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**MEMORANDUM**

**TO: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer**

**FROM: Michael Cronin, Chief of Operations**

**DATE: November 24, 2014**

**RE: Operations Status Report**

**Charter Maintenance Update**

The Operations Department has been tracking and reporting semi-annually the completion of work orders since FY13. In FY13 there was a backlog of 1,063 work orders - some of which dated back to FY09. The table below shows that in FY14 the backlog for FY11, FY12 and FY13 was reduced significantly by 288 work orders. The department continues to work closely with the Public Buildings Department to improve work at reducing the backlog. In addition, the FY15 column indicates that there have been 768 new (non-summer) work orders processed since July 1, 2014 of which 472 (61%) have been completed. As you know, all work orders are prioritized by the following categories: health and safety, students' special/specific needs, building envelope, preventative maintenance and regular maintenance.

The table below indicates the progress that has been made during the past year to complete work orders from prior years.

Work Order Status	FY11	FY12	FY13	FY14	Total FY11- FY14	FY15 as of 11/12/14
<b>Requested</b>	2,971	3,132	3,058	2,669	<b>11,830</b>	<b>768</b>
<b>Total Completed</b>	2,947	3,095	2,967	2,367	<b>11,376</b>	<b>472</b>
<b>Total Work Orders Remaining Open</b>	<b>24</b>	<b>37</b>	<b>91</b>	<b>302</b>	<b>454</b>	<b>296</b>
<b># Prior Year WO's Open as of 11/18/13</b>	60	118	262	--	<b>440</b>	--
<b># Prior &amp; Current Year WO's Open as of 11/12/14</b>	24	37	91	302	<b>454</b>	<b>296</b>
<b>Total Reduction in Backlog</b>	<b>36</b>	<b>81</b>	<b>171</b>		<b>288</b>	

The following table breaks out the open work orders by craft type and fiscal year.

<b>OPEN WORK ORDER BACKLOG FY11-FY14</b>				
<b>Craft</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Architect			1	
Asbestos				
Backflow				1
Boiler				6
Carpentry	2	2	7	11
Ceiling Tile	4	7	5	7
Ceramic Tile	1	1	1	2
Climate Control				4
Communications				
Doors and Hardware	2	2	4	9
Electrical	1	4	4	37
Electronic Door Access				
Elevators				11
Equipment			2	13
Exhaust Fans			1	6
Fire Alarm System			1	
Fire Extinguishers				2
Fire Sprinkler System				
Flooring	4	5	12	19
General Craftsman	3	5	6	10
General Maintenance	1	1	12	6
Generators				1
Glass/Window Repairs		1	5	16
Grease Traps				1
Gutter Downspout			1	
Health/Safety	2	1		
Heating/Ventilation /Air Conditioning		1		4
Housekeeping			1	
Inspections	1			
Lighting (Indoor)	3	1	4	38
Lighting (Outdoor)		1	1	2
Masonry	1	1	1	9
P/A System				1
Painting	1		3	4
Plaster/Plasterer			3	2
Plumbing	1	6	9	41
Roof			5	24
Shades/Blinds				1
Sidewalk/Walkway		1	1	
Signage				9
Special Projects		1		3
Sprinkler System				1
Water Leaks				1
Welding			1	
<b>Grand Total</b>	<b>27</b>	<b>41</b>	<b>91</b>	<b>302</b>

## Facilities Report

Two new custodians have been hired to fill a vacancy and to cover a long term illness. These custodians will begin a six month training program at Newton North and F.A. Day that teaches basic custodial cleaning techniques including proper use of cleaning chemicals, floor care and much more. Although the full training will take six months, these custodians will be effective cleaners after the first three months of training.

At Carr School, the new linoleum floor surface which requires no waxing has held up great. This surface will save many hours of custodial labor as it does not require stripping and waxing as do VCT floors in other buildings, some of which require waxing several times a year. In addition, a new "ec-H2O" floor cleaning technology has been introduced at Carr and Newton North that utilizes new floor scrubbing machines which use no detergents. Instead, these machines use electrolysis to convert regular tap water to a cleaning solution and, after cleaning, return the solution to the collection tank as water. This process reduces time, cost and the hazard of mixing and using harsh detergents to scrub floors. The plan is to evaluate while slowly rolling out the use of these machines to the all the buildings. All though the no wax floors and ec-H2O floor scrubbing will put Carr School on the cutting edge of green cleaning the true test will come during the heavy winter months when the outside elements are brought in by over 408 students.

With the heating season underway, each building's heating system has been challenged to adapt to fluctuations in outdoor temperatures. Of the 62 boilers throughout the district, only Lincoln-Eliot's boiler experienced an issue in maintaining temperature. This issue was resolved after conducting a combustion analysis to resolve the issue. As a result, a second component has been added to the boiler PM program which includes performing a combustion analysis on each boiler once it is under full heating load (late November- early December). This accomplishes two goals: determining whether the boilers are working at optimum efficiency and whether they are operating within appropriate engineering parameters. While issues with our heating distribution system (unit ventilators, pumps, controls, etc.) are anticipated, very few such work orders have been submitted. Work to refine climate control in the new teaching and office spaces created during the summer has been in process will be completed by Thanksgiving.

Category	FY 15 Monthly hours 10/1/2014- 10/31/2014	FY 15 YTD Cumulative hours 7/1/14 - 10/31/14	FY15 YTD Total Overtime Expense
Cleaning/Miscellaneous Man Out	1,061	2,031	\$ 74,772
Construction	-	-	\$ -
OT Pool	-	-	\$ -
Other	93	792	\$ 31,823
Package	64	202	\$ 7,222
School Committee	13	24	\$ 918
School Events	495	2,293	\$ 88,909
USB Aftercare	9	146	\$ 4,921
USB Athletics	110	302	\$ 10,826
USB Community Education	277	765	\$ 27,998
USB Community Groups	272	1,301	\$ 46,191
USB Elections	-	135	\$ 4,981
USB PTO/PTSA	105	149	\$ 5,418
USB Recreation	22	1,101	\$ 37,355
USB Summer School	-	-	\$ -
<b>TOTAL</b>	<b>2,519</b>	<b>9,240</b>	<b>\$ 341,336</b>

**Use of School Buildings**

A total of **497** Use of School Buildings permits have been approved since July 1, 2014. 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)

<b>Permit Category</b>	<b>FY 15 Total # of USB Permits Approved YTD 7/1/14 to 11/10/14</b>	<b>FY 15 Total Amount Invoiced 7/1/14 to 11/10/14</b>	<b>FY 15 Total Payments Received 7/1/14 to 11/10/14</b>	<b>FY 15 Total Amount Due from Permits Approved from 7/1/14 to 11/10/14</b>
<b>A</b>	383	\$ 32,281	\$ 18,044	\$ 14,237
<b>B</b>	72	\$ 110,547	\$ 107,814	\$ 2,733
<b>C</b>	42	\$ 231,034	\$ 117,216	\$ 113,818
<b>Total</b>	<b>497</b>	<b>\$ 373,861.76</b>	<b>\$ 243,073.81</b>	<b>\$ 130,787.95</b>
<b>Total Amount Due from B and C Permits Only</b>				<b>\$ 116,551</b>

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