

# Memo

**To:** Board of Education  
**From:** Matthew Cunningham  
**CC:** Mark Izzo, Dr. Conway  
**Date:** 6/18/2021  
**Re:** Facility Management Update

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

## **Bradley**

- Concluded summer cleaning, floor stripping and refinishing.
- Relocated copy center.
- Added topsoil and regraded area around playground.
- Repaired Roof Top Unit 1 and kitchen exhaust.
- Emergency lighting/AED inspections conducted.
- Playground inspection conducted.
- Painting in cafeteria.
- JCI lighting upgrade finished.
- Automatic grease trap serviced.

## **Irving**

- Concluded summer cleaning, floor stripping and refinishing.
- Emergency lighting/AED inspections conducted.
- Playground inspection conducted.
- Replaced motor on Exhaust Fan #2 serving multiple floors.
- JCI lighting upgrade finished.
- Automatic grease trap serviced.
- Installed new phone line in Nurses office.

### **Derby High School**

- Concluded summer cleaning, floor stripping and refinishing.
- Emergency lighting/AED inspections conducted.
- LRU playground inspected.
- Painted multiple offices.
- New motors installed on exhaust fans: E-S-1 and E-S-2, serving woodshop and LRU area.
- JCI installed new hot water heater.
- JCI lighting upgrades finished.
- Automatic grease trap serviced.
- Two new cameras installed in front of building.
- Moved radon mitigation system from front entrance to the roof.
- Installed new printer line in LRU.
- Gym floor recoated.

### **Derby Middle School**

- Concluded summer cleaning, floor stripping and refinishing.
- AED inspections conducted.
- Belts replaced on ERU #2 (HVAC unit on roof).
- Added multiple direction and reserved parking signs to parking lot and driveway.
- Cleared brush along cafeteria parking area.
- Painted art room floor.
- JCI began lighting upgrades in hallways.

## **General**

- Custodial staff received mandatory 2 hour asbestos training along with OSHA refresher training.
- Met with CTDPH, received approval for last year's radon pipe installation.