



Operations

To: Barry Edwards & the BISD Board of Trustees

From: Josh Thomas, Director of Operations

Date: June 2025

Re: News, information, and department updates

❖ **Compliance:**

- Completed quarterly and annual compliance inspections on elevators, district-wide.
- Completed annual compliance inspections on backflow preventers, district-wide.
- Annual compliance inspections for district fire systems have been completed with the exception of construction zones.
- Completed Annual compliance inspections for gas lines, district-wide.

❖ **Maintenance/Grounds/Custodial:**

- 643 work orders completed in the month of May.
- Replaced the HVAC system at Genesis/CRCA.
- Implemented a new offset summer schedule for trades staff to ensure HVAC/Plumbing/Electrical coverage on Fridays.
- Established a Service Agreement with Garrett-Callahan for chemical treatments on the Chiller System at CCHS. This will reduce the chances of HVAC system outages.
- HVAC Preventative Maintenance has begun at COE. Plans in place to have PMs complete at COE, CCE, CRE, and Emile by the end of summer.
- Grounds, Maintenance, and Technology teams collaborated on a large-scale furniture move, involving 13 classrooms at CCHS on 5/22 & 5/23. The move was time-sensitive, as the rooms needed to be completely emptied -including removal of wall fixtures- so that Bartlett Cocke could begin remodeling on schedule.
- Grounds completed off-schedule mowing for all Elementary School fields to have their Water/Field Days on a fresh lawn.
- Custodial Department received on-site training in best practices for cleaning chemicals and custodial equipment operation and minor maintenance via product brand representatives.

❖ **Large Scale Projects:**

- Contracted service to complete additional urgent and proactive roof repairs on the JFW Performing Arts Center. Upon completion of this project, there should be no remaining deficiencies.

- Coordination has begun with contractors to have additional (2) classroom portable building installed at CRE prior to the start of the 25-26 school year.
- Roofing repair scheduled for June 10 at BHS NJROTC building. Materials to refurbish the building's interior have also been ordered. Roofing/Interior are expected to be complete by mid-July. Building exterior will be repainted during the school year.
- Elevator modernization project scheduled for Memorial Stadium.
- Relocation of all district records has begun, and is expected to be completed by June 30.