank you again to the men/women in blue who put in the long hot hours during the summer months. Several retirements, an increase in custodial staffing, and other staff changes resulted in the hiring of seven new custodians who are currently participating in training assignments at several secondary schools. These trainees will be ready to take on “cleaning runs” in January 2014.

There have been 47 pieces of HVAC equipment added to the yearly preventative maintenance program this year bringing the total number of yearly preventative maintenance work orders issued to 512. There was a reduction in the number of non-preventative HVAC work orders from 760 in FY12 to 420 in FY13. This reduction is directly related to the implementation of the preventative maintenance system.

Many HVAC projects were successfully completed throughout the summer. Each project included follow up and training for school and City staff on various aspects related to operating and maintaining equipment. Because of the construction project, F. A. Day had additional HVAC, electrical, and plumbing training sessions in August.

The Direct Digital Control (DDC) system for climate comfort continues to be refined. The DDC equipment was installed at Bigelow, Burr, Lincoln-Eliot, and Bowen. DDC equipment will allow for the monitoring and control of heating plants remotely rather than having to be physically in the boiler room. Burr’s DDC conversion was particularly challenging due to the age of the existing HVAC components; however, success was achieved by working collaboratively with the

contractor as well as using service vendors. Lincoln-Eliot unit ventilators (UV's) and controls are in the final stage of commissioning, and minor concerns are being addressed with the engineers. Additionally, new controls were installed on the Lincoln-Eliot distribution system which aids in extending the life cycle of pumps, reduces boiler run time, and provides a more comfortable learning environment. Adjustments were made to Bowen and Franklin pneumatic controls which will provide substantial savings in energy usage as well as climate comfort in both buildings.

The HVAC controls in all ten newly installed modular units continue to be adjusted. The district is working with the modular vendor to refine comfort levels for the occupants.

At the time of this writing, all boilers have been turned on and are operating on a limited basis. Warm temperatures in early October have provided the ability for mid-day shutdowns of most boilers.

Custodial Overtime Summary Report 7/1/13 - 9/20/13				
Category	Monthly hours 8/25/13- 9/20/13	FY14 YTD Cumulative hours 7/1/13- 9/20/13	FY13 YTD Cumulative hours 7/1/12 - 10/20/12	YTD Total Overtime Expense
Operations Budget Funded				
Cleaning & Misc.	664.0	2346.2	380.3	\$91,501
Admin. Work	0.0	0.0	0.0	\$0
Heat/Building Check	0.0	0.0	18.5	\$0
Man Out/Coverage	218.5	292.5	897.5	\$11,408
Moving	0.0	0.0	60.0	\$0
Carpentry	0.0	0.0	79.0	\$0
Painting	0.0	0.0	0.0	\$0
School Committee	25.0	27.5	27.0	\$1,073
Package	17.5	17.5	123.0	\$683
PTO/PTSA	14.0	17.0	118.0	\$663
School Event	330.5	338.0	814.5	\$13,182
TOTAL	1,269.5	3,038.7	2,517.8	\$118,508

Use of School Buildings

A total of **325** Use of School Buildings permits have been approved since July 1, 2013. The breakdown of permits by type is:

- A= (School related or PTO)
- B= (City youth groups, municipal, day care & Newton community groups)
- C= (Other users including business users [Newton and non-Newton] and non-Newton community groups)

Permit Category	FY 14 Total # of USB Permits Approved YTD 7/1/13 to 10/25/13	FY 14 Total Amount Invoiced	FY 14 Total Payments Received	FY 14 Total Amount Due from Permits Approved YTD
A	241	\$ 2,648.00	\$ 1,444.00	\$ 1,204.00
B	39	\$ 58,982.96	\$ 41,095.28	\$ 17,887.68
C	45	\$ 212,660.50	\$ 101,526.50	\$ 111,134.00
Total	325	\$ 274,291.46	\$ 144,065.78	\$ 130,225.68
Total Amount Due from B and C Permits				\$ 129,021.68

FY14 SUMMER PROJECTS		
Summer Construction Projects (not including Day additions and elementary modulars)		
Bigelow	A new classroom was created and the weight room relocated.	\$200,530
Bigelow	The teachers' lounge was moved in order to create accessibility to an additional classroom space.	\$78,998
Bigelow	Exterior security cameras were installed to improve security on Park St.	\$14,000
Bowen	An additional classroom was created out of a portion of the library.	\$37,466
Ed Center	An additional preschool classroom was created leading to relocations and renovations to other areas: Rooms 208, 209, 210, 301, 304, and 314.	\$200,743
Ed Center	The Preschool toilet rooms were renovated to meet code requirements and to accommodate additional students from the new classroom.	\$220,214
Mason Rice	In order to create additional instructional space and improve handicapped accessibility, construction of a new corridor through the boiler room was required as well as construction in the stage/cafetorium area.	\$186,683
Memorial-Spaulding	An additional instructional classroom was created by adding HVAC and a window to a lower level room.	\$27,100
Newton South	Renovations were made to four classrooms to create more appropriately sized spaces.	\$14,971
Newton South	Install security cameras in lunch manager's office area to improve security.	\$2,489
	TOTAL	\$983,194
Day Middle School Special Projects		
	Miscellaneous projects, including ceilings, locker frames, etc.	\$21,597
	Flooring - new vat and base in various areas	\$75,502
	Refinish gym floor	\$28,273
	TOTAL	\$125,371
Summer Improvement Projects at Various Buildings		
	Electrical and Energy Efficiency projects	\$51,647
	Epoxy flooring - 17 bathroom floors	\$69,725
	Flooring projects at 12 buildings, including significant conversion of carpet to tile at Bigelow, Mason-Rice and the Ed Center.	\$302,632
	Glass sliding wall installed to provide secure building access at the main entrance of Burr.	\$8,300
	Exterior grounds and parking improvements by Newton DPW	\$46,055
	Gym floor refinishing at Newton South	\$28,273
	Painting at multiple buildings	\$67,420
	Public Buildings materials for summer project	\$36,933
	Public Buildings overtime for summer projects	\$79,320
	Replace ceiling tiles	\$5,196
	TOTAL	\$695,501
GRAND TOTAL OF SUMMER PROJECTS		\$1,804,066
Source of Funding:		
	Original FY14 Charter Maintenance Budget for Summer Projects	\$1,010,928
	Regular FY14 Charter Maintenance Budget (non-Summer)	\$200,000
	Budget - Non-Recurring Transfer from Tuition/Circuit Breaker savings	\$593,138
	Total	\$1,804,066

Thank you to Paul Anastasi, Carol Chafetz, June McCarthy, Beverly Morong and David Stickney for their contribution to this report.