

# Memo

**To:** Board of Education  
**From:** Matthew Cunningham  
**CC:** Mark Izzo, Dr. Conway  
**Date:** 10/13/2020  
**Re:** Facility Management Update

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Following is a summary of the work completed since the last report:

## Irving

- Repaired gate at lower playground.
- Installed plastic dividers in Learning Center.
- New blinds installed in reading lab.

## Derby High School

- Installed plastic dividers in main office.
- Assembled and placed 40 student desks in LRU and 100+ desks in classrooms.
- Contractors finished repairs to damaged roof area (loading dock).
- Repaired main classroom exhaust fan.
- Moved vacuum ducts in woodshop.
- Hung speakers in media center.

## Derby Middle School

- Installed plastic dividers in main office.
- Replaced faulty panic bar on main door.
- Filters changed in roof top air handlers.
- Replaced filters and belts on gym air handlers.

**Bradley**

- Repaired gym exhaust fans.
- Installed plastic dividers in main office.
- Assembled and placed 60 student desks in classrooms.
- Filters changed in roof top air handlers.

**General**

- HEPA air purifiers placed in all school Isolation Rooms.