

# 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**

- Replaced drain cover in restroom.
- Installed new motor on roof exhaust fan.
- Cleared roof drains.
- Assisted with set up/break down of kindergarten and 5<sup>th</sup> grade moving up ceremonies.

## **Irving**

- Replaced faulty door magnets.
- Repaired broken blinds in room 225.
- Replaced broken exterior light sensor.
- Assisted with set up/break down of kindergarten and 5<sup>th</sup> grade moving up ceremonies.

## **Derby High School**

- Replaced ceiling tiles in hallway.
- Rebuilt flushometer in restroom.
- Repaired cabinet door in LRU.
- Assisted with setup/breakdown for high school graduation.

### **Derby Middle School**

- Replaced all exterior flags.
- Replaced multiple LED lights in hallways.
- Assisted with set up/breakdown for 8<sup>th</sup> grade graduation.

### **General**

- Provided support for EGC/JCI Energy Savings Performance contract; facilitated on-site reviews for solar and HVAC improvements.
- Provided drawings for architect conducting regionalization study.
- Facilities Manager met with Mrs. Ventura's 2nd grade class at Irving to discuss recycling at their school.
- Summer work has been scheduled and started at all schools.
- Mandated yearly inspections scheduled at all schools.