

MANCHESTER PUBLIC SCHOOLS

Buildings & Sites Committee Agenda

Monday, November 9, 2020

5:45 p.m.

Lincoln Center - Virtual Meeting

- Buildings & Grounds - Department Structure - Ref. A
- Update on Cleaning of Buildings in Response to Pandemic
- Status of General Improvements to Alliance Districts' School Buildings Grant - Ref. B
- Manchester High School Roof Project - Ref. C
- Communications Department - Move to Washington
- Manchester Middle Academy - Relocation
- Open

The Board of Education welcomes the public to attend its committee meetings as observers. Public comments will not be recognized, however, written comments may be submitted to the committee chairs on items on the committee's agenda.

Organizational Chart
Buildings & Grounds
Director of Operations & Athletics

Manage and oversee all Board of Education facilities services.
Manage and oversee the Manchester High School day-to-day Athletic Department.
B & G and Athletics communications.
Budget - B&G and Athletics.
Staffing - B&G and Athletics.
Supervisor Evaluation / Head Coach Evaluation / Secretary Evaluation / Trainer.
Project Manager.
Oversee purchasing for B&G.
Attend all Building & Sites / CCC League / CAAD meetings.
Monitor payroll for B&G department.
Assist in coordinating facility / field usage.
Execute other responsibilities as assigned by the Superintendent of Schools and / or Director of Finance & Management.

1st Shift Building & Grounds Supervisor

In collaboration with Director of Operations & Athletics

Oversee all building and ground maintenance at assigned schools.
Manage and approve all work orders at assigned schools.
Oversee all custodial work schedules at assigned schools.
Supervise first shift and second shift custodians at assigned schools.
Ensure clean, orderly and safe conditions at assigned schools.
Continually inspect and evaluate custodial work performance at assigned schools.
Enforce safety rules and regulations at assigned schools.
Proactively schedule preventive maintenance at assigned schools.
Provide training to newly hired staff.
Coordinate with the other supervisors to schedule maintenance staff to complete work orders.
Maintain current on call schedule.
Coordinate building supply needs for assigned schools.
In collaboration with Dir of Operations and other supervisors, assist in order supplies.
Develop and implement a plan to beautify the grounds of assigned schools.
Work collaboratively with the building Principal in the evaluation of custodial staff.
Coordinate with the other supervisors to schedule snow coverage and removal.
Closely monitor the inventory of supplies and equipment.
Execute other responsibilities as assigned by the Director of Finance & Management and / or the Director of Operations & Athletics.
Schedule a rotating first and second shift schedule between supervisors.

Building Cohort 1 - Larry

Manchester High School - 3 / N15
 MMA 1 / N 2
 CO 1
 555 Main - N.5
 Rovers - 2 / N 2
 7 / N 19.5

Building Cohort 2 - Dave

Illing - 2 / N 5
 Bowers - 1 / N 2.5
 Buckley - 1 / N 2
 Waddell - 1 / N 3
 Pre-School / MRA - 2 / N1
 7 / N 13.5

Building Cohort 3 - Jamie

Bennet - 2 / N6
 Keeney - 1 / N2
 Verplank - 1 / N3
 Highland Park - 1 / N2
 Martin - 1 / N1
 6 / 14

Building Cohorts 1, 2 & 3 as assigned by the Director of Operations & Athletics on a project basis

Carpenters - 2 / N2
 Electricians - 3
 Plumber - 2
 Painter - 1
 Helper - 2
 HVAC - 3 / N2
 Grounds - 3
 Mail - 1
 17 / 4

Office of School Construction Grants & Review
General Improvements to Alliance Districts' School Buildings
2020-2021 Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form.

Project Name: 2020 Alliance Building Grant

School Name: Manchester High School

The project includes eight activities:

- Replacement of two boiler burners
- Install room number window signs
- Install ductless air conditioning in nurses' area
- Replacement of rooftop heating AC units
- Pavement resurfacing
- Installation of concrete pad for current storage units
- Concrete stair removal
- Replacement of convection steamer

Specific components and score of each activity are as follows:

Boiler Burner Replacement

There are three boilers at Manchester High School. The replacement of one of the burners was performed in 2015. This work would replace the other two original burners on the 1996 boilers. In 2015 the burner replacement was \$49,500. One of the original burners is the same size and the other is 100 HP smaller.

Materials and Labor: \$100,000

Install Room Number Window Signs

The district's safety plan, developed with the input of fire, police and ambulance, calls for signage to be placed on windows and interior doors to indicate the room number of the space within. The work would supply and install 330 reflective vinyl character sets for exterior windows and doors.

Materials and Labor: \$21,550

Install a Multi-Zone Ductless Split System in Nurses' Office

Installation of a multi-zone ductless split HVAC system. Installation would include two (2) one-ton wall mount A/C units outdoors and one (1) two-ton condensing unit mounted on a brick wall. All maintenance will be performed by an installation company, with the exception of removing the current wall A/C units. Currently the nurses' area has two inefficient window A/C units.

Materials and Labor: \$15,855

Replacement of (2) McQuay Rooftop Units on K-wing

Replacement of two McQuay Rooftop units on the K-Wing of the high school. The installation, removal of old units, gas hook up and programming will be completed by an installation company. Currently one of the units is completely disabled and the other unit can only be used for cooling. The existing units are approximately 25 -30 years old.

Materials and Labor: \$75,294

Pavement Resurfacing

Replace deteriorated pavement around the "lower" tennis courts at Manchester High School. The lower tennis courts were replaced two years ago; however the area surrounding the courts is in disrepair. The scope of the project would include:

- Remove existing pavement SY 1200
- Formation of subgrade SY 1200
- HMA S1.0 base course TON 215
- HMA S0.5 surface course TON 105
- Restoration of lawn areas SY 100

Materials and Labor: \$80,000

Install Concrete Pad and an Additional Storage Container with Fencing

Pour a concrete pad for Manchester High School's Performing Arts Department's storage units to rest on. The pad would support the two existing storage units and offer a foundation for future storage units. The scope of the work would include:

- Removal and disposal of existing fence
- Excavate and dispose of organic matter
- Grade and compact process base material
- Form and pour 40 'x 45 x 5' concrete slab
- Cut expansion joints
- Grade with topsoil and seed

Materials and Labor: \$15,300

Remove Existing Stairs on Brookfield Street

The scope of the work would include:

- Removal of approximately 900 sq ft of concrete sidewalk
- Removal of approximately 800 sq ft black top sidewalk
- Removal of concrete stairs and side walls
- Removal of all existing railings
- Disposal of concrete and pavement material
- Grade topsoil to match existing slope
- Hydroseed with mulch and tack to stabilize slope and create growth

Materials and Labor: \$29,860

Installation of High Speed Convection Steamer

The work would include the addition of a high speed two compartment convection steamer.

Materials and Labor: \$18,293

Cost Estimates:

Professional Fees and Services: _____

Materials and Labor: \$356,152 _____

Special Equipment: _____

Total: _____\$356,152_____

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General Improvements to Alliance Districts' School Buildings
2020-2021 Project Description Form

General Instructions: Complete a separate Project Description Form for each facility. Do not report multiple activities at multiple schools on a single Project Description Form.

Project Name: 2020 Alliance Building Grant

School Name: Illing Middle School

The project includes four activities:

- Pavement resurfacing
- Install ductless AC in main office
- Replace current VRF system
- Boiler replacement

Replace Deteriorated Pavement and Sidewalk Areas Around the Building

Replacement of the pavement and sidewalk that surrounds the building. Included are six parking spaces on the east side of the building. The scope of the project includes:

- | | | |
|----------------------------|-----|------|
| ● Remove existing pavement | SY | 1565 |
| ● Formation of subgrade | SY | 1565 |
| ● HMA S1.0 base course | TON | 290 |
| ● HMA S0.5 surface course | TON | 145 |
| ● Concrete sidewalk | SF | 750 |
| ● Block retaining wall | SF | 600 |
| ● Restoration of lawn area | SY | 400 |

Materials and Labor: \$175,000

Installation of Ductless A/C Units in Main Office

Installation of a four (4) zone ductless split HVAC system. Installation would include four (4) one-ton wall mount A/C units outdoors and two (2) two-ton condensing units mounted on a brick wall. All maintenance will be performed by the installation company, with the exception of removing the current wall A/C units. Currently the main office has a 26 year old York split system.

Materials and Labor: \$33,000

Replacement of VRF System

The scope of the work for the replacement of three (3) VRF systems on the west side of the building would include:

- The contractor would disconnect and remove three (3) condensing units from the roof
- Perform all required installation
- Provide BMS controls and programming

Materials and Labor: \$295,000

Replacement of Two (2) Boilers

Two 60+ year old boilers are running at 60% - 75% efficiency. The work would replace these two boilers to improve efficiency to 98 A.F.U.E. Currently the boilers are inefficient and expensive to maintain. The replacement system would use modern automation and will reduce operating and maintenance cost and increase reliability.

Materials and Labor: \$220,000

Cost Estimates:

Professional Fees and Services: _____

Materials and Labor: \$723,000 _____

Special Equipment: _____

Total: \$723,000 _____

GRAND TOTAL GRANT APPLICATION \$1,079,152

