

# Memo

**To:** Board of Education  
**From:** David Nardone  
**CC:** Dr. Conway  
**Date:** 7/14/2017  
**Re:** Property Update

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The following is an update on our school buildings: I am on vacation returning 7-25-17.

## **Bradley**

Classroom cleaning and waxing is at 30% completion as of the writing of this report.

Window installation project in process – on schedule to be completed before start of school.

## **Irving**

Classroom cleaning and waxing is at 35% completion as of the writing of this report.

Learning center build out is ~50% complete

## **Derby High School**

Classroom cleaning and waxing is at 45% completion as of the writing of this report.

Window replacement set to start the week of July 24.

## **Derby Middle School**

Summer maintenance was performed on roof top HVAC Units.

Classroom cleaning and waxing is at 30% completion as of the writing of this report.

Respectfully submitted by,

David M. Nardone, Facilities Manager