**SPECIAL BUILDINGS AND GROUNDS COMMITTEE MEETING**

Meeting Date: March 19, 2019

Meeting Start Time: 5:00 PM

Members: Attendance:

Mr. Ken Darby, Co- Chair -Yes

Mr. Bruce Schubert, Co-Chair - Yes

Ms. Annette Johnson - Yes

Mr. Steve Megazzini - Yes

Mr. Albert Tijerina -Yes

Other Participants:

Dr. Norrell, Ben Hettel, Jeff Ryder, Dr. L. Campbell, George Allen, Craig Welter, Mike Perez Mark Spangler, Jordan Lutz,- Cordogan Clark & Associates

1. Roll Call
2. Public comments/questions
3. Facility Improvements Plan FY20 – Cordogan and Clark
4. Work Tickets
5. Change Order Approval Procedure
6. LED Lighting Replacement Update
7. Asbestos Six Month Surveillance Reports
8. Bleacher Inspection Update
9. Fire Alarm System Update
10. Pre-K Playground Upgrade
11. Incident Report
    * Brady
12. Follow Up
    * District Vehicle Driving Awareness
    * Absenteeism- Trends & IMRF
13. New Business
    * Standard Operating Procedures
    * Pre Qualified Vendor List
    * Training
      + 10 Hr OSHA
      + CPR
      + AED
      + First Aid
      + Asbestos Awareness
      + Fire Extinguisher
      + SchoolDude
14. Future Items
15. Closed session, if needed
16. Adjournment

Public Comments/Questions

None

Mr. Darby began the meeting by congratulating Mr. Steve Megazzini on his new appointment as Assistant Superintendent of Operations.

**Facility Improvements Plan FY20 – Cordogan and Clark**

Mr. Welter spoke on the District 5 year plan. He informed the Committee the 5-year plan has been updated. Bids were received for Brady, Bardwell mechanicals and the RTU’s at 10 locations. After discussion with the Committee and Board, the RTU bid has been approved for 10 locations. Due to cost, Bardwell and Brady have been pushed to 2020 with 5 other locations. The process will continue with the coordination of asbestos abatement and mechanical improvements. The plan is to have on the street for bidding in August for September/October Board approval. Sustainability Partners will have better bargaining opportunities to get costs down due to a bigger group of equipment and the availability of a couple different manufacturers.

Abatement take place at 3 locations during the summer. Ceilings is the largest portion of abatement requiring a 2-week window. Consideration will be taken when abating ceilings in rooms and floors are hot for asbestos; better numbers may be obtained if abatement takes place at the same time. Mr. Welter informed the committee, the bid will contain an alternate for the floor removal and the Board can then decide how to move forward.

Beaupre ceiling in the MPR is included in the mechanical project. The floor has been patched and abated in spots. The floor replacement in the MPR will be treated as an alternate in the bid replacing with LVT or epoxy flooring material.

Mr. Darby suggested putting in the budget the costs for next year and set a priority plan/list. Mr. Welter will bring back to the April meeting an updated 5-year plan.

Ms. Johnson suggested Mr. Ryder check with Stifel to determine pricing rate. Mr. Ryder will communicate and report back to Committee.

Preschool Playground replacements at ECC and Oak Park were discussed. The overall cost exceeds the grant availability. It was determined only Oak Park playground project will take place due to several issues. The playground will have replaced equipment, new play and concrete surface, new shade structure, new fencing and the regrading of the site.

Playgrounds are inspected by the State PreSchool Grant. Safety issues at ECC have been addressed with the replacement of a number of the black pads with a new surface. There is also still an area of black pads that are a trip hazard and will need to be addressed. There are also water problems that occur due to the drainage on the site. Mr. Tijerina will contact the City of Aurora to determine if they can assist with the drainage issue.

Mr. Schubert inquired if the comprehensive inspections of all playgrounds have taken place as was previously approved by the committee and board. The report findings can be used to drive the areas in need of attention. A meeting is still in the process of being set up. Mr. Tijerina will report back to the Committee once meeting has taken place and he has findings/recommendations. Mr. Tijerina reported there was playground 2-day training completed by himself, Ben Hettel, Jesse Vargas, Mike Huston and Antonio Jamison.

A Kaboom grant is still possible at Hermes Elementary with a possibility of partnering with Blue Cross. Mr. Tijerina is waiting for a meeting to be scheduled with the grant department.

Committee agreed to move forward with the Oak Park Playground grant. Cordogan Clark will prepare bid documents and bring back to Committee for approval.

Mr. Welter informed the Committee there might be the need for an additional Committee meeting the week of April 8th to approve various bids.

Mr. Welter presented the roofing bids for portions of 3 locations; O’Donnell, Hermes and EHS. He reported 7 bidders responded with Malcor Roofing lowest responsible bidder in the amount of $607,300.00 which is slightly below budget. Committee agreed to move recommendation forward to the Board at the April 1st meeting.

**Work Tickets**

Mr. Hettel reported on work orders. Since last meeting, 147 tickets have been completed, 238 still open and 53 new. In 2017 at the start of school there were 778 open tickets and in 2018 570 open tickets. The tickets are reducing in number and the goal is to be at a break even at the start of the next school year. Once the numbers continue to stay low, focus can be set on introducing a preventative maintenance program.

Mr. Darby questioned an invoice on the bill list for Cannonball Mechanical to change a drinking fountain at EHS. Mr. Hettel reported the repair/replacement took place over a break and consisted of additional plumbing. Over half of the outstanding work orders are at EHS. Over the past week, additional maintenance have helped at EHS to reduce the outstanding number. Mr. Schubert questioned if there is a process in place for response time on work orders. Mr. Hettel reported the department is currently in the process of working on a timeline with a Standard Operating Procedure.

Ms. Johnson questioned the warranty on the cracked concrete outside the EAHS atrium. Mr. Welter stated it would be replaced under warranty. There were also 4 sections that were replaced in the Fall.

**Change Order Approval Procedure**

Mr. Megazzini spoke on the revision to the Change Order Procedures brought back to the Committee. $5,000.00 - $25,000.00 not to exceed 10% of the total bid – Approval of the District Superintendent.

**LED Lighting Replacement Update**

Mr. Hettel reported FRMA and Rollins are complete with a couple minor punch list items. Currently Allen and Bardwell are receiving updates with Dieterich and Johnson to follow.

**Asbestos Six Month Surveillance Reports**

Mr. Tijerina reported Carnow Conibear should be out Spring Break to perform the six-month surveillance and is in the process of obtaining a quote. Currently B&G is working on organizing and separating management plans for the buildings. Carnow Conibear will assist with locations that cannot locate management plans and this work is also scheduled for over spring break. Cordogan Clark has sent letters to locations that contain no asbestos and these locations will also have management plans. The project is work in progress. Mr. Tijerina attended the Designated Person training course. The goal is to have everything in place in the next 3-6 months.

Carnow Conibear will conduct the six-month surveillance one more time and then transform to the District. Mr. Tijerina reported that a priority listing will be made for summer abatement with no immediate action recommendations per the most recent surveillance.

Discussion took place regarding the agreement with Carnow Conibear. There was an agreement put in place approximately 1 year ago. Discussion has taken place regarding the probability of going out to bid for services. With the strict timeline, there was a need to stay with Carnow Conibear now. Discussion can be brought back to the May or June meeting with other options.

Mr. Darby questioned if there was an update on the room at Brady that was sealed off. Mr. Tijerina reported the plaster above the ceiling was delaminating and falling onto suspended ceiling creating bows in the ceiling tile. The room has been sealed and it will be a summer project due to not enough time to complete during Spring Break.

**Bleacher Inspections**

Mr. Tijerina provided bleacher inspection updates and recommendations will be addressed. Service repairs have been completed at Simmons, Cowherd and Dieterich. Larger projects are needed at Simmons and EHS, which include isle revisions to bring up to code. Mr. Tijerina has requested quotes and will bring to Committee once received. Some repairs can be made by the maintenance staff in-house. He added inspections take place on an annual basis.

**Fire Alarm System Update**

Mr. Tijerina reported fire alarm repairs will take place over Spring Break and should be substantially completed. The contractors from Affiliated performed the inspection per pricing award. Work will take place to complete work prior to next inspection. A spreadsheet for attention items has been created and work orders will be assigned for repairs that can take place in-house.

A bar code system is being viewed and would replace the sticker on the emergency lights. Equipment could be scanned and signed off electronically in-house. Emergency and exit lights are checked on a daily basis. There is currently an inventory list of all fire extinguishers in the District. There is also a detailed listing of AED’s, with expiration dates of batteries and pads for all locations. Mr. Darby questioned if there has been a need for the use of an AED machine at a location. Dr. Norrell responded there was most recently an incident at a location approximately 2-3 weeks ago. There were no AED’s purchased for the new section at EHS. A reassessment of AED’s is needed to determine if the adequate number of AED’s are available at each location. Discussion also took place regarding the AED warranty life. Mr. Megazzini informed the Committee the new Safety Security Manager can address the AED’s needs.

**Follow Up**

Mr. Tijerina informed the Committee a message was sent to all District drivers regarding safety awareness.

Mr. Tijerina reported data for absenteeism trends have been reviewed. Discussion took place regarding an IMRF presentation regarding the importance of sick days at retirement.

**New Business**

Mr. Tijerina presented a draft of a Standard Operating Procedure to the Committee.

Mr. Hettel reported the Pre-Qualified Vendor listing is currently in the process of getting updated pricing. A presentation of the findings will be presented at the April or May Committee Meeting.

Mr. Tijerina reported there is various training taking place for the B&G staff over Spring Break to include, 10 Hour OSHA, CPR, AED, First Aid and Asbestos Awareness. Mr. Schubert questioned if there has ever been a needs assessment for OSHA training and reinforcing safety. Dr. Norrell added there are training modules that are required every five years, the module does not specifically indicate the individual has been fully trained in all areas. Mr. Schubert suggested checking with Carnow Conibear and/or similar companies to assist in making such evaluations/assessments. Ms. Johnson also suggested contacting the insurance company to inquire regarding training services.

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Fire Extinguisher training took place on March 1st in EHS Fieldhouse. The AFD trained approximately 150 staff members.

SchoolDude training will take place during the summer.

Mr. Schubert requested and update on mandated safety drills be brought to the May Committee Meeting.

Mr. Schubert would like a presentation to the Board on Summer Work at the May Board Meeting.

Meeting adjourned 6:20 pm